

School of Psychology

Application for Change of OLCR Lab/Tute/Seminar Group Allocation

Do not submit this form unless you have first accessed the OLCR system at <http://www.olcr.uwa.edu.au> and attempted to add yourself to a group. This feature usually remains available for the four to five weeks after allocation through to the end of the withdrawals period. Spaces open up throughout this period as students withdraw or transfer.

This form must be submitted in hardcopy to the School of Psychology General Office. Notification will be via your student email account.

- Psychology Unit Number (e.g. 101): _____
- Your Name: _____ Your Student No.: _____
- Your Daytime Phone Number: _____
- Your OLCR Group Allocation (refer to the attached group listings)
 - OLCR did not allocate me to a group
 - Group Number: ____ (day) ____ (start) ____ (finish) ____
- I cannot attend my allocated group because;
 - no group was allocated by OLCR
 - it clashes with a **lecture** in Subject _____ Unit _____
 - it clashes with **another lab, tutorial or seminar** that was allocated by OLCR*.
*Note that clashes with groups not allocated by OLCR must be resolved by the School responsible.
 - it clashes with a work, sporting, family or other commitment that I cannot reschedule or forego without serious hardship. **You must provide a written explanation below or present this form directly to the appropriate Unit Coordinator for approval and signature.**
 - Other. Do not submit this form. Try to reallocate yourself within OLCR.
- List up to eight of the Group Numbers of lab/tute/seminar groups in this unit from your most to least preferred (refer to the attached listing). **If you are not available for at least half of the groups on offer for this unit (up to a maximum of eight), then you must provide a written explanation of your conflicting commitments below or present this form personally to the appropriate Unit Coordinator for approval and signature.**

(1)____ (2)____ (3)____ (4)____ (5)____ (6)____ (7)____ (8)____

- If you were asked to provide a written explanation above then write it here;

Office Use Only: Application requires approval of Unit Coordinator: Yes No

Unit Coordinator or Designated Officer Use Only

Group overload is approved for this student: Yes No

Name: _____ Signature: _____ Date: _____

*Please return
this form to the
General Office
ASAP*

Office Use Only

Added to OLCR Group Number: ____ OR No Action Taken

Student advised by (Initials) _____ Date: _____