

## ADD/DROP COURSES FORM

The following instructions provide detailed information on the completion of the registration process. All applicants are urged to read this information

- Complete this form in DUPLICATE. a)
- Report to your Academic Advisor with completed forms. Your Academic Advisor will verify that the additional courses will satisfy the requirements of your programme, where required.

•			payments to Bus ASE COMPLE		•		
SECTION A							
Campus/ Site:							Teor
2. Semester:	∐January	– Aprilyyyy	□May – Jul	ly	□Sept – Dece	mber yyyy	Other
3. Name:	T (G					201112	
Title Last N	Jame/Surnam	e	First Name	e		Middle Name	(s)
			•			•	
			ADD/ DI	ROP SECTI	ON		
TOTAL CREDITS PRIOR TO CHANGES							
COURSE(S) DESIROUS OF DROPPING (Please list below)							CREDITS
1.							
2.							
3.							
4.							
5.							
Reason for drop	oping the cour	rse(s)?					
COURSE(S) DESIROUS OF ADDING (Please list below)							CREDITS
1.							
2.							
3.							
TOTAL CREI	DITS THIS S	EMESTER					
TOTAL CREI	DITS TO DA	TE					
TOTAL CUM	ULATIVE C	REDITS					
tudent's Signatur							
			FOR OFFIC	CIAL USE C	ONLY		
OFFICER	SI	GNATURE		DATE	COMM	ENTS	
Academic Advis	sor						
Registrar							
Business Office							
Payment require	ed? □ Yes	Amount:		Receipt #		No	
Refund required	?	Amount:		□No			
Refund made:	☐ Paid	Cheque#		☐ Applied	l: OBooks	OAdmin Fees	Receipt #
Assistant Regis	trar						

Change in registration status?

Student and class records updated?

☐ Yes

☐ Yes

☐ No

□ No

If yes, new status:

Updated by:

☐ Full-time ☐ Part-time