



**University
of Victoria**

Office of the Registrar
Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2

Phone: 250-721-8121

Undergraduate Course Change Form

THIS FORM IS TO BE USED ONLY IN CIRCUMSTANCES WHERE CHANGES CANNOT BE ACCOMPLISHED THROUGH ON-LINE REGISTRATION OR THE APPROPRIATE DEPARTMENT.

- Requests are adjudicated by the Dean of your Faculty or designate, except course section changes within the same term which only require an instructor's signature.
- Requests for drops received in the Office of the Registrar after the academic drop deadline must be submitted via an Academic Concession Form

An online version of this form is available <http://www.uvic.ca/registrar/assets/docs/record-forms/course-change.pdf>

Student Information (please print)

Last Name Hossain	Given Name(s) Arfaz	Student Number V00 984826
Session: Fall	Telephone (250) 880 8402	Email arfazhussain@outlook.com
Faculty: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Engineering <input type="checkbox"/> Human & Social Development <input type="checkbox"/> Humanities <input type="checkbox"/> Science <input type="checkbox"/> Education <input type="checkbox"/> Fine Arts <input type="checkbox"/> Law <input type="checkbox"/> Social Sciences		

Course Add

WRITTEN AGREEMENT of the recognized departmental authority is required for all course adds including section changes.

Requests submitted after the last day for adding courses published in the *Calendar* for the appropriate term of Winter Session or Summer Studies must be accompanied by:

1. A written explanation of the circumstances that prevented your registration prior to the last day for adding courses;
2. A memo from your instructor stating that you have been attending the course since it began – **this memo does not in itself constitute approval for the requested late add.**

ADD DO NOT USE THIS FORM TO ADD DIRECTED STUDIES COURSES, PLEASE USE THE PRO FORMA COURSE REGISTRATION FORM						
COURSE ABBREVIATION	COURSE NUMBER	LECTURE CRN	LAB/TUTORIAL CRN	SUMMER PART OF TERM	DEPARTMENTAL AGREEMENT TO ADD	
					LECTURE	LAB/TUTORIAL
EXAMPLE: BIOL	215	20546	20549			
Math	100	12048	12062			

Course Drop

DROP PLEASE INFORM INSTRUCTOR OF YOUR DECISION TO DROP A COURSE					
COURSE ABBREVIATION	COURSE NUMBER	LECTURE CRN	LAB/TUTORIAL CRN	SUMMER PART OF TERM	DEPARTMENTAL COMMENTS
EXAMPLE: ENGL	135	32023	32027	4	

Approval of Dean or Designate

Dean or Designate Signature	Date
Student's Signature Arfaz Hossain	Date October 4th, 2021

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.

For Office Use Only	Date Stamp
Form updated: Nov 2014/RB	