

# CHANGE of REGISTRATION

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

<b>FULL NAME</b>											<b>UCQ ID NUMBER</b>										
<b>ACADEMIC TERM / SEMESTER</b>																					
<input type="checkbox"/> Fall 20____ (August - December)					<input type="checkbox"/> Winter 20____ (January - April)					<input type="checkbox"/> Spring 20____ (May - June)					<input type="checkbox"/> Summer 20____ (July - August)						
<b>CHANGES TO REGISTRATION</b>																					
<b>ADD/SWAP</b>											<b>OVERLOAD</b>										
Course Name	Course Number	LEC #	LAB #	TUT #	Staff Initials	Course Name	Course Number	LEC #	LAB #	TUT #	Staff Initials										
C P S C 2 0 3 .	0 1 0 1 0 1	EXAMPLE																			
											Instructor notes _____										
											(1)Instructor Name and Signature _____										
											(2)Associate Dean Signature _____										
<b>DROP (Course Removed from Transcript)</b>											<b>PRE-REQUISITE WAIVER</b>										
Course Name	Course Number	LEC #	LAB #	TUT #	Staff Initials	Course Name	Course Number	LEC #	LAB #	TUT #	Staff Initials										
											Notes _____										
											* Associate Dean Signature _____										
<b>WITHDRAW (Grade of "W" on Transcript)</b>											* If EAPP course, must be signed by Director of Foundation Program										
<b>STUDENT DECLARATION</b>											<b>FACULTY RULING/ADVISOR NOTES</b>										
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.											<ul style="list-style-type: none"> <li>* Overload approval requires the signatures of both the Instructor and the Associate Dean.</li> <li>* Prerequisite waiver requires signatures from the Associate Dean.</li> <li>* Students will not be permitted to withdraw more than once from a particular course.</li> <li>* Students will not be permitted to withdraw from laboratory and clinical nursing courses in order to avoid a failing grade.</li> <li>* Students may repeat a course previously failed or one in which a higher grade is sought. However, students usually will be permitted to repeat a particular course only once. Exceptions to this regulation may be made only in unusual circumstances and at the discretion of the Associate Dean.</li> <li>* Instructors will be consulted by the Associate Dean (Academic) prior to the approval of pre-requisite waivers.</li> </ul>										
_____ Student's Signature											_____ Date										

## 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.