

## Courses to be Added/Deleted

Use a separate form for each term of Fall/Winter or Spring/Summer

This form is to be used **only** as follows:

**By Departments** to add or delete courses prior to the registration deadlines when courses are closed to web registration, or where departmental approval is required. (For example, when departments consent to over-ride course restrictions.) In such instances Faculty approval is **not** required and this form, after approval by the department, should be sent directly to the Registrar's Office.

**By Faculties** to add or delete courses after term registration deadlines have passed. In such instances, approval of the teaching department offering the course is also required. After the form has been approved by the teaching department and student's Faculty, it should be forwarded to the Registrar's Office.

Student ID Number <small>_____</small>	Surname on Record <small>_____</small>	Other Names in Full <small>_____</small>
Faculty <small>_____</small>	Degree <small>_____</small>	Specialization <small>_____</small>

Check one:  **F** Fall Term (Sept – Dec) 20\_\_\_\_  **Sp** Spring Term (May – June) 20\_\_\_\_  
 **W** Winter Term (Jan – Apr) 20\_\_\_\_  **Su** Summer Term (July – Aug) 20\_\_\_\_

**Note:** Indicate all related section types of the course to be added or deleted ( i.e., LEC, LAB, SEM, etc.).

Indicate (Add) or (Delete)	Class Number	Course Abbreviation	Course Number	Section		Term	Signature of Chair (or designate) of department offering the course is required.	Date
				Type	No			

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_ \*Signature of Faculty Officer (where required as noted above) \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only	Department/Faculty use only	Office of the Registrar use only
	Override (must check where applicable) <input type="checkbox"/> Time Conflict <input type="checkbox"/> Class Limit <input type="checkbox"/> No Overrides Required <input type="checkbox"/> Unit load <input type="checkbox"/> Class Links	Updated by _____ Date _____ Notification Sent _____

The personal information requested on this form is collected under the authority of section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of determining eligibility for university admission and/or the administration of academic programs and student services. For information about the collection and use of this information contact the Registrar at (780) 492-3113 or see [www.ipu.ualberta.ca](http://www.ipu.ualberta.ca). Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

White—Registrar's Office Copy      Yellow—Faculty Copy      Blue—Department Copy