



# COURSE REGISTRATION CHANGE FORM

## INSTRUCTIONS FOR REQUESTING A LATE COURSE REGISTRATION

### FOR DOMESTIC & INTERNATIONAL STUDENTS

1. Fill in the Student Information section and then take this form to the instructor of the course you wish to enroll 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 discussed risks and responsibilities of a late registration, sign and date the form.
2. Return form to student and advise to seek out School Chair.

### FOR SCHOOL CHAIRS

3. Please sign the School Chair section of this form if you agree to the student's enrolment. Return the form to the student.

## INSTRUCTIONS FOR REQUESTING A LATE COURSE WITHDRAWAL

### FOR DOMESTIC & INTERNATIONAL STUDENTS

1. Fill in the Student Information section and then take this form to the instructor of the course you wish to withdraw to obtain their signature. If the instructor is not available, a counsellor may sign in their absence.
2. Please deliver the completed form to your Enrolment Officer within one business day of the final signature (instructor or counsellor).

---

\*Audit: Students may take some courses on an audit basis.

If a student meets all the admission requirements for a course/program and has permission of the instructor, the student may enroll with audit status. Such a student will not receive a grade. The student may be required by the instructor to participate in any or all of the course/program activities. Audit students will receive an "AU" on their transcripts. No grade will be given; therefore, an audited course will not be used in calculating a student's GPA. Having begun a course, students have until the end of the withdrawal period to change their standing from audit to credit, or credit to audit. Students must receive permission of the instructor(s) to make the change.

---

**Tracy Punchard**, School of University Arts & Sciences  
Room: A-25 Email: tpunchard@selkirk.ca

**Gord Rein**, School of Business  
Room: A-24 Email: grein@selkirk.ca

**Tammie Clarke**, School of Health & Human Services  
Room: A-15 Email: tclarke@selkirk.ca

**Brendan Wilson**, School of Environment & Geomatics  
Room: A-14 Email: bwilson@selkirk.ca

**Shana Rablah**, School of International Education  
Room: A-21 Email: srablah@selkirk.ca

**Martin Keyserlingk**, School of Hospitality & Tourism  
Room: Reception, Tenth Street Campus Email: mkeyserlingk@selkirk.ca

**Daryl Jolly**, School of the Arts  
Room: Reception, Tenth Street Campus Email: djolly@selkirk.ca

**Rob Schwarzer**, School of Industry & Trades  
Room: 110B, Silver King Campus Email: rschwarzer@selkirk.ca

# COURSE REGISTRATION CHANGE FORM

Use this form to register for a course during the second week of the semester, or to drop a course or change to audit until the last eligible day to withdraw in the semester. Back side of this form has complete instructions. See important dates on selkirk.ca.

## STUDENT INFORMATION

SELKIRK COLLEGE STUDENT ID

--	--	--	--	--	--

DOMESTIC

INTERNATIONAL

STUDENT LOAN

Legal First Name:

Legal Last Name:

## ADD A COURSE

Course Code & Number	Section	Add	Audit*	Instructor Signature
e.g. ENGL 110	Co1	x		

*Note: 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.*

By signing below, I am authorizing all changes identified on this form and I understand that I am responsible for any additional fees resulting from these changes.

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

## TO DROP A COURSE

Course Code & Number	Section	Drop	Instructor Signature (Counsellor can sign if Instructor is absent)
e.g. ENGL 110	Co1	x	

REASONS FOR WITHDRAWING (CHOOSE ALL THAT APPLY)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Heavy course load         | <input type="checkbox"/> Schedule did not meet my needs | <input type="checkbox"/> My health                   | <input type="checkbox"/> Lack of personal motivation |
| <input type="checkbox"/> Course was not for me     | <input type="checkbox"/> The quality of the course      | <input type="checkbox"/> Work obligations            | <input type="checkbox"/> Lack of finances            |
| <input type="checkbox"/> Not academically prepared | <input type="checkbox"/> I was required to withdraw     | <input type="checkbox"/> Family/personal obligations | <input type="checkbox"/> Change of program/course    |
| <input type="checkbox"/> Too difficult for me      | <input type="checkbox"/> Other: _____                   | <input type="checkbox"/> I just need a break         | <input type="checkbox"/> Other: _____                |