

(PLEASE PRINT)

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ Concordia I.D. Number \_\_\_\_\_

E-mail \_\_\_\_\_ Cell / Telephone \_\_\_\_\_

AREA CODE

Department \_\_\_\_\_ Program of Study \_\_\_\_\_

**Guidelines (please read carefully):**

- Check appropriate box(es) and state your reason by attaching a letter of explanation to this request.
- **Explanation is required.** Considerations can be given only when specific reasons are provided.
- When referring to a course, state the course number, section and term (i.e. FRAN 211 AA Winter 2018 (term is key for enrolment)).
- Include a current copy of your **unofficial transcript** from your MyConcordia portal and supporting documents, ie. original medical certificates, instructor's notes, course description(s). Failure to do so will delay processing of your request.
- All requests must be signed by a department advisor or the department advisor responsible for the course(s) in question.

**Late Withdrawal (DISC)**

I have missed the deadline and I want to withdraw from the following course(s):

**Late Section Change**

I have missed the deadline and I want to change sections in a course for which I have already registered:

**Late Registration**

I have missed the deadline and I want to add the following course(s):

**Course Repetition**

I want permission to repeat a course I have already taken twice.

COURSE NUMBER	TERM/YEAR	SECTION	LAB	TUTORIAL
<i>i.e. MATH 201</i>	<i>WINTER 2018</i>	<i>AA</i>		
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____
(3) _____	_____	_____	_____	_____
(4) _____	_____	_____	_____	_____

**Check appropriate box(es):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Change Status From P/T to F/T             | <input type="checkbox"/> Waive 24-Credit Rule    | <input type="checkbox"/> Waive Residency Requirement |
| <input type="checkbox"/> Credit Overload (please specify semester) | <input type="checkbox"/> Course Substitution     | <input type="checkbox"/> Transfer External Credit(s) |
| <input type="checkbox"/> Late Completion after deadline (INC)      | <input type="checkbox"/> Add/Remove Exemption(s) | <input type="checkbox"/> Retain Credit(s)            |
| <input type="checkbox"/> Extension Late Completion                 | <input type="checkbox"/> General Education       | <input type="checkbox"/> Other: _____                |

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Request Checklist:**

- Checked appropriate box(es) above     Attached a letter of explanation     Attached a copy of unofficial transcript     Had request signed by a departmental advisor

Please note that requests for a refund (DNE - full or partial) can be found under Course Withdrawal on [www.concordia.ca](http://www.concordia.ca)  
Concordia.ca → Students → Course Registration → Course Withdrawal

**FOR DEPARTMENTAL ADVISOR'S USE ONLY**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Departmental Advisor's Name (please print): \_\_\_\_\_

Departmental Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_