

Course Registration Request Form

Smith Engineering– Student Services

- ONE Course Request Per Form
- All sections of the form MUST be completed.
- A copy of your timetable (calendar view) MUST be included or the form will not be processed.

<input type="text"/>		<input type="text"/>		<input type="text"/>	
Surname		Given Name		Student #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Program (eg. CHEE)	Option (eg. CHE1)	Current Year of Study	CUM GPA	Queen's Email	
<input type="text"/>		<input type="text"/>			
Date		Student signature (unless sent from .queensu.ca account)			

TYPE of Request (place an X beside the one that applies):

<input type="checkbox"/>	Waive a prerequisite or co-requisite for a course (instructor permission required via email or signature)
<input type="checkbox"/>	Register in a first year APSC course send form to micheline.johnston@queensu.ca
<input type="checkbox"/>	Other (please explain) ↻

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Course (eg. CHEE 209)	Term (F, W, FW)	LEC Section and # eg.001-LEC (4639)	LAB Section and # eg. 002-LAB (6382)	TUT Section and # eg. 002-TUT (5431)

LIST Missing Prerequisites/Corequisites if applicable (eg. APSC 111, APSC 172, CHEE 209):

REASON(s) for Request (If not indicated above. Please explain clearly but succinctly – in a maximum of 20 lines.)

INSTRUCTOR Approval: If you support this request, please sign and date below. (An email from instructor can be used in lieu of signature)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

OFFICE USE ONLY

UNDERGRADUATE CHAIR Approval: If you support this request, please sign and date below.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

Notes/Comments:

PROCESSED by Program Assistant: Quick Enrol? Permission #: Name: Date:

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Smith Engineering, Beamish-Munro Hall, Room 200, or phone 613-533- 2055.