

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.

My Contact Information:

Full name:	
Student ID:	
Program (s) and Campus of Study:	
Primary Phone :	
Primary E-mail Address:	

ADD	Course Name	Class Number	On-Campus	Con Ed	Unit Value	
DROP	Course Name	Class Number	On-Campus	Con Ed	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

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 SS Advisor Notified Online Learning

Finance:

Account Reviewed

Original Unit Load: Full-Time: Part-Time: No Enrolment:
 Revised Unit Load: Full-Time: Part-Time: DS _____% No Enrolment:

PeopleSoft Updated By: _____ Date processed: _____