



REGISTRAR'S OFFICE COURSE SECTION DROP/ADD

TERM: _____
Year

FALL WINTER SPRING

Student Name: _____ (Last Name) _____ (First Name) Program Name: _____ Date received by Registrar's Office: _____

Student Number: _____ Program Number: _____ Level: _____ Date: _____ Student Signature: _____

DROP		DROP		DROP	
<i>To be completed by Student</i>				<i>Approval</i>	
Course Number	Course Section Number		Course Name	Co-ordinator/ Course Chair/ Dean	
	DAY	*CE			

To ** add, drop, or change course sections, Schools require signatures of both the Course Chair and the Academic Chair/Dean for service courses, and the signature of the Academic Chair/Dean only for core courses.

** Normally, a ten-day period applies for any timetable changes.

Note; Day students may change course sections online via ACSIS for some courses. Log onto ACSIS to determine if the course has been approved for this service.

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ADD			ADD			ADD	
<i>To be completed by Student</i>				<i>To be completed by Department</i>			
Course Number	Course Section Number		Course Name	On Program of Study (Yes/No)	Equivalent to Program of Study? (If yes, give course number)	Substitute for Course on Program of Study? (If yes, give course number)	Approval of Co-ordinator/ Course Chair/ Dean
	DAY	*CE					

Seat Increase Requirement

Course No: _____ Section: _____

From: _____ To: _____

Date: _____ Time: _____ : _____

Approval _____
Co-ordinator/Course Chair/Dean

Change of classification? Yes No

Entered by: _____

Date: _____

NOTE: Some courses are composed of both theory and lab section numbers (ie 010 and 012.) Please indicate both sections when dropping or adding a course

Co-ordinator/Academic Chair/Dean: _____ Date: _____

POLICIES AND PROCEDURES FOR ADDING CONTINUING EDUCATION (C.E.) COURSES

1. Who is eligible to register in C.E. Courses?

- Full-time students taking less than their day full-time course load for the term, with appropriate permission from their department.
- Continuing Education courses must be **on, equivalent to, or a substitute for** courses on the program of study.
- **Courses added must not bring the student's total course load beyond the maximum full-time load for the term.**

2. When can I register?

- Continuing Education course registrations (**including Distance Education**) will normally be accepted during the timetable change period for each term.
- Continuing Education course registrations will normally not be accepted beyond the **second** Continuing Education class.

3. Are there any fees?

- Day students accessing Continuing Education courses **must pay any advertised material fee.**
- If the student's classification changes to part-time within the timetable change period, fees are assessed on a course-by-course basis.

4. How do I register?

- Complete a Drop/Add Form, available in the Registrar's Office.
- Have the form signed by the Academic Chair/Dean.
- Have the form signed by the Course Chair/Dean **and** the Academic Chair/Dean if course(s) are equivalent to course(s) on the program of study.
- You will then be registered, dependent upon space availability, and requested to pay applicable fees.

5. What if I want to withdraw from the Continuing Education Course(s)?

- Complete a Drop/Add Form available in the Registrar's Office.
- Adhere to the last day to withdraw to avoid academic penalty (an "F") (this date is printed on your timetable opposite each course).