DROP/ADD REQUEST FORM

Students may drop and/or add courses until Friday of the first week of classes of each term. There is no penalty for dropping courses during this time and no record of enrolment will appear on the students' transcripts.

A course that is dropped after the official Drop/Add period is considered a late drop or withdrawal. In this case a letter "W" (Withdrawn) will appear on the transcript.

A student who wishes to take more or less than the normal workload should NOT use this form. Use WORK OVERLOAD/UNDERLOAD REQUEST FORM instead.

Note: These changes are not official until the form has been signed, returned and processed by the Registrar's Office. Students will be informed by the Registrar's Office of all applicable changes to their schedules after the Drop/Add period.

Last Name: ______________________________ First Name: __________________________________

Term: □ Fall □ Winter □ Spring □ Summer Programme:____________ Year:________________

Course(s) to be dropped:

Course ID	Title	Credits	Instructor	Late drop?

Course(s) to be added:

Course ID	Title	Credits	Instructor

Required Signatures:

____ ________________________________

Student Date

____ ________________________________

Dean of Academic Affairs Date

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Office use:

___________ ____________ ___________________________

Date received Date processed Processed by

□ Course change □ Withdrawal Note:____

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