

Request to Enroll Form (without Fulfillment of Pre-requisite(s)/Co-requisite(s))

Incomplete submissions will not be accepted for processing

You must ensure **all** documents are submitted at the same time in one package. Incomplete applications will be cancelled. E-mail submissions will not be accepted.

Attention: This form is to be used as part of a complete academic request submission. Students requesting special permission to enroll in a course without complete fulfillment of all pre-requisite(s)/co-requisite(s) must seek **approval from the course director**. The form **must be submitted with a hardcopy of academic records** (i.e., a printout of the online academic history).

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Department
Keep your information up-to-date! Make sure we have your current contact information by visiting the My Student Records section of My Online Services .		

Course requested for enrolment with exception					
Year	Term	Course No.	Course Name	Section	Tut/Lab
Rationale(s) of request for exception (use back of form if more space is required)				In Attendance Since (dd/mm/yy)	
				Course Director's Name	
				Course Director's Signature	

- **Approval of request:** By submitting this application, you are signifying that you request enrolment in the course above. If your request is approved by the Undergraduate Program Committee, you will automatically be enrolled in your course. You can check your enrolment by accessing the Registration and Enrolment Module (REM) from the Current Students Website.

Student's Signature	Date (dd/mm/yy)

For Departmental Use Only	Decision of Undergraduate Program Committee: <input type="radio"/> Approve <input type="radio"/> Reject	
	Signature of Undergraduate Program Director:	Date:
	Override permission mounted by:	Date:

Additional Space for the rationale(s) of request for exception:

Rationale(s) of Decision by the Undergraduate Program Committee (For Departmental Use Only)