# Change of Registration

**ALL SECTIONS OF THIS FORM MUST BE COMPLETED**

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>UCQ ID NUMBER</th>
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**ACADEMIC TERM / SEMESTER**

- Fall 20__ (August - December)
- Winter 20__ (January - April)
- Spring 20__ (May - June)
- Summer 20__ (July - August)

**CHANGES TO REGISTRATION**

### ADD/SWAP

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>LEC #</th>
<th>LAB #</th>
<th>TUT #</th>
<th>Staff Initials</th>
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<tbody>
<tr>
<td>CS 203</td>
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<td>01</td>
<td>02</td>
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**OVERLOAD**

- Instructor notes _______________________________________________________________________
- (1)Instructor Name and Signature
- (2)Associate Dean Signature

**DROP (Course Removed from Transcript)**

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**PRE-REQUISITE WAIVER**

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**WITHDRAW (Grade of “W” on Transcript)**

- * If EAPP course, must be signed by Director of Foundation Program

**FACULTY RULING/ADVISOR NOTES**

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**STUDENT DECLARATION**

I understand and consent to the registration or changes as indicated on this form. I understand it is my responsibility to inform my sponsor of any/all changes to my registration. All requests to add a course are subject to enrolment limits in the class, which is controlled by Student Services.

DD/MM/YYYY  
Student’s Signature

**Additional Information**

- * Overload approval requires the signatures of both the Instructor and the Associate Dean.
- * Prerequisite waiver requires signatures from the Associate Dean.
- * Students will not be permitted to withdraw more than once from a particular course.
- * Students will not be permitted to withdraw from laboratory and clinical nursing courses in order to avoid a failing grade.
- * Students may repeat a course previously failed or one in which a higher grade is sought. Exceptions to this regulation may be made only in unusual circumstances and at the discretion of the Associate Dean.
- * Instructors will be consulted by the Associate Dean (Academic) prior to the approval of prerequisite waivers.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Canadian Federal Statistics Act. It is required to document your registration. If you have questions about the collection or use of this information please contact Student Services at +974-4406 5222.
Information about the Change of Registration form

Please remain aware of the registration deadlines for each semester. They may be found online at http://www.ucalgary.edu.qa/currentstudents/schedule

All sections on the form must be complete before bringing it to Student Services:

- Personal Information – name, student ID and semester
- Courses requiring change - course name, number (add the Lab and Tutorial if applicable)
- Signatures – required for overload and pre-requisite, withdrawal

Please use the example for CPSC on the front of the form and contact Student Services if you need help.

BEFORE ADD/DROP DEADLINE:

ADD/SWAP – This must be done BEFORE the ADD/DROP deadline. The ADD/DROP deadline is usually 2 weeks after classes begin. If you are swapping out of one class and into another, enter the class you want to be added into in the ADD/SWAP section and enter the class you are dropping in the DROP section of the form.

DROP – This must be done BEFORE the ADD/DROP deadline. The ADD/DROP deadline is usually 2 weeks after classes begin. If you drop a class it will not appear on your academic record and you will not have to pay school fees.

OVERLOAD – This is done if you need to take a course that is already full and there are no more seats available. **This will be approved only under special circumstances.** You must first bring this form to the instructor for his/her signature. If the instructor has approved the overload, you must then submit the form to the Associate Dean for final approval.

- The instructor must sign the form first.
- Give the Change of Registration form to the Executive Assistant for the Associate Dean.

PRE-REQUISITE WAIVER – This is done if you need to take a course that has a pre-requisite that you have not completed. **This will be approved only under special circumstances.** You must make an appointment to see the Associate Dean for approval.

- Give this form to the Executive Assistant for the Associate Dean and make an appointment so that you may explain your situation.
- The instructor of the class will be consulted by the Associate Dean prior to approval.

AFTER ADD/DROP DEADLINE:

WITHDRAW – This must be done BEFORE the last day of classes has passed. Withdrawing from a course will result in a ‘W’ grade on your transcript but this will not affect your GPA. You WILL be responsible for school fees for the course. You will not be allowed to Withdraw from a Lab or Clinical Nursing course in order to avoid a failing grade.