

Request for Late Course Registration (Add Course)

This form is to be used to register for a course during the second week of the semester. Use one form per course.

Please see the back side of this form for complete instructions.

1. Student: Please complete this section

| | | | | |
|---|--|------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> Domestic | <input type="checkbox"/> International | Student Loan: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Name: _____ | | Student #: _____ | | |
| Course ID: _____ | | Section #: _____ | | |
| Reason for requesting late add: _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| <input type="checkbox"/> I wish to audit* this course | | | | |
| Student Signature _____ | | | | |
| <input type="checkbox"/> I understand by registering for this course I am responsible for additional fees as outlined on my online student record | | | | |

2. Instructor: Please complete this section

| | | |
|--|-------------------------------|---------------|
| I have been in contact with the student regarding the risks and responsibilities of a late registration for this course. | | |
| Registration into this course will be determined by the School Chair. Please see section 3. | | |
| | | |
| _____ Instructor Name (print) | _____ Instructor Signature | _____ Date |

3. School Chair: Please complete this section

| | | |
|---|---------------------------------|---------------|
| I grant permission for this student to register in the course named above. Please increase the current class size in SRS if required. | | |
| | | |
| _____ School Chair Name (print) | _____ School Chair Signature | _____ Date |

Instructions for requesting a late course registration (add a course after the 1st Sunday of the semester):

1. **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.
2. **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.
3. **School Chairs:** please sign section 3 if you agree to the student’s enrolment. Return the form to the student.
4. **International Students:** please deliver the completed form to your International Enrolment Officer within one business day of the final signature (School Chair).
5. **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.

Audit students:

- attend classes
- complete reading assignments
- do not have to participate in examinations

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.

See important dates on selkirk.ca.

Castlegar School Chair Contact Info

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