



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)

Form with fields: Last Name, Given Name(s), Student Number (V00), Session, Telephone, Email, Faculty (checkboxes for Business, Engineering, Human & Social Development, Humanities, Law, Science, Education, Fine Arts, 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.

Table for Course Add with columns: COURSE ABBREVIATION, COURSE NUMBER, LECTURE CRN, LAB/TUTORIAL CRN, SUMMER PART OF TERM, DEPARTMENTAL AGREEMENT TO ADD (LECTURE, LAB/TUTORIAL). Includes example row: BIOL, 215, 20546, 20549.

Course Drop

Table for Course Drop with columns: COURSE ABBREVIATION, COURSE NUMBER, LECTURE CRN, LAB/TUTORIAL CRN, SUMMER PART OF TERM, DEPARTMENTAL COMMENTS. Includes example row: ENGL, 135, 32023, 32027, 4.

Approval of Dean or Designate

Form with fields: 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.

Form with fields: For Office Use Only, Date Stamp