

(PLEASE PRINT)

Family Name _____ First Name _____

Address _____ Concordia I.D. Number _____
(civic number/street) (city) (postal code)

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.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Late Withdrawal (DISC) I have missed the deadline and I want to withdraw from the following course(s): | <input type="checkbox"/> Late Section Change I have missed the deadline and I want to change sections in a course for which I have already registered: | <input type="checkbox"/> Late Registration I have missed the deadline and I want to add the following course(s): | <input type="checkbox"/> 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
 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: _____