

# Course Registration Change Form

Use this form to register for a course during the second week of the semester, or to drop a course or change to audit until the last eligible day to withdraw in the semester. Back side of this form has complete instructions. See important dates on selkirk.ca.

Student Number:        Domestic  International  Student Loan

Last Name	First Name
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By signing below, I am authorizing all changes identified on this form and I understand that I am responsible for any additional fees resulting from these changes.

Student Signature:	Date:
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**1. Student: Complete This Section to ADD or AUDIT a course**

COURSE CODE & NUMBER	SECTION	ADD	AUDIT*	INSTRUCTOR SIGNATURE
<i>eg. ENGL 110</i>	<i>C01</i>	<i>x</i>		

Note: Instructors by signing above you are agreeing that you have been in contact with the student regarding the risks and responsibilities of a late registration for the courses listed above. Registration into this course will be determined by the School Chair.

**2. School Chair: Complete this section (add course only)**

I grant permission for this student to register in the courses above. Please increase the current class size in SRS if required.		
School Chair name (print)	School Chair signature	Date

**1. Complete This Section to DROP a course**

COURSE CODE & NUMBER	SECTION	DROP	INSTRUCTOR SIGNATURE (Counsellor can sign in absence of instructor)
<i>eg. ENGL 110</i>	<i>C01</i>	<i>x</i>	

**2. Please indicate your main reasons for withdrawing. (Please choose all that apply).**

**Academic**

- Heavy course load
- Course was not for me
- Was not academically prepared
- Program/course was too difficult
- Schedule did not meet my needs
- Quality of course
- I was required to withdraw
- Other \_\_\_\_\_

**Personal**

- My Health
- Work obligations
- Family/personal obligations
- Just need to take a break
- Lack of personal motivation
- Lack of finances
- Want to change program/course(s)
- Other \_\_\_\_\_

### Instructions for requesting a late course registration:

- Students (International and Domestic):** fill in section 1 and then take this form to the instructor of the course you wish to enroll in to discuss student risks and responsibilities of late registration.
- Instructors:** once you have been in contact with the student and discussed risks and responsibilities of a late registration, sign and date the form. Return form to student and advise to seek out School Chair.
- School Chairs:** please sign section 2 if you agree to the student's enrolment. Return the form to the student.
- International Students:** please deliver the completed form to your International Enrolment Officer within one business day of the final signature (School Chair).
- Domestic Students:** please deliver the completed form to your Enrolment Officer within one business day of the final signature (School Chair).

**\*Audit:** Students may take some courses on an audit basis.

If a student meets all the admission requirements for a course/program and has permission of the instructor, the student may enroll with audit status. Such a student will not receive a grade. The student may be required by the instructor to participate in any or all of the course/program activities

Audit students will receive an "AU" on their transcripts. No grade will be given; therefore, an audited course will not be used in calculating a student's GPA. Having begun a course, students have until the end of the withdrawal period to change their standing from audit to credit, or credit to audit. Students must receive permission of the instructor(s) to make the change.

#### Castlegar School Chair Contact Info

Tracy Punchard, University of Arts & Sciences Room: A-25 Email: <a href="mailto:tpunchard@selkirk.ca">tpunchard@selkirk.ca</a>	Kamren Farr, Business Room: A-24 Email: <a href="mailto:kfarr@selkirk.ca">kfarr@selkirk.ca</a>	Teresa Petrick, Health & Human Services Room: A-15 Email: <a href="mailto:tpetrick@selkirk.ca">tpetrick@selkirk.ca</a>
Brendan Wilson, Environment & Geomatics Room: A-14 Email: <a href="mailto:bwilson@selkirk.ca">bwilson@selkirk.ca</a>	Shana Rablah, International Education Room: A-21 Email: <a href="mailto:srablah@selkirk.ca">srablah@selkirk.ca</a>	

#### Nelson School Chair Contact Info

Bob Falle, Hospitality, Tourism & Cosmetology Room: Reception 10 <sup>th</sup> Street Campus Email: <a href="mailto:bfalle@selkirk.ca">bfalle@selkirk.ca</a>	Daryl Jolly, School of the Arts Room: Reception 10 <sup>th</sup> Street Campus Email: <a href="mailto:djolly@selkirk.ca">djolly@selkirk.ca</a>	Rob Schwarzer, Industry & Trades Room: 110B - Silver King Campus Email: <a href="mailto:rschwarzer@selkirk.ca">rschwarzer@selkirk.ca</a>
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### Instructions for requesting a late course withdrawal

- Students (International and Domestic):** fill in section 1 and then take this form to the instructor of the course you wish to withdraw to obtain their signature. If the instructor is not available, a counsellor may sign in their absence.
- International Students:** please deliver the completed form to your International Enrolment Officer within one business day of the final signature (School Chair).
- Domestic Students:** please deliver the completed form to your Enrolment Officer within one business day of the final signature (School Chair).