Memorial
University of Newfoundland

Office of the Registrar

COURSE CHANGE FORM

1) This form is for the purpose of making changes to your registration and should be used only when such changes cannot be made through Memorial Self-Service or the Telephone Registration System.
2) Once completed it must be returned to the Registrar's Office by the appropriate deadline date. The date it is received will be the effective date of the course change.
3) You should retain a copy of this form for your records.
4) Refer to your schedule or Enrolment Verification for course subject, number and section of the courses you list.
5) Deadlines for adding and/or dropping courses can be found in the registration procedures or the University calendar. In the case of courses offered in sessions, accelerated courses and courses offered outside normal time frame of a semester or session the deadline dates are prorated. For further details contact the Office of the Registrar.

Student Number

Last Name Given Names

☐ Fall 20_____
☐ Winter 20___
☐ Spring 20___

Student Signature (Required) Date

Telephone Number and/or e-mail where the Registrar's Office can contact you in the event of problems processing this form.

SECTION 1: COURSES IN WHICH YOU WILL BE REGISTERED AFTER THE CHANGES REQUESTED IN SECTIONS 2 AND 3.

Subject and Course Number	Subject and Course Number

SECTION 2. COURSES TO BE ADDED (*Required signatures: Instructor and academic unit head for each course being added.*)

Subject	Number	Section	Signature: Instructor	Signature: Academic Unit Head

SECTION 3. COURSES TO BE DROPPED

Notes: 1) The financial liability deadline is two weeks following the first day of lectures in any semester for undergraduate students dropping courses, and three weeks following the first day of lectures for graduate students withdrawing from their programs. 2) If you are dropping all courses, please use the Cancellation of Registration form.

Required Signatures: UNDERGRADUATE STUDENTS: 1) Until the end of week seven no signatures are required. 2) After week seven until the last day to add courses in the following semester - you can drop courses without academic penalty only in exceptional circumstances and only with the permission of both the course instructor and <u>either</u> the head of the department of your major, or if you have not declared a program, the head of the academic unit of the course in question. GRADUATE STUDENTS: 1) Until the end of week seven the signature of the head of your academic unit. 2) After week seven - you can drop courses without academic penalty only in exceptional circumstances and only with the signature of the head of your academic unit. 3) After the last day of lectures the approval of the Dean of Graduate Studies is also required.

Subject	Number	Section	Signature: Instructor	Signature: Academic Unit Head

This form is valid only if properly stamped or signed by the Registrar's Office, and only if you satisfy all applicable University regulations.