

**WHAT?** This form is used for graduate students requesting to register in a course that requires faculty approval or to add a course outside of a student's department/faculty.

**WHO?** The form must be signed by the student and approved by the supervisor (if applicable) and graduate program director. For late course additions, it is the student's responsibility to catch up on any missed work. Once completed by the student, the form should be forwarded to the appropriate program office for approval. Program office shall submit to the School of Graduate and Postdoctoral Studies for further review and processing.

**WHEN?** The length of time for requests to be processed is normally 48 hours. During peak times, processing time may be longer.

**Hc`VY`Wta d`YhX`VmiH Y`gli XYbh**

Last name _____	First name _____	Student number _____
Ú!  *!æ Á _____	UOITnet email address _____	Effective term _____

I wish to **add** the following courses:

CRN (e.g., 41090)	Course code (e.g., ENGR 5004G)	Section (e.g., 001)	Supervisor/advisor name (if applicable)	Supervisor/advisor signature (if applicable)	Graduate program director name	Graduate program director signature

**Special instructions:** If you are requesting to add a course outside of your program/faculty, you must also receive permission from the faculty's graduate program director

Host faculty's graduate program director name and signature (if applicable): \_\_\_\_\_

I wish to **drop** the following course(s):

CRN (e.g., 41090)	Course code (e.g., ENGR 5004G)	Section (e.g., 001)

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**SGPS USE ONLY:**  
Processed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_