



INSTRUCTIONS – REGISTRATION / CHANGE OF REGISTRATION FORM

This form is to be used after registration has closed
OR
when auditing a course

1. COMPLETE THE FORM

- Complete all relevant sections on the reverse.
- Obtain appropriate signatures as noted in section 2 below.
- Return the form to the office noted in section 3 below.

2. OBTAIN REQUIRED SIGNATURES

	Undergraduates on a degree/ diploma program, Visitors and Exchange Students	Graduate Students	Unclassified, Qualifying, Auditors
Course Section Drop (see Note A below)	Instructor and Faculty	Instructor or Departmental Advisor and Dean of Graduate Studies	Instructor
Course Section Add	Instructor and Faculty (see Note C below)	Instructor or Departmental Advisor and Dean of Graduate Studies	Instructor (see Note D below)
Course Section Change	Instructor of new section	Instructor or Departmental Advisor and Dean of Graduate Studies	Instructor of new section
Withdrawal from the Session	Faculty (see Note A below)	Departmental Advisor and Dean of Graduate Studies (see Note A below)	Registrar's Office (see Note B below) or Dean of Graduate Studies if Qualifying Student

Note A The date of last attendance must be specified and approved. Fee adjustments will be determined by the date of last attendance. Undergraduate students withdrawing from the session must re-apply to register in future sessions. Contact the Registrar's Office.

Note B The date of last attendance will be the date on which the form is received by the Registrar's Office

Note C If adding a 500-level course, in addition to the above you must consult with the Graduate Adviser in the department in which you wish to take a course. The adviser will forward your request to the Faculty of Graduate Studies for approval.

Note D If adding a 500-level course do not use this form. You must consult with the Graduate Adviser in the department in which you wish to take a course. The Adviser will forward your request to the Faculty of Graduate Studies for approval. Unclassified students, qualifying students and auditors pay a higher per-credit fee. See Fee section in Calendar.

3. RETURN THE FORM

Undergraduates on a degree/diploma program, Visitors and Exchange Students: Return the form to your faculty office.

Graduate Students and Qualifying Students: Return the form to the Dean of Graduate Studies Office.

Unclassified Students and Auditors: Return the form to the Registrar's Office.



REGISTRATION / CHANGE OF REGISTRATION FORM

STUDENT INFORMATION:

First Name: _____ *Last Name:* _____

Student Number: _____ *E-mail:* _____

Address: _____

Postal Code: _____ *Degree:* (e.g. PhD, MA) _____

Telephone: _____ *Graduate Program Name:* _____

Date of Request: (yyyy/mm/dd) _____

COURSE SECTION DROP

Date of Last Attendance (yy/mm/dd)	Course Start Date (yy/mm/dd)	Term	Course Name and Number (e.g. ECON 500)	Section	Credits	Course Instructor Approval (Signature Required)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Comments: _____

COURSE SECTION ADD

Tick if Auditing	Course Start Date (yy/mm/dd)	Term	Course Name and Number (e.g. ECON 500)	Section	Credits	Course Instructor Approval (Signature Required)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Comments: _____

Approval of Student's Graduate Program Advisor:

Signature _____ Name (Please Print) _____ Program _____ Date (yyyy/mm/dd) _____

Faculty of Graduate Studies use only:	
_____	_____
Date of Approval	Signature of FoGS Clerk