

Process for Graduate Students registering for an Undergrad course or a Graduate Course outside of their program

OVERRIDE REQUIRED: If registering for a Brock course, always get an override from the host department to ensure that any pre-requisites or other course restrictions are by-passed.

Note: As of June 2019 overrides have an expiry date.

Graduate students registering in a Brock Graduate course outside of their program

Before the student is able to register themselves online, they must obtain:

1. Approval of the supervisor of their Graduate Program (if they have a supervisor).
2. Approval of the GPD (Graduate Program Director) of their Graduate Program.
3. Approval of the GPD of the program offering the course.
4. **Override** from the Graduate Program offering the course (usually done through the graduate program administrative assistant). *Note: As of June 2019 overrides have an expiry date.*

If registering themselves online, the student will use their own degree drop down menu to register for the course.

If the course is to be declared an Extra or an Audit course, the student needs to inform their GPD so that the GPD can code it accordingly when processing online course authorizations.

If online registration has closed, complete the hard copy Course Registration/Withdrawal form found here: <https://brocku.ca/graduate-studies/student-resources/forms/>. Ensure the form has all appropriate signatures and that the course is marked as Extra or Audit if appropriate. Submit the form to Faculty of Graduate Studies for processing.

Graduate students registering in an Brock Undergrad course

Before the student is able to register themselves online, they must obtain:

1. Approval of the supervisor of their Graduate Program (if they have a supervisor).
2. Approval of the GPD (Graduate Program Director) of their Graduate Program.
3. Approval of the instructor offering the course.
4. **Override** from the Program offering the course (usually done through the program administrative assistant). *Note: As of June 2019 overrides have an expiry date*

Important note: If registering online, the student must use their own degree drop down menu to register for the course in order to not be charged for the course.

If the course is to be declared an Extra or an Audit course, the student needs to inform their GPD so that the GPD can code it accordingly when processing online course authorizations.

If online registration has closed, complete the hard copy Course Registration/Withdrawal form found here: <https://brocku.ca/graduate-studies/student-resources/forms/>. Ensure the form has all appropriate signatures and that the course is marked as Extra or Audit if appropriate. Submit the form to Faculty of Graduate Studies for processing.

Brock Graduate students wishing to take a Graduate course at another Ontario University

Student will apply to take an OVGS (Ontario Visiting graduate Student) course.

Form found here: <https://brocku.ca/graduate-studies/student-resources/forms/>