

**Use this form to:**

- Request to audit a course or to take a course as extra to your degree.
- Enrol in an undergraduate course.
- Drop or add a course after the [enrolment deadline](#).
- Enrol in a course that has a time conflict (e.g. overlapping meet time with another course).

**Instructions:**

1. Complete the sections that are applicable to you, and submit the form to your academic department.
2. Use one form for each class change.

**Deadlines:**

- Courses cannot be dropped after they are graded.

For more information about this form, please review the [Graduate Studies course drop and add form web page](#).

**Section 1: Student information**

University of Waterloo student identification number \_\_\_\_\_

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Email \_\_\_\_\_ Program level: ☐ master's ☐ doctoral

Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_

Term: ☐ fall ☐ winter ☐ spring year \_\_\_\_\_

**Section 2: Course information**

Action	Class number (e.g. 2904)	Subject (e.g. HIST)	Catalog number (e.g. 600)	Section number (e.g. 001)	Course designation A = audit X = extra to degree	Topic title (special topics courses only)
Add						
Drop						

**Select the applicable override:**

- ☐ override time conflict allows enrolment in courses that have overlapping meet times
- ☐ override career allows enrolment in an undergraduate course
- ☐ override enrolment deadline allows enrolment after the drop/add deadline

Student signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

**Section 3: Approval signatures**

Instructor \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Supervisor \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Graduate Officer \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Associate Dean, Faculty \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_  
(required after the fourth week of term)

Rationale \_\_\_\_\_

Director, Graduate Academic Services \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_  
(required after the [examination period](#) begins)