Note: If the course requested is full, you will **NOT** be enrolled even with the course director’s approval. This form will **NOT** be processed without a valid catalogue number. Adds will **NOT** be processed if you have an outstanding balance.

**Session:**  
- ☐ Summer 20___  
- ☐ Fall/Winter 20___

**Home Faculty:** _________________________  
**Co-registered Faculty:** ____________________________

**Major 1** _______________  
**Major 2** _______________  
**Curriculum** _______________  
**Year Level** ______

### Add:

<table>
<thead>
<tr>
<th>Term</th>
<th>Faculty</th>
<th>Catalogue Number</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Tut/Lab</th>
</tr>
</thead>
</table>

**Students must use the Web Registration and Enrolment System to drop courses.**

- ☐ If you have not yet enrolled in courses via the Web Registration and Enrolment System (this academic session only), please confirm your academic program:  
  - ☐ Honours  
  - ☐ Bachelor
- ☐ I understand that my eligibility to continue in any honours program may depend on grades received for courses taken in current or future sessions.
- ☐ I understand that if I am not a Canadian citizen, permanent resident or eligible international exempt student, I will be charged international student fees (see the Undergraduate Programs Calendar, available on the Current Students Website for rules and regulations), and that by enrolling in courses I become liable for all fees related to those courses.

### Change Only:

- ☐ Note: This section applies only to courses offered in the same term.

**Course ID:** ___________________________  
**change: section/tut/lab** ___________________________  
**to: section/tut/lab** ___________________________  
**Catalogue Number** ____________

### The information below is required - fees are due as published.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Director’s Approval (if required)</th>
<th>Date (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Approval</th>
<th>Date (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Departmental Use Only:  
*(Note: this section is for administrative use only)*

### Drop:

<table>
<thead>
<tr>
<th>Term</th>
<th>Faculty</th>
<th>Catalogue Number</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Tut/Lab</th>
</tr>
</thead>
</table>

**Drop Effective Date:** ___________________________

- ☐ If drop is to be backdated, please state reason:

---

**Registrar’s Office Use Only:**  
*Input: ___________________________  Date: ___________________________*

Protection of Privacy: Personal information in connection with this form is collected under the authority of **Freedom of Information and Protection of Privacy Act** and **The York University Act, 1965** for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3, 416-872-9675.

**Copies:**  
- ☐ Registrar’s Office  
- ☐ Student  
- ☐ Department

Course Transaction, July 2008