

Adding, Dropping, and Withdrawing from Courses

Please see the most recent Academic Calendar (<http://acalendar.concordia.ab.ca>) for the following information:

- For the complete list of deadlines: Section 2.0. 'Academic Schedule'
 - For more details on course changes: Section 4.3.2. 'Adding, Dropping, and Withdrawing from Courses'
- 1) Complete Sections (A) and (B) on this form.
 - 2) Submit the completed form to the Registrar's Office by the appropriate deadline.
 - **Email:** graduateregistration@concordia.ab.ca. (Write 'Course Change Form' in the subject line of the email.)
 - **Fax:** 780-378-8460
 - **In person:** Room HA120, Student and Enrolment Services.
 - 3) Once submitted, course change forms are processed only after being reviewed by the appropriate program chair. The forms may take up to 5 business days to be processed. Students will be notified by email after completion.

(A) Student Information:

Surname:		Given Name(s):	
Student ID No.:		Academic Year:	
Program:		Student Status:	New Continuing Returning

(B) Course Changes

Course(s) to be added		Course(s) to be dropped or withdrawn	
Course Code & Section	Semester	Course Code & Section	Semester

*Students are responsible for the completeness and accuracy of their registration.
Non-payment of fees and/or non-attendance do not constitute official withdrawal from your course(s) or program.*

Student Signature: (Do not type.)		Date:	
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OFFICE USE ONLY

Advisor's Note

Reg Classification:	Academic Standing:	Adm/Reg Conditions:
Pre-req/Co-req:		Degree Evaluation:

Department Approval

Name:		Signature:	
Date:			

Faculty of Graduate Studies

Received:	by:	on:	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Encumbrance:	<input type="checkbox"/> No <input type="checkbox"/> Yes:
Pre-reg Deposit:	<input type="checkbox"/> Not Required <input type="checkbox"/> Required (Not Paid / Paid)	Completed:	By:	On:	Email Confirmation: