



## 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 [www.grad.ubc.ca/forms](http://www.grad.ubc.ca/forms).
  - If you are adding a 500-level course, you must consult with the graduate advisor of the department in which you wish to take a course. The advisor will forward your request to the Faculty of Graduate Studies for approval.
- If you are receiving student loans or other financial support, a course withdrawal may affect your eligibility for funding. Contact Student Financial Assistance & Awards for more information.

Last name:

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UBC student number

First name:

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Session code

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Date of request (YYYY/MM/DD)

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Degree or Category

Please ensure your contact information on the Student Service Centre (SSC) is current.

### INSTRUCTIONS

- Complete both pages 1 and 2 of this form.
- Obtain appropriate signatures as noted in the require signatures table on page 2.
- Read the Academic Regulations and sign the Student Signature section.
- Submit the form to the appropriate office for approval or processing:
  - Undergraduate students enrolled in a degree/diploma program: **Faculty Advising Office**
  - Unclassified, Access Studies, Visiting students, and Qualifying students: **Enrolment Services** (Information Centre in Brock Hall)

### COURSE SECTION ADD

- 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 the Go Global office.
- Unclassified, Access Studies, Qualifying, and Visiting students must have approval from instructor.
- If you would like to add a Law course, you must consult with the Faculty of Law.
- If you would like to add a Commerce course, you must have approval from the Commerce Undergraduate Office.
- If you would like to add an Education course, you must have approval from the Education 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"/>						

### COURSE 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 the 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)

<input type="checkbox"/> <b>Withdraw me from the full academic session</b> <i>(Select if you wish to be withdrawn from all courses)</i>	<b>To be completed by Faculty Advising Office</b> Date of withdrawal from full academic session: _____ <div style="text-align: right; font-size: small;">yyyy/mm/dd</div>
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