

**REQUEST TO CHANGE A SCHEDULED PREREGISTERED MUSIC EDUCATION COURSE**

For Music Education (MUCE): Complete the form below to request a change in your required course assignment. Copy into the body of an e-mail (do not attach) and submit to Dr. Tracy Lipke-Perry, the Music Education Department Chair, at [lipkeptd@potdam.edu](mailto:lipkeptd@potdam.edu). Any requests with missing information will not be considered.

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NAME:

E-mail:

P #:

Advisor's name:

Level(s) and section(s) of core course(s) involved in conflict:

Time conflict that a preregistered course has with another required course - indicate the course, section number, meeting times:

Is the course required for a concentration, minor or a second major (the concentration, minor or major must be officially declared) and if so, which one?

Other reason (teacher selection is not an acceptable reason):

List ALL details of schedule --you must include the days/times of EVERY course you wish to take and any other possible options:

CRN	Course number	Course Title	Days/Times

If we are able to offer you a solution, you will be notified that the change has been made in Banner. If there are no seats available and you are waitlisted, you will also be notified.