This form should be used for auditing courses or registering in a course that is extra-to-program, full (overload required), or has a time conflict. This form can also be used to request a late add, drop, or withdrawal from a course within the given academic term. **All late requests are subject to review and approval is not guaranteed.**

### Change of Course Registration

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name(s)</th>
<th>UCID Number</th>
<th>Degree</th>
<th>Graduate Program</th>
<th>Specialization (if applicable)</th>
</tr>
</thead>
</table>

- **Indicate whether you wish to ADD (A), DROP (D), or WITHDRAW (W) from a course.**
  - If adding, indicate if the course is EXTRA-TO-PROGRAM, or if you wish to AUDIT the course. Additional fees may be assessed. Instructor’s initials indicating approval are required for overload of full courses. Both course instructors must initial to indicate approval for registration in courses with a time conflict.
  - Late add requests, if approved, are subject to a $60 late registration fee. **Students are not permitted to participate in courses in which they are not registered beyond the fee payment deadline.**
  - Late drop requests will only be considered if the student has already withdrawn from the course through their online **Student Centre**. This request must also be accompanied by a memo from the course instructor detailing participation in the course.

- **Indicate the term for the course: Fall (F), Winter (W), Spring (P), Summer (S).**

### Request 

<table>
<thead>
<tr>
<th>Request (A, D, W)</th>
<th>Term (F, W, P, S)</th>
<th>Course (e.g. UNIV601)</th>
<th>Lec No.</th>
<th>Lab/Tut. No.</th>
<th>Audit (Y/N)</th>
<th>Extra-to-Degree (Y/N)</th>
<th>Overload</th>
<th>Time Conflict</th>
<th>FGS Use Only: Additional Fee Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Instructors’ Initials</td>
</tr>
</tbody>
</table>

**Rationale for request** (required for all late adds/drops/withdrawals):

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**Student Name (Printed)**

**Student Signature**

**Date**

**Supervisor Name (if applicable) (Printed)**

**Supervisor Signature (if applicable)**

**Date**

**Graduate Program Director Name (Printed)**

**Graduate Program Director Signature**

**Date**

If course is external to student’s graduate program or an undergraduate course:

**Graduate Program Director or Undergraduate Advisor Name (printed)**

**Graduate Program Director or Undergraduate Advisor Signature**

**Date**

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**Faculty of Graduate Studies Use Only**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Date</th>
</tr>
</thead>
</table>

**Comments:**

**Copy to Graduate Program**

**Update Peoplesoft**

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This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to respond to your change of registration request. This information will form part of the student record. Please direct any queries to the FOIP Advisor, Faculty of Graduate Studies, University of Calgary, Calgary, Alberta T2N 1N2. Telephone (403) 220-4938.

Aug. 2021