**GATEWAY SEMINARY**
*Biblical · Missional · Global*

Office of the Registrar
3210 E. Guasti Road • Ontario, CA 91761
909.687.1468 (phone) • 909.687.1593 (fax)
registrar@gs.edu

## Petition to Change to/from Remote Access Section
### *For those classes with a Remote Access section only*

Complete this form and submit to the professor of the class for approval. After obtaining professor approval, submit to the Registrar's Office.
### *Do not stop attending class until the change is confirmed. Use back of sheet if necessary to explain*

### To be completed by the Student

Name:_____

ID: _____ Email: _____

Campus: ❒ AZC ❒ BAC ❒ ONLN ❒ ONT ❒ PNWC ❒ RMC

F1 student: ❒ yes ❒ no

Your request to change must be for the same class (i.e. P1111-11 – on campus - to P1111-19 – remote access). This form is not for adding and dropping different classes.

Currently registered in:

Course # (including Section #) _____-_____

Course Title: _____

Request change to:
Course # (including Section #) _____-_____

Course Title: _____

Reason for change:

Student Signature:_____

Date:_____

### To be completed by Faculty

Has the student been attending class regularly?
❒ yes ❒ no

Has the student discussed this request with you?
❒ yes ❒ no

Are there already 5 Remote Access students registered?
(If the Remote Access section is full the student will not be moved to that section)
❒ yes ❒ no ❒ NA

What is your recommendation for this student?
❒ Change to Remote Access section
❒ Change to On Campus Section

Please use this space (and the back of this page if needed), to add any pertinent information

Faculty Signature:_____

Date: _____

### To be completed by Registrar's Office

F1 Status Affected
❒ yes ❒ no

Degree allows online course
❒ yes ❒ no

Requested Course full
❒ yes ❒ no

Approved:
❒ Change to Remote Access section
❒ Change to On Campus Section

Notes:

Notified:
❒ Business Office
❒ Student
❒ Faculty

Date processed: _____ Initials: _____

Rev. 7/17/2019