University of Victoria

UNDERGRADUATE COURSE CHANGE FORM

THIS FORM IS TO BE USED ONLY IN CIRCUMSTANCES WHERE CHANGES CANNOT BE ACCOMPLISHED THROUGH ON-LINE REGISTRATION OR THE APPROPRIATE DEPARTMENT. Consult current Calendar or Undergraduate Records web site http://registrar.uvic.ca/undergrad for Fee & Academic deadlines/consequences.

MR. MRS. MISS MS.																															V 0 0 -					
TITLE	SURNAME														GIVEN NAMES																UVIC I.D. NUMBER					

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. For further information read UVic Policy 4400, Access to Student Records at: http://web.uvic.ca/uvic-policies/pol-4000/4400ASR.html or contact the Office of the Registrar & Enrolment Services at 250-721-8130.

FACULTY: _____ SESSION: _____

WRITTEN AGREEMENT of the recognized departmental authority is required for all course adds including section changes.

REQUESTS FOR LATE COURSE ADDS

- Requests submitted after the last day for adding courses published in the *Calendar* for the appropriate term of Winter Session or Summer Studies must be accompanied by:
  1. a written explanation of the circumstances that prevented your registration prior to the last day for adding courses;
  2. a memo from your instructor stating that you have been attending the course since it began **– this memo does not in itself constitute approval for the requested late add.**
- Requests are adjudicated by the Dean of your Faculty or designate, except course section changes within the same term which only require an instructor's signature.
- **Humanities, Science and Social Sciences will not normally approve course adds after the last day for adding courses in any session. All registrations must be completed by this deadline.**
- You must submit this form with supporting documentation to the appropriate office: BUSINESS - BEC **283;** EDUCATION ADVISING - MAC 250; ENGINEERING - ENGINEERING OFFICE WING; FINE ARTS - FINE ARTS BUILDING; HUMAN & SOCIAL DEVELOPMENT - SEE INDIVIDUAL SCHOOLS HSD BUILDING; HUMANITIES, SCIENCE & SOCIAL SCIENCES – ACADEMIC ADVISING UVC 205.

INSTRUCTORS MUST NOT WRITE IN THIS SPACE

_____
APPROVAL OF DEAN OR DESIGNATE*

_____

_____

_____

_____
EFFECTIVE DATE

DROP

PLEASE INFORM INSTRUCTOR OF YOUR DECISION TO DROP A COURSE

COURSE ABBR				COURSE NUMBER				LECT CRN	LAB/TUT CRN	SUMMER PART OF TERM
B	I	O	L	2	1	5		20546	20549	2

ADD

(DO NOT USE THIS FORM TO ADD DIRECTED STUDIES COURSES)

COURSE ABBR				COURSE NUMBER				LECT CRN	LAB/TUT CRN	SUMMER PART OF TERM	DEPARTMENTAL AGREEMENT TO ADD LECTURE	LAB
G	E	O	G	1	0	1	A	32023	32027	4		

_____
STUDENT'S SIGNATURE

_____
DATE

_____
STUDENT EMAIL & PHONE NUMBER

OFFICE USE ONLY

WITHDRAWAL FROM THE UNIVERSITY
TRANSFER TO GRADUATE STUDIES
CANCELLATION OF REGISTRATION

} You must complete an Undergraduate Withdrawal Form at the Office of the Registrar & Enrolment Services.
Any undergraduate student who, after registration, drops all courses, is withdrawing from the session.

24Nov08 /gw