



Last Name	First Name	Middle Name(s)	UCID Number	Select a degree Degree	Graduate Program
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Graduate Students can drop and add courses up to the Drop/Add deadline for the term through their Student Centre. This form should **only** be used when registration in a course is requested after the posted deadline, if the course is considered extra-to-program, is full, is being audited, or is a course scheduled outside of regular registration deadlines. Refer to the [University of Calgary Academic Schedule](#) for all deadlines.

- All after deadline requests, are subject to approval.
- Indicate whether you wish to ADD, DROP or WITHDRAW from a course after the posted deadline.
- Indicate if the course is EXTRA-TO-PROGRAM, or if you wish to AUDIT the course.
- Additional fees are 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 rationale for the late registration and a \$60 late registration fee will be assessed.

ADD	A	To add a course after the Add deadline. If approved, a late fee will be assessed.
DROP	D	To request to Drop a course after the deadline, requires supporting documentation.
WITHDRAW	W	To request a Withdrawal from a course after the deadline (last day of classes for the term), requires supporting documentation. Fees will not be refunded.
FALL WINTER SPRING SUMMER	(F) (W) (P) (S)	Term in which registration /change is requested.

A D W	Term (F) (W) (P) (S)	Course Abbrev.	Course No.	Lecture No.	Lab. No.	Tutorial No.	Audit (Y/N)	Overload approved	Extra to Degree (Y/N)	Instructor Signature (if required by Dept)	Additional Fee Assessment (includes Extra to Degree)		
											Tuition	Differential	Late Registration

REASON FOR REQUEST (Must be provided for all late adds/drops/ withdrawal/time conflict):

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). It is required to respond to your change of registration request. 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.

<i>Signature of Student</i>	<i>Date</i>
<i>Signature of Supervisor/Advisor</i>	<i>Date</i>
<i>Signature of Graduate Program Director or designate from home program/department</i>	<i>Date</i>
<i>If applicable: Signature of Graduate Program Director or designate, from other program/department or Undergraduate Advising office or Department</i>	<i>Date</i>

Send the completed form to the Faculty of Graduate Studies, Earth Sciences Building Room 1010

<i>Faculty of Graduate Studies Approval</i>	<i>Date</i>
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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)