

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.

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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)	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).