

# Registration Exceptions Form

**When to use this form:**

**UNDERGRADUATE STUDENTS ADDING A GRADUATE LEVEL COURSE:** Undergraduate students seeking to register for a graduate level course must obtain approval from the department offering the course and the faculty to which they have been admitted.

**PERMISSION TO AUDIT:** The permission to audit is with the faculty (typically the Associate Dean) and the instructor of the course. Faculty advisors will provide the correct referral for that faculty \*(see administrative / processing note 1 and 2 on back).

SECTION 1: To be completed by student	
STUDENT INFORMATION	
<b>NAME</b>	<b>EMAIL</b> _____@ucalgary.ca
<b>UCID #</b>	<b>PHONE #</b> _____
<b>HOME FACULTY</b>	Signature _____
<b>PROGRAM</b>	Date _____

**IMPORTANT NOTICE:** This form is applicable to only ONE term. If you require change of registration covering multiple terms or requests, please submit a separate form. Additionally, students who register outside of calendar regulations accept all risk.

TERM INFORMATION					
Term	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Intersession <input type="checkbox"/> Summer Intersession				Year

COURSE INFORMATION						
Course Name	Course #	Lec #	Lab #	Tut #	Requested Action	<input type="checkbox"/> Audit <input type="checkbox"/> Grad Level Course
_____	_____	_____	_____	_____	_____	_____
Course Name	Course #	Lec #	Lab #	Tut #	Requested Action	<input type="checkbox"/> Audit <input type="checkbox"/> Grad Level Course
_____	_____	_____	_____	_____	_____	_____
Course Name	Course #	Lec #	Lab #	Tut #	Requested Action	<input type="checkbox"/> Audit <input type="checkbox"/> Grad Level Course
_____	_____	_____	_____	_____	_____	_____

**SECTION 2: To be completed by department or instructor****APPROVAL**

<b>DEPARTMENT</b>	<b>ROLE</b>
<b>FULL NAME</b>	<b>DATE</b>
<b>EMAIL</b> @ucalgary.ca	<b>SIGNATURE</b>
<b>RATIONALE FOR APPROVAL</b>	

**SECTION 3: To be completed by faculty if required****APPROVAL**

<b>FACULTY</b>	<b>ROLE</b>
<b>FULL NAME</b>	<b>DATE</b>
<b>EMAIL</b> @ucalgary.ca	<b>SIGNATURE</b>
<b>RATIONALE FOR APPROVAL</b>	

**Processing/Administrative Notes:**

NOTE 1 - Please see calendar deadlines for last day to change from credit to audit. All admission, registration, and fee deadline must be met by audit and/or credit students.

NOTE 2 - Academic staff and visiting scholars (not visiting students) may audit courses without seeking admission to the university or paying fees. Such audits will not be recorded on an official transcript.

**When not to use this form:**

ADDING/DROPPING/SWAPPING/EDITING/FIRST-TIME WITHDRAWING can normally be completed through the myUofC Student Centre.

PREREQUISITE WAIVER: Permission to waive prerequisites can be requested from a department or faculty advisor. If approved, the prerequisites are then waived within the registration system and the student can then complete the registration through the myUofC Student Centre.

OVERLOAD: Permission to overload a class is required from the department or faculty offering the course. Approval is posted in the registration system and the student can then complete registration through the myUofC Student Centre.

DROPPING/WITHDRAWING/SECOND-TIME WITHDRAWING WHICH REQUIRES PERMISSION: When required by a faculty, permission to drop or withdraw from courses can be requested from the faculty advising office. Approvals are posted in the registration system and the student can then complete the withdrawal or drop through the myUofC Student Centre.

6TH /7TH COURSE: If a student has reached the maximum course limit for the term, they may request permission from their faculty advising office to exceed this limit. If permission is granted, the registration system is updated and the student can then complete registration through the myUofC Student Centre.

3RD ATTEMPT: Permission for a 3rd attempt at a course must be requested from both a department advisor and a faculty advisor. Approvals are posted in the registration system and the student can then complete the registration through the myUofC Student Centre.

TIME CONFLICT: Students seeking permission to register in courses with time conflicts must meet with a faculty advisor. If the situation can be considered, the faculty advisor will advise the student of the time conflict registration process.

This information is collected under the authority of the Post Secondary Learning Act. It is required to document approval of change of registration. If you have any questions about the collection or use of this information, please contact Enrolment Services at 403.210.7625.