



USE THIS FORM ONLY IF: ONLINE COURSE ENROLMENT HAS CLOSED AT SIS.SFU.CA OR YOU ARE AUDITING OR CHALLENGING A COURSE.
TO COMPLETE THIS FORM, YOU MUST:

- CAREFULLY READ "ENROLMENT POLICIES AND PROCEDURES" ON PAGE 2 AND SIGN THE BOTTOM OF PAGE 1.
- HAVE THE APPROPRIATE APPROVAL FROM THE INSTRUCTOR FOR EACH COURSE ADD, CHANGE, OR DROP.
- SUBMIT A COPY OF THE COMPLETED AND SIGNED FORM TO EACH DEPARTMENT OFFERING THE INDICATED COURSE, FOR DEPARTMENT APPROVAL AND PROCESSING.

DEADLINES

Term-specific deadlines for course changes during the enrolment process and after the start of classes are available at students.sfu.ca/deadlines. (Note that deadlines for Intercession and Summer Session differ from each other and from the Summer Term.)

Student # _____ Surname _____ Given names _____

INDICATE THE TERM AND YEAR IN WHICH YOU ARE ADDING/DROPPING/SWAPPING A COURSE

FALL (Sept-Dec) Year _____ SPRING (Jan-Apr) Year _____ SUMMER/INTERSESSION (May-Aug) Year _____

COURSE ADD

Type of class	Course name/# (e.g., CHEM 101-3)	Class Number	Related class # (e.g. tutorial)
<input type="checkbox"/> audit <input type="checkbox"/> challenge <input type="checkbox"/> credit			

Name of instructor _____ Signature of Instructor _____ Date _____

Name of Chair/Designate _____ Signature of Chair/Designate _____ Date _____

RELATED COURSE CHANGE (E.G., TUTORIAL)

Type of class	Course name/# (e.g., CHEM 101-3)	Class Number	Related class # (e.g. tutorial)	New related class # to change to
<input type="checkbox"/> audit <input type="checkbox"/> challenge <input type="checkbox"/> credit				

Name of instructor _____ Signature of Instructor _____ Date _____

Name of Chair/Designate _____ Signature of Chair/Designate _____ Date _____

COURSE DROP

- Be sure to read the section on "Tuition Refund Policy and Course Drop Penalties" in the REFUNDS section of the official SFU online Calendar titled "Student Information", "Tuition and Fees, Undergraduate" at students.sfu.ca/calendar.
- Failure to attend classes does not constitute withdrawal from a course.
- Courses that are not formally dropped, either online or through processing this form, will be given a failing grade and payment of tuition fees for the course is required.
- If you wish to drop a course after day 25 of classes under extenuating circumstances, you should complete the "Withdrawal under Extenuating Circumstances" application form, available at students.sfu.ca/appeals/withdrawals.html.
- A department may use this form to drop a course to correct an administrative error.

Course name/# (e.g., CHEM 101-3)	Class Number	Date of withdrawal (to be completed by Department)	Reason for drop (to be completed by Department)

Name of instructor _____ Signature of Instructor _____ Date _____

Name of Chair/Designate _____ Signature of Chair/Designate _____ Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.486 s.27(4a)). This information is needed, and will be used, to update your student record. If you have any questions about the collection and use of this information contact the Associate Registrar, Information, Records and Registration, 778.782.3296.

Signature of student _____ Date _____

ENROLMENT POLICIES AND PROCEDURES**NORMAL COURSE CHANGE PERIOD, REGULAR TERM – CLASS DAYS 1-5**

- Courses may be added or dropped or tutorial times changed using the enrolment system without prior approval of the department offering the course. Courses that are dropped will not receive a notation on the student's academic record.
- Changes to courses registered for course challenge or for course audit must be approved by the department offering the course. During this time period a student may change enrolment in course challenge from one course to another, or to regular enrolment in the course.
- Enrolment for course audit and course challenge must be done in person at the department offering the course.

EXTENDED COURSE CHANGE PERIOD, REGULAR TERM – CLASS DAYS 6-15

- After the fifth day of classes to the 15th day, courses may be added only with special permission of the chair and instructor concerned. No courses can be added or changed to audit status after this time. Courses may be dropped without academic record notation. However, if a student drops all term courses, the withdrawal will be noted on the academic record. A student may not withdraw from course challenge without substitution of a regular course enrolment. During the first 10 days of classes, he/she may change enrolment in course challenge from one course to another, or to regular enrolment in the course. Permission of the department is required.
- There is no refund for courses dropped after day 10 of classes.

COURSE DROP PERIOD, REGULAR TERM – CLASS DAYS 16-25

- No courses can be added or changed to audit status after the 15th day of classes.
- After the 15th to the 25th day of classes, courses may be dropped by the student via the web at <http://sis.sfu.ca>. Courses dropped within this period will be automatically recorded with a WID notation on the student's academic record. There is no refund for courses dropped during this period. Students can apply to drop courses for extenuating circumstances at this time and if approved, the notation will be WE rather than WD.
- During the sixth to twelfth class week a course(s) may be dropped only in extenuating circumstances. If approved, there will be a WE notation on the student's academic record for specific courses dropped. Please submit applications to Student Services. Requests arising after the twelfth week, or requests relating to courses completed in a previous term, are referred to as 'retroactive' and follow the same procedures as above but may take longer to adjudicate.

NOTE: Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course. If a course drop is being considered after the 12th week of classes, it is recommended that students seek advice from Academic Advising and Student Success or their department advisor.