

Add/Drop Form

 Registrar's Office, UA 2071
 University of Ontario Institute of Technology
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WHAT?	This form is used for students seeking to repeat a course or make a course registration change after the course 'add' and 100% refund 'drop' deadline. This form is also used if a course is full or causes a time conflict where permission of the Faculty Advisor or Dean's Designate is required.
WHO?	The form must be signed by the student for all requests and they should contact the Faculty Advisor of the course concerned for the appropriate approval. If student is seeking permission to register for a course that is full, then the form must be taken to the Faculty Advisor or Dean's Designate to be signed. For late course additions, it is the student's responsibility to catch up on any missed work. Once complete, the form is submitted to the Registrar's Office.
WHEN?	The length of time for requests to be processed is normally 48 hours. During peak times, processing time may be longer.

Last Name	First Name	Student Number

Program	Term

I WISH TO ADD THE FOLLOWING COURSES:


CRN (e.g. 40088)	COURSE CODE (e.g. BUSI1450u)	SECTION (e.g. 001)	REPEATING COURSE? Y/N	FACULTY APPROVAL INITIAL(S)		FACULTY ADVISOR/ DEAN'S DESIGNATE NAME (PLEASE PRINT)	FACULTY ADVISOR/ DEAN'S DESIGNATE SIGNATURE
				SECTION CLOSED	TIME CONFLICT		

Special Instructions:

I WISH TO WITHDRAW FROM THE FOLLOWING COURSES:

CRN (e.g. 40088)	COURSE CODE (e.g. BUSI1450u)	SECTION # (e.g. 001)	COURSE NAME (e.g. Statistics)	HAS THIS COURSE BEEN APPROVED FOR TRANSFER CREDIT? (*Please attach a copy of your approval)

Please note: If this is your last course, you must attach proof of laptop return

 SIGN HERE	Student's Signature	Date
	NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED	

FOR OFFICE ONLY	
Processed by	Date