

**STUDENT TIMETABLE CHANGE FORM**

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/ 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.

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.

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17<sup>th</sup> Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.

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)	Chair/Dean Approval		
	DAY	*CE							

**Seat Increase Requirement**

Course No.: \_\_\_\_\_ Section: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Chair/Dean Approval

---

Change of Classification? Yes  No

Entered by: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

\_\_\_\_\_  
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 Student Timetable Change 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 Program Chair/Dean if course(s) are equivalent to course(s) on the program of study.
- You will then be registered, department upon space availability, and requested to pay applicable fees.

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

- Obtain approval from your department.
- Adhere to the last day to withdraw to avoid academic penalty (an "F") (this date is printed on your timetable opposite each course).