



# **COURSE REGISTRATION CHANGE FORM: ADD A COURSE**

## **INSTRUCTIONS FOR REQUESTING A LATE COURSE REGISTRATION**

### **FOR DOMESTIC AND INTERNATIONAL STUDENTS**

1. Fill in the Student Information section and then take this form to the instructor of the course you wish to enrol in to discuss student risks and responsibilities of late registration.
2. Please deliver the completed form to your enrolment officer within one business day of the final signature (instructor or counsellor).

### **FOR INSTRUCTORS**

1. Once you have been in contact with the student and have discussed the risks and responsibilities of a late registration, sign and date the form.
2. Return the form to student and advise them to seek out the school chair.

### **FOR SCHOOL CHAIR**

1. Please sign the school chair section of this form if you agree to the student's enrolment. Return the form to the student.



# COURSE REGISTRATION CHANGE FORM: ADD A COURSE

Use this form to register for a course during the second week of the semester. See important dates on selkirk.ca. **Form MUST be filled out using Adobe Acrobat. Do not use Apple Preview.**

## STUDENT INFORMATION

Selkirk College Student ID        Domestic  International  Student Loan /Sponsored

Legal First Name:

Legal Last Name:

## ADD A COURSE

If the section you wish to register in is full, you must seek school chair approval.

Course Code & Number	Section	Add	Instructor Signature
e.g., ENGL 110	C01	X	

Note for Instructors: By signing above you are agreeing that you have been in contact with the student regarding the risks and responsibilities of a late registration for the courses listed above. Registration into this course will be determined by the school chair.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE SIGNED

I grant permission for this student to register in the courses above. Please increase the current class size in SRS if required.

\_\_\_\_\_  
SCHOOL CHAIR NAME

\_\_\_\_\_  
SCHOOL CHAIR SIGNATURE

\_\_\_\_\_  
DATE SIGNED