



This form should be used for auditing courses or registering in a course that is extra-to-program, credit overload or has a time conflict. Please see the glossary on the second page for more explanation about these and other terms on this form. 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.**

Last Name	First Name	Middle Name(s)	UCID Number	Degree	Graduate Program	Specialization <i>(if applicable)</i>
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- Indicate whether you wish to ADD (A), DROP (D), or WITHDRAW (W) from a course.
 - If adding, indicate if the course is EXTRA-TO-PGRAM, 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 - **Late drop requests will only be considered if the student has already withdrawn from the course through their online Student Centre.** This request must also be accompanied by a memo from the course instructor detailing participation in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 (A, D, W)	Term (F, W, P, S)	Course(e.g. UNIV601)	Lec No.	Lab/ Tut. No.	Audit (Y/N)	Extra-to- Degree (Y/N)	Credit Overload	Time Conflict	FGS Use Only: Additional Fee Assessments		
									<i>Instructors' Initials</i>	Tuition	Differential

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

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

Faculty of Graduate Studies Use Only	
<input type="radio"/> Approved <input type="radio"/> Denied	Date
Comments:	
<input type="radio"/> Copy to Graduate Program <input type="radio"/> Update Peoplesoft	

Your personal information is being collected under the authority of section 4(c) of the Alberta Protection of Privacy Act (POPA). It will form part of your student academic record and be used for processing your request. Your information will be managed in accordance with UCalgary's Privacy Policy and Notice of Collection, Use, and Disclosure of Student Personal Information. It may also be processed using automated systems, including AI technologies. For questions about the collection, use, or disclosure of your personal information, please contact Faculty of Graduate Studies at graduate@ucalgary.ca or Access and Privacy Office at accessandprivacy@ucalgary.ca



Glossary of Terms

The following is a glossary of terms used on the first page of this form, in alphabetical order. This list is not intended to be exhaustive.

Audit: A registration status where a student registers in a credit course but does not earn credit for the course. See section [B.1.1 Auditing a Course](#) and [P.4.6 Audit Fees](#) in the Calendar.

Degree: For example, Master of Science (MSc), Master of Engineering (MEng), Doctor of Philosophy (Ph.D.), etc.

Extra-to-program: Also known as **extra-to-degree**. A registration status where a student registers in a course that is not related to their graduate program, e.g. for personal interest and/or to meet a pre-requisite for another program. The credit for it will not apply towards their current graduate degree program, but the grade for it will be included in their grade point average calculations. Students in a thesis-based or a course-based program who wish to take a course that is extra to their degree program will be assessed tuition and program fees in addition to their regular program fees. See sections [G.D.1.7 Courses Taken Extra-to-Program](#) and [P.4.14 Courses Taken Extra-to-Program](#) in the Calendar.

Graduate Program: For example, Chemistry, English, Mechanical Engineering.

Graduate Program Director: A faculty member in-charge of the graduate program. See this [graduate program staff](#) contacts page to get connected with your Graduate Program Director for the graduate course approval.

Instructor's Signature: In the "Overload" or "Time Conflict" field indicates that they are aware of the student's other commitments and approve the student registering in the course, with the understanding that the student can manage the workload and meet the course demands.

Overload: Refers to a student taking more than the maximum allowed number of credits/courses in a single term. Course-based students are not normally permitted to register in more than 15 units per term in the Fall and Winter Terms or more than 6 units per term in the Spring and Summer Terms. See [section G.D.1.4 Course Selection and Registration](#) in the Calendar.

Rationale for Request: Brief explanation regarding why a student wishes to take this course (e.g., to enhance medical school applications, to develop alternative research methods relevant to your thesis, personal interest, etc.).

Specialization: A secondary in-depth area focus being completed by a student within their graduate program.

Supervisor: A faculty member who provides mentorship, academic guidance, and research oversight to thesis-based graduate students. Course-based graduate students do not have a supervisor.

Time Conflict: Indicates a component of two different courses that are offered at overlapping times.

UCID Number: An 8-digit University of Calgary identification number associated with your undergraduate/graduate student records.

Undergraduate Advisor: A staff member within a specific faculty (e.g., Arts, Science, Engineering) who helps students navigate their academic journey, including course planning, degree requirements, academic regulations, etc. See this [undergraduate advisor contacts page](#) to find an undergraduate advisor and seek approval for an undergraduate course.