



**University of Victoria**

**Office of the Registrar**  
 Division of Student Affairs  
 University of Victoria  
 PO Box 3025 STN CSC  
 Victoria BC V8W 3P2  
 Phone: 250-721-8121

## Undergraduate Course Change Form

THIS FORM IS TO BE USED ONLY IN CIRCUMSTANCES WHERE CHANGES CANNOT BE ACCOMPLISHED THROUGH ON-LINE REGISTRATION OR THE APPROPRIATE DEPARTMENT.

- Requests are adjudicated by the Dean of your Faculty or designate, except course section changes within the same term which only require an instructor's signature.
- Requests for drops received in the Office of the Registrar after the academic drop deadline must be submitted via an Academic Concession Form

An online version of this form is available <http://www.uvic.ca/registrar/assets/docs/record-forms/course-change.pdf>

### Student Information (please print)

Last Name	Given Name(s)	Student Number
Session:	Telephone	Email
Faculty:	<input type="checkbox"/> Business <input type="checkbox"/> Engineering <input type="checkbox"/> Human & Social <input type="checkbox"/> Humanities <input type="checkbox"/> Science <input type="checkbox"/> Education <input type="checkbox"/> Fine Arts <input type="checkbox"/> Development <input type="checkbox"/> Law <input type="checkbox"/> Social Sciences	

### Course Add

**WRITTEN AGREEMENT of the recognized departmental authority is required for all course adds including section changes.**

Requests submitted after the last day for adding courses published in the *Calendar* for the appropriate term of Winter Session or Summer Studies must be accompanied by:

1. A written explanation of the circumstances that prevented your registration prior to the last day for adding courses;
2. A memo from your instructor stating that you have been attending the course since it began – **this memo does not in itself constitute approval for the requested late add.**

ADD DO NOT USE THIS FORM TO ADD DIRECTED STUDIES COURSES, PLEASE USE THE PRO FORMA COURSE REGISTRATION FORM						
COURSE ABBREVIATION	COURSE NUMBER	LECTURE CRN	LAB/TUTORIAL CRN	SUMMER PART OF TERM	DEPARTMENTAL AGREEMENT TO ADD	
					LECTURE	LAB/TUTORIAL
EXAMPLE: BIOL	215	20546	20549			

### Course Drop

DROP PLEASE INFORM INSTRUCTOR OF YOUR DECISION TO DROP A COURSE					
COURSE ABBREVIATION	COURSE NUMBER	LECTURE CRN	LAB/TUTORIAL CRN	SUMMER PART OF TERM	DEPARTMENTAL COMMENTS

### Approval of Dean or Designate

Dean or Designate Signature	Date
Student's Signature	Date

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.

For Office Use Only	Date Stamp
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