

Change of Course Registration

Please print or type clearly

Last Name	First Name	Middle Name(s)	UCID Number	Degree	Graduate Program
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In most cases, students can drop and add courses up to the Drop or Add/Swap deadline for the session by using My UofC. This form should be used only when My UofC cannot be accessed or if the change is being requested after the Drop or Add/Swap deadline, or if the course is extra-to-program or being audited. Refer to the University of Calgary Academic Schedule in the Calendar for all deadlines.

Indicate clearly whether you wish to ADD, DROP, WITHDRAW or SWAP from a course.
Indicate also if the course is EXTRA-TO-PROGRAM, or if you wish to AUDIT the course. Additional fees will be assessed for extra-to-program courses and may be assessed for audit courses. If a course is added after the deadline, you must provide a reason for the change. If you are taking a course out of your Department/Program you must also obtain the signature from the Graduate Program Director of the Department/Program offering the course.

ADD	A	To add a course where extra approvals are needed OR after the Add deadline for the session. For requests after the add deadline, a late fee will be assessed.
DROP	D	To drop a course without penalty after the Drop deadline for the session.
SWAP	SD SA	To Swap a course after the Add/Swap deadline for the session. Course to be dropped. Course to be added.
WITHDRAW	W	To withdraw from a course after the final day of classes for that session. No fees will be refunded after the last day to drop full and half courses for the session.

A D SD SA W	Session (F) Fall (W) Winter (P) Spring (S) Summer	Course Abbrev.	Course Number	Lecture No.	Lab. No.	Tutorial No.	Audit (v)	Overload (v)	Instructor's Signature (if required by department)	Additional Fees Assessment		
										Tuition	Differential	Late Reg.

REASON FOR CHANGE (Must be provided for all late adds/drops/swaps/withdrawals):

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to respond to your request to add, drop, audit, or withdraw from a course. This information will form part of the student record. Please direct any questions to the FOIP Advisor, Faculty of Graduate Studies, University of Calgary, Alberta T2N 1N4. Telephone (403)220-4938.

Signature of Student		Date
One box must be checked. <input type="checkbox"/> Yes, I am requesting that the student take the course(s) above as part of his/her degree program. <input type="checkbox"/> The course(s) above is not part of the student's degree program (Extra-to-Program).		Date
Signature of Supervisor/Advisor		Date
Signature of Graduate Program Director, Department Head or Graduate Co-Director from home program/department		Date
If applicable: Signature of Graduate Program Director, Department Head or Graduate Co-Director from other program/department or Undergraduate Department		Date

Send the completed form to the Faculty of Graduate Studies, MacKimmie Library Tower 213

Faculty of Graduate Studies Approval	Date
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☐ Graduate Program ☐ Update PeopleSoft

(It is the responsibility of the Graduate Program to forward a completed and signed copy of this form to the student)