

# Course Transaction Form

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:**

Term	Faculty	Catalogue Number	Subject	Course Number	Section	Tut/Lab
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*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.

Student Name	Student Number
Student's Signature	Date (required)
Course Director's Approval (if required)	Date (required)
Departmental Approval	Date (required)

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

**Drop:**

Term	Faculty	Catalogue Number	Subject	Course Number	Section	Tut/Lab
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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