

This form is used for graduate students requesting to register in an undergraduate course. Incomplete/unsigned forms will not be approved. Courses will be graded according to the graduate-level grading scale. The form must be signed by the student and approved by the supervisor/co-supervisor (if applicable), course instructor and graduate program director. For late course additions, it is the student's responsibility to catch up on any missed work.

Once complete, the form should be forwarded to the program office for approval. The program office will then send the form to the Office of Graduate Studies for processing.

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

**Hc 'VY'Wka d'Yh'X'Vniik Y'gli XYbh**

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

I wish to add the following **undergraduate** course (list lab and/or tutorial, if applicable):

| CRN<br>(e.g., 41090) | Course code<br>(e.g., SOFE 4204U) | Section<br>(e.g., 001) |
|----------------------|-----------------------------------|------------------------|
|                      |                                   |                        |
|                      |                                   |                        |
|                      |                                   |                        |

\_\_\_\_\_   
Course instructor name

\_\_\_\_\_   
Course instructor signature      Date

Approved      Declined

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Special instructions:** If you are requesting to add a course outside of your department/faculty, you must also receive permission from the host faculty's graduate program director.

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

**To be completed by the supervisor/co-supervisor (if applicable) and graduate program director:**

S \_\_\_\_\_   
Supervisor signature (if applicable)

S \_\_\_\_\_   
Date

Approved      Declined

S \_\_\_\_\_   
Co-supervisor signature (if applicable)

S \_\_\_\_\_   
Date

Approved      Declined

S \_\_\_\_\_   
Graduate program director signature

S \_\_\_\_\_   
Date

Approved      Declined

**FOR OFFICE OF GRADUATE STUDIES 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 undergraduate course requests. Questions regarding the collection of your personal information may be directed to the Office of Graduate Studies, UOIT, 905.721.8668.