

Course Registration Request Form

Faculty of Engineering and Applied Science – Student Services



- ONE Course Request Per Form
- Please read the instructions at the end of this form before completing.
- Your timetable **MUST** be included with this form or it will not be considered.

<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"/>
Program (eg. CHEE)	Option (eg. CHE1)	Current Year of Study	CUM GPA
<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"/>	Add a course for which there are timetable conflicts (permission required from instructors of all involved courses)
<input type="checkbox"/>	Register in a course which is full (instructor permission required via email or signature)
<input type="checkbox"/>	Register in a first year APSC course (send form to mcdonb@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 (please explain clearly but succinctly – in a maximum of 20 lines)

INSTRUCTOR Approval: Do you support this request?

Instructor #1:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>
Instructor #2:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name & Signature	Date

OFFICE USE ONLY

REQUEST: APPROVED DENIED

UNDERGRADUATE Chair Approval: Do you support this request? YES NO

Notes/Comments:

Undergraduate Chair's Name & Signature _____ Date _____

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

Instructions

DO NOT USE THIS FORM FOR LATE ADDING OR LATE DROPPING COURSES, OR WITHDRAWING FROM THE PROGRAM. FOR THIS YOU NEED AN ACADEMIC CHANGE FORM – SPEAK TO YOUR PROGRAM ASSISTANT FOR THIS.

Engineering students must use this form if they wish to request permission for one of the following items:

- waive prerequisite or co-requisite requirement for a course,
- add a course for which there are timetable conflicts,
- register in a course that is full
- add a first year course (in this case you must submit the form to the Faculty office, not your department)

One form per request please. When you have completed the form please save it, then email it, along with your timetable, to the Program Assistant in your Department. Your timetable must accompany this request form, otherwise your request will not be considered. To attach your timetable - view it in Solus, print it to a .pdf file, then email the file as an attachment.

This request will be considered by the Undergraduate Chair and may be approved or denied. No formal explanation will be provided if your request is denied. Note that any academic problems that arise as a result of timetable conflicts are the responsibility of the student. Also note that in order for this to be considered a formal request, this form, and your timetable, must be sent from your official Queen's university email address, or delivered in person and signed below.

Please allow up to 10 days for this request to be processed. You WILL NOT BE contacted if your request is approved (unless you require a permission number) – check your timetable in Solus to see if your request was successful. You WILL BE contacted if your request is denied.

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, Faculty of Engineering & Applied Science, Beamish-Munro Hall, Room 200, or phone 613-533-2055.