

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.

TERM*	CRN	Subject	Course#	Section	Credits	Course TYPE**	Indicate Action		For Departmental/Faculty USE Comments/Instructor Signature
							Add/Drop/Withdraw	Permit Override***	

*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	<input type="checkbox"/>	HONS	<input type="checkbox"/>	REG	Specify Program:
Minor	<input type="checkbox"/>	ADD	<input type="checkbox"/>	DROP	Specify Minor:
Minor	<input type="checkbox"/>	ADD	<input type="checkbox"/>	DROP	Specify Minor:
Concentration	<input type="checkbox"/>	ADD	<input type="checkbox"/>	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: _____