

Graduate Studies - Add/Drop Course

School of Graduate and Postdoctoral Studies
 University of Ontario Institute of Technology
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905.721.8668
 905.721.3062 (fax)
gradstudies.uoit.ca

WHAT? This form is used for graduate students requesting to register in a course that requires faculty approval or to add a course outside of a student's department/faculty.

WHO? The form must be signed by the student and approved by the supervisor (if applicable) and graduate program director. For late course additions, it is the student's responsibility to catch up on any missed work. Once completed by the student, the form should be forwarded to the appropriate program office for approval. Program office shall submit to the School of Graduate and Postdoctoral Studies for further review and processing.

WHEN? The length of time for requests to be processed is normally 48 hours. During peak times, processing time may be longer.

Hc`VY`Wta d`YhX`VmiH Y`gH XYbh

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|-----------------|-----------------------------|----------------------|
| Last name _____ | First name _____ | Student number _____ |
| Ú! `*!æ`Á _____ | UOITnet email address _____ | Effective term _____ |

I wish to **add** the following courses:

| CRN (e.g., 41090) | Course code (e.g., ENGR 5004G) | Section (e.g., 001) | Supervisor/advisor name (if applicable) | Supervisor/advisor signature (if applicable) | Graduate program director name | Graduate program director signature |
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Special instructions: If you are requesting to add a course outside of your program/faculty, you must also receive permission from the faculty's graduate program director

Host faculty's graduate program director name and signature (if applicable): _____

I wish to **drop** the following course(s):

| CRN (e.g., 41090) | Course code (e.g., ENGR 5004G) | Section (e.g., 001) |
|----------------------|-----------------------------------|------------------------|
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| | | |
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| | | |

Student's signature _____ Date _____

SGPS USE ONLY: Processed by: _____ Signature _____ Date _____

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used to administer verification of enrolment. Inquiries concerning the collection of this information should be directed to the Office of Graduate Studies, UOIT, 905.721.8668.