

Course Revision (Add / Drop)



Due to program requirements, prior to making a final decision, students are advised to discuss potential course revisions with Student Services, program Faculty and/or the appropriate Academic Chair. Students are advised to review their student handbook for key dates, academic policy and financial implications related to course revisions. **This form must be completed and submitted by the student to Student Services for the course revision(s) to be official.** The date this form is submitted to Student Services will determine the grade posted to the student record (i.e. "W" or "F") and any financial impact as well.

My Contact Information:

Full Name:	
Student ID:	
NSCC Program:	
NSCC Campus:	
Primary Phone:	
Primary Email:	

ADD	Course Name	Class Number	On-Campus	Online	Unit Value

DROP	Course Name	Class Number	On-Campus	Online	Unit Value

I have met with a member of Student Services to discuss this revision: Yes No
 I have met with a Faculty member or Academic Chair to discuss this revision: Yes No
 I have discussed this course revision with my sponsor / student loan. Yes No n/a

By signing and dating below, I am aware of and understand the implications that may occur due to this course revision (s).

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Campus Use Only:

Notified Faculty ___ Notified Academic Chair ___ Notified CSRE ___ Notified Online Learning ___

Original Unit Load: Full-Time: Part-Time: No enrolment:

Revised Unit Load: Full-Time: Part-Time: No enrolment:

PeopleSoft Updated By: _____ Date Processed: _____

Finance:

Reviewed By: _____

Loan/Funder: