



## INSTRUCTIONS – REGISTRATION / CHANGE OF REGISTRATION FORM

Use this form if online registration has closed or if you are auditing a course

### 1. Complete the form

- Complete all relevant sections on the reverse.
- Obtain appropriate signatures as noted in section 2 below.
- Return the form to the office noted in section 3 below.
- Review the minimum course load requirements for students with loans at [www.students.ubc.ca/finance/loans.cfm](http://www.students.ubc.ca/finance/loans.cfm). Falling below the minimum requirement may jeopardize your funding or your interest-free status.

### 2. Obtain required signatures

	Undergraduates on a degree/ diploma program, visitors and exchange students	Graduate students	Unclassified, Access Studies, qualifying, auditors
Course Section Drop (see Note A below)	Instructor and faculty	Instructor and departmental advisor and Dean of Graduate Studies	Instructor
Course Section Add	Instructor and faculty (see Note C below)	Instructor and departmental advisor and Dean of Graduate Studies	Instructor (see Note D below)
Course Section Change	Instructor of new section	Instructor of new section and departmental advisor and Dean of Graduate Studies	Instructor of new section
Withdrawal from the Session	Faculty (see Note A below)	Departmental advisor and Dean of Graduate Studies (see Note A below)	Enrolment Services (see Note B below) or Dean of Graduate Studies if qualifying student

**Note A** The date of last attendance must be specified and approved. Fee adjustments will be determined by the date of last attendance. Undergraduate students withdrawing from the session must re-apply to register in future sessions. Contact Enrolment Services.

**Note B** The date of last attendance will be the date on which the form is received by the Enrolment Services.

**Note C** If adding a 500-level course, in addition to the above you must consult with the graduate advisor in the department in which you wish to take a course. The advisor will forward your request to the Faculty of Graduate Studies for approval.

**Note D** If adding a 500-level course, do not use this form. You must consult with the graduate advisor in the department in which you wish to take a course. The advisor will forward your request to the Faculty of Graduate Studies for approval. Unclassified students, qualifying students and auditors pay a higher per-credit fee. See the Fees section in Calendar.

### 3. Return the form

**Undergraduates on a degree/diploma program, visitors and exchange students:** Return the form to your faculty office.

**Graduate students and qualifying students:** Return the form to the Dean of Graduate Studies Office.

**Unclassified and Access Studies students and auditors:** Return the form to Enrolment Services.



## REGISTRATION / CHANGE OF REGISTRATION FORM

COMPLETE NON-SHADED AREAS ONLY  
PLEASE READ INSTRUCTIONS ON REVERSE  
A SEPARATE FORM IS REQUIRED FOR EACH SESSION

UBC Student Number

Session Code

Last Name First Name

Phone Email

Graduate (Department )  Undergraduate (Year )  Other

Degree/Category Date of Request

### COURSE SECTION DROP

Date of Last Attendance Y Y M M D D	Term	Subject	Course #	Section	Credits	Department, instructor or advisor approval

Comments

### COURSE SECTION ADD

Audit (✓)	Term	Subject	Course #	Section	Credits	Department, instructor or advisor approval

Comments

### WITHDRAWAL FROM THE SESSION

Date of Last Attendance Y Y M M D D Comments

### FACULTY APPROVAL: Signature, Name (Please Print), Date Signed, Telephone Number

Signature of Dean/Director/ Senior Faculty Advisor/Grad Advisor Name (Please Print) Date Telephone