Request for Course Authorization

Student Name: ___________________________  Department/School: ___________________________

Student Number: _______________________  Minor: _______________________  Option: _______________________

Telephone Number: ______________________  Program:  □ Regular  □ Honours  □ IYES

Indicate your expected date of graduation (year and term) below. All U3 students MUST apply for graduation on MINERVA. If your graduation status is incorrect or does not appear, please see the Student Affairs Office.

Year: _________  □ Fall (completion in December)  □ Winter (completion in April)  □ Summer (completion after Summer)

Please complete the table below. 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 manual entries, then confirm them by verifying your record on MINERVA.

<table>
<thead>
<tr>
<th>TERM*</th>
<th>CRN</th>
<th>Subject</th>
<th>Course#</th>
<th>Section</th>
<th>Credits</th>
<th>Course TYPE**</th>
<th>Indicate Action</th>
<th>For Departmental/Faculty USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Add/Drop/Withdraw</td>
<td>Permit Override***</td>
</tr>
</tbody>
</table>

*Specify TERM YYYYMM, ex: 200701, 200705, 200709

**Specify course TYPE as RQD =Required, TC = Tech Comp, I = Impact, HSS = Humanities & Social Sciences, X = Extra

***Specify MANUAL OVERRIDE as P = Pre-requisite, R = Program Restriction, ME = Max Enrolment, A = Approval, CR = Credit Limit

Check Off CHANGES to be done to PROGRAM on record, if applicable.

Program change  □ HONS  □ REG  Specify Program:

Minor  □ ADD  □ DROP  Specify Minor:

Minor  □ ADD  □ DROP  Specify Minor:

Concentration  □ ADD  □ DROP  Specify 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 ADVISER 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 student’s responsibility to seek guidance if in doubt.
- It is against University regulations to register in a course for which prerequisites 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 Undergraduate Program Calendar or the web for deadlines & regulations. IYES students must receive prior approval for course registration from the IYES Coordinator as well as their Department.
- Students must complete at least 27 credits, excluding courses taken under the satisfactory/unsatisfactory option, to be eligible for scholarship consideration.

Student’s Signature: ___________________________  Date: ___________________________

Department Adviser’s Signature: ___________________________  Date: ___________________________

Faculty Student Adviser’s Approval: ___________________________  Date: ___________________________