# CONCORDIA UNIVERSITY
## Faculty of Engineering & Computer Science
## Student Academic Services - EV-2.125
## Undergraduate Student Request
## <u>Late Registration, Section Transfer, Discontinue a Deferred Exam</u>

***Instructions:***
1) Print **clearly**
2) Attach an up-to-date copy of your student record.
3) ***Attach any and all necessary documents***

Name:_____  I.D.: _____

E-mail: _____  Phone: (_____) _____-_____

Status (*choose one*):　　Part Time ☐　　Full Time ☐

Program (*choose one*):　BEng. ☐　　BCompSc. ☐

　　　　　　　　　　　Option: _____

　　　　　　　　　　　Other (specify): _____

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*To request a refund, a partial refund or a "Did Not Enter" (DNE), fill out the DNE form.*

1. Late registration:  (The professor must complete section on back of form)
   Course number, name and section: _____

2. Late course switch: (The professor for the added course must complete section on back of form.)
   Drop course:　_____
   Add course:　　_____

3. Late section change: (The professor for the new section must complete section on back of form.)

   Course number, name: _____

   From section: _____　to section: _____

4. Late discontinue for a course with a deferred exam (DEF must appear on your transcript)
   Academic year: _____
   Course number, name and section: _____

   Note: Late Discontinue for current term is now online at:
   https://fis.encs.concordia.ca/ldsa/Login/executeProcessLoginAction.action

*Please complete the other side of this document.*

June 2016

**Explain why you are making this request. You can attach a letter and supporting documents to your request.**

_____
_____
_____
_____
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**For professor's use _only_ (late registration/change/switch)**

I confirm that the student has been attending lectures and/or completing any evaluative exercise (assignments, quizzes, labs). Give approximate first date of attendance and details as available. For section switch, only confirmation of acceptance is required.

Instructor's signature: _____ Date: _____

**I understand the regulations and requirements listed this form.**

Student's signature: _____ Date: _____

*For office use only*

**RECOMMENDATION(S):**

☐Approve                    ☐Reject

_____
_____
_____
_____
_____

Signature: _____ Date: _____

June 2016