



REGISTRATION/CHANGE OF REGISTRATION FORM

Undergraduate and Non-Degree students: Use this form if online registration has closed or if you are auditing a course.

NOTES

- The Change of Registration form for graduate students can be found at grad.ubc.ca/forms.
- To add a 500-level course, consult with that department's graduate advisor who will forward your request to Graduate and Postdoctoral Studies.
- If you are receiving student loans or other financial support, a course withdrawal may affect your eligibility for funding. Contact Enrolment Services for more information.

Surname	Given Name		
UBC Student Number	Session code	Date of request (yyyy/mm/dd)	Degree or Category

Please make sure your contact information on Workday is current. INSTRUCTIONS

1. Complete both pages of this form.
2. Get the signatures listed in the table on page 2.
3. Read the Academic Regulations and sign the Student Signature section.
4. Submit the form to the appropriate office for approval or processing:
 - a. Undergraduate students enrolled in a degree/diploma program: **faculty advising office**
 - b. Unclassified, Access Studies, Visiting students, and Qualifying students: **Enrolment Services** in Brock Hall.

COURSES SECTION ADD

- Undergraduate students enrolled in a degree/diploma program must have approval from their instructor and faculty advising office.
- Exchange students must have approval from instructor and Go Global office.
- Unclassified, Access Studies, Qualifying, and Visiting students must have approval from their instructor.
- To add a Law course, consult with the Faculty of Law. To add a Commerce or Education course, you must have approval from the appropriate undergraduate office.

						DEPARTMENT USE ONLY:
Audit	Term	Subject code	Course #	Section	Credits	Signature of department or instructor
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

COURSES SECTION DROP

- Undergraduate students enrolled in a degree/diploma program must have approval from instructor and faculty advising office.
- Exchange students must have approval from instructor and Go Global office.
- Unclassified, Access Studies, Qualifying, and Visiting students must have approval from instructor.

					DEPARTMENT AND FACULTY USE ONLY:	
Term	Subject code	Course #	Section	Credits	Signature of department or instructor	Effective date of withdrawal (To be completed by faculty advising office) (yyyy/mm/dd)

SIGNATURES REQUIRED

	Undergraduate students enrolled in a degree program	Students enrolled in a non-degree program (Unclassified, Access Studies, Qualifying, and Visiting)
Course Section Add	Instructor of course section and Faculty advising office	Instructor of course section
Course Section Drop	Instructor of course section and Faculty advising office	Instructor of course to be dropped
Withdrawal from the Session	Faculty advising office	Enrolment Services in Brock Hall

Withdraw me from the full academic session
(Select if you wish to be withdrawn from all courses)

TO BE COMPLETED BY FACULTY ADVISING OFFICE
 Date of withdrawal from full academic session: _____
 yyyy/mm/dd

Note: Non-degree students wishing to add a Law, Commerce, or Education course must consult with the appropriate faculty advising office.

ACADEMIC REGULATIONS

- Except in special circumstances, a Winter Session one-term course may only be added to a student's program within the first two weeks of the course, and a two-term course within the first three weeks. If a course is dropped during these periods, no record of registration in the course will appear on the student's academic record.
- Students may withdraw from Winter Session courses any time up to the end of the sixth week of class for courses that are offered in a single term, and up to the end of the twelfth week for courses that span two terms.
- Course withdrawal dates for Summer Session are based on the length of the courses. Check the calendar for withdrawal deadline dates (students.ubc.ca/calendar).
- Withdrawals will be noted on the academic record by a standing of W. W standings will not be included in computing averages. Course withdrawals should be done on your Workday Student profile within the established deadlines.
- Students may withdraw from courses outside the limits described above only with the permission of the dean of the faculty in which they are registered. In these cases, the instructor should be informed. Such withdrawals will be recorded as W on the student's academic record. The effective date of withdrawal will be determined by the faculty advising office for undergraduate students enrolled in degree programs, and for Unclassified, Access Studies, Qualifying, and Visiting students in the effective date of withdrawal will be determined by Enrolment Services.
- Signing this form acknowledges that you, the student, have read the academic regulations noted here and in the UBC Calendar (students.ubc.ca/calendar).

ACADEMIC REGULATIONS

I acknowledge that I have read the Academic Regulations (page 2).

Additional information (optional)

Signature of student

Name (please print)

Date (yyyy/mm/dd)

Telephone

FACULTY APPROVAL

Additional information (optional)

Signature of Dean/Director/Faculty advising office

Name (please print)

Date (yyyy/mm/dd)

Telephone