

Office of the Registrar

Niagara Region
1812 Sir Isaac Brock Way
St. Catharines, Ontario L2S 3A1

STUDENT INFORMATION

Name:	Brock Student ID Number: _ _ _ _ _ _ _ _ _ _
Brock Email: @brocku.ca	Phone Number: _ _ _ _ - _ _ _ _ - _ _ _ _ _

FORM DETAILS

This form should be submitted if you wish to formally withdraw from/add a course(s) after the official date to drop/add a course in a specific term online, or, if a change to your OSAP registration is required. Course adds must be signed and dated by the course instructor. It is the student's responsibility to obtain these signatures. Deadlines for 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. Please allow five to seven business days for requests to be processed. Inquiries may be sent to records@brocku.ca.

TUITION INFORMATION

OSAP funding If you are currently receiving OSAP funding, you MUST also submit the Course Load Change form online at: <https://brocku.ca/safa/student-loans/osap/osap-forms-and-appeals/> Initial here

Please note that the final date to withdraw without academic penalty is not the same as the final date to drop without financial penalty. All withdrawals have financial penalties. All courses registered or withdrawn after the appropriate drop date count as attempts. Students who have attempted 4.0+ are charged a flat fee for tuition and are not entitled to a refund of fees for courses withdrawn. Students who have attempted fewer than 4.0 credits during a fall and winter session are charged per credit. If a per credit student withdraws from a course after the appropriate drop date, the applicable course tuition will be reversed and a withdrawal charge, based upon the recorded date of withdrawal, will be applied. Please note that withdrawal schedules are only applicable if your tuition is charged per credit (3.5 credits or less). If you are assessed based on the flat fee tuition structure (4.0 or more credits) your fees will not change due to a withdrawal. You may access the withdrawal schedules online at: brocku.ca/safa/drops-withdrawals-and-refunds/#undergraduate-withdrawals

Student Signature: _____ Date: _____

COURSE INFORMATION *To be completed ONLY when the registration system is closed.

Year: |_|_|_|_|_| Fall/Winter Spring Summer

WITHDRAWAL(S)	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	<input type="checkbox"/> Withdraw
	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	<input type="checkbox"/> Withdraw
	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	<input type="checkbox"/> Withdraw
	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	<input type="checkbox"/> Withdraw
	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	<input type="checkbox"/> Withdraw
ADD(S)	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	Signature of Instructor: <i>(required)</i>
	Course code: _ _ _ _ _ _ _ _ _ _	Duration: _ _	Section: _ _	Signature of Instructor: <i>(required)</i>

GOODMAN SCHOOL OF BUSINESS APPROVAL (for Goodman students only)

It has been verified that the above-named student meets the course restrictions, has completed all course prerequisites, and that this addition will not cause the course selection to exceed the maximum course enrolment.

Goodman School of Business Signature: _____ Date: _____

PROTECTION OF PRIVACY

The information gathered on this form is collected under the authority of the Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). The information is used for the academic, administrative and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550, x3052, or at www.brocku.ca/registrar.

FOR OFFICE USE ONLY

Effective date of change: |_|_|_|_|_|_|_|_|_|_| Signature: _____

Year: |_|_|_|_|_| Fall/Winter Spring Summer