WCGill ENGINEERING

Request for Course Authorization

Student Name:

Student Number:

Department/School:

Applying for Graduation (Students are Year 3 during their final two terms ONLY.)

Year:

**Course Registration:** Please ensure that you indicate the course(s) and term for which manual overrides are to be made by the Student Affairs Office. An Advisor's signature is REQUIRED before any manual course changes will be done. Also, an instructor's signature may be required, verify with the Student Affairs Office.

## Allow a MINIMUM of 48 hours for processing. Students must then register for their courses(s) on Minerva.

Term	CRN	Subject	Course#	Section	Credits	Course Type	Add/Drop/ Withdraw	Permit Override	For Departmental/Faculty USE Comments/Instructor Signature

\*Specify TERM YYYYMM

\*\*Specify course TYPE as RQD=Required, TC=Tech Comp, I=Impact of Technology, HSS=Humanities & Social Sciences, E=Extra \*\*\*Specify MANUAL OVERRIDE as P=Pre-requisite, R=Program Restriction, ME=Max Enrolment, A=Approval

## Request to take more than 18 credits:

Total credits Comments:

Term/Year Dept. Signature:

## Mechanical Students only:

Program Change:

Concentration:

By signing below, you acknowledge that you have read and understand the following:

- Students are responsible for making and confirming all course changes on MINERVA.
- ALL STUDENTS MUST SEE AN ADVISOR PRIOR TO REGISTERING OR MAKING COURSE CHANGES. Advisors are available to provide guidance. However, it must be understood that the responsibility for completeness and correctness of course selection, for compliance with and completion of program and degree requirements, and for observance of regulations and deadlines rests with the student. It is the students' responsibility to seek guidance if in doubt.
- It is against University regulations to register in a course for which pre-requisites have not been satisfied.
- Students may change a course for which they are registered provided this is done BEFORE the end of the add/drop deadline. See the <u>Undergraduate Program Calendar</u> for deadlines & regulations.
- Scholarship recipients should review their eligibility at the Scholarships & Student Aid Office website.

Student's Signature:Date:Department Advisor's Signature:Date:Faculty Student Advisor's Signature:Date: