

Signature:

## Office of the Registrar

500 Glenridge Ave. St. Catharines ON L2S 3A1 T: 905.688.5550 x3099 F: 905-988-5488 www.brocku.ca/registrar

## **Request for Course Add/Withdrawal**

| STUDENT INFORMATION   |                      |          |   |   |  |     |          |
|---|----------------------|----------|---|---|--|-----|----------|
| Name:   |                      |          | Brock Student ID Number:                                  |   |  |     |          |
| Street:   |                      |          | Telephone:  |   |  |     |          |
| City: Province:   |                      |          | Email: @brocku.ca   |   |  |     |          |
| Postal Code:  |                      |          | *Correspondence will be through Brock email account only. |   |  |     |          |
| COURSE INFORMATION  |                      |          |   |   |  |     |          |
| Subject   | Course No.           | Duration | Section   | Year  | Session                                      | Add | Withdraw |
| 1.  |                      |          | II  | II  |  |     |          |
| 2.  |                      | _        | _   |   | _  |     | ¦ 🗆      |
| 3.  |                      | _        | _   |   | _  |     | ¦ 🗆      |
| 4.  |                      |          |   |   | _  |     | <u> </u> |
| 5.  | l <u>  </u>          |          |   | <u>                                      </u> | <u>                                     </u> |     | <u> </u> |
| Course adds must be signed and dated by the course instructor and Financial and Administrative Services. It is the student's responsibility to obtain these signatures. Withdrawals only require the student's signature.   |                      |          |   |   |  |     |          |
| Late registration is the enrolment in a course after the last official day to add a course in a specific term online. Deadlines by which a student may register for a course are published in the Undergraduate Calendar (brocku.ca/webcal) and in the Registration guides (brocku.ca/registrar/guides).  |                      |          |   |   |  |     |          |
| A late fee will apply if permission is granted to add a course. The withdrawal credit schedule (brocku.ca/finance/students) applies to the above course(s) and financial penalties may result from withdrawal.  |                      |          |   |   |  |     |          |
|   |                      |          |   |   |  |     |          |
| Student's signature:  |                      |          | Date:   |   |  |     |          |
| Approval from Instructor  |                      |          |   |   |  |     |          |
| I hereby give permission for the student named above to register for the course indicated.  |                      |          |   |   |  |     |          |
| Instructor signature: Date:   |                      |          |   |   |  |     |          |
| Approval from Financial and Administrative Services   |                      |          |   |   |  |     |          |
| It has been verified that this student's financial account is in good standing and registration course changes may be completed.  |                      |          |   |   |  |     |          |
| Finance signature: Date:  |                      |          |   |   |  |     |          |
| Approval from the Goodman School of Business (for Business students only)   |                      |          |   |   |  |     |          |
| It has been verified that this student meets the course restrictions and has completed all course prerequisites and this addition will not cause the course selection to exceed the maximum course enrollment.  |                      |          |   |   |  |     |          |
| Goodman School of Business signature:  Date:  |                      |          |   |   |  |     |          |
| Protection of Privacy Brock University gathers and maintains information used for the purpose of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario. In signing an application for admission, you should know that the information you provide and any other information placed into your student record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990,c F31). The information on this form is collected under the authority of The Brock University Act, 1964 and is needed to verify qualifications and decide your eligibility for admission. Upon admission and registration this information will form part of your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of your personal information by the University, please contact the Director of Admissions, Brock University, St. Catharines, Ontario, L2S 3A1, (905) 688-5550. |                      |          |   |   |  |     |          |
| FOR OFFICE USE ONLY   |                      |          |   |   |  |     |          |
| Effective date of chan  | nge:   Y   Y   M   M | DDD      | Псъ   |   | 1 mu - Y -                                   | FAR |          |

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