HOW TO FILL OUT A PLAN MODIFICATION FORM

Select "Plan Modification" if adding or changing plans (e.g. minor, major, specialization)

Select "Internal Transfer" only if you’ve spoke with the relevant advisor (e.g. have not met requirements for MATH and transferring into ARTS)

Once everything is complete, submit to the Centre or (if a Renison student) to REN’s registrar’s office!

Personal/Contact information

Academic Program: check with advisor if you have questions

Form of Study: Most students are “regular”. If you request entry into a department-offered co-op program, check "co-op". If you’re going to take ALL courses online, click “online”

Write ALL plans you’re following officially (e.g. SDS Major)

Write ALL plans you’re following officially + what you want to add (e.g. SDS Major + PSYCH Minor)

Campus:

If you were in Honours Arts 1st year, UW is your campus.

Sometimes St. Jerome’s may be your campus if you’re in residence.

**If you started SDS in your 1st year, Renison is your campus.

NOTE: Keeping REN = access to Renison’s + UW’s scholarships, access to our registrar’s office and you sit with REN-registered SDS students upon graduation.

There is no need to change your campus unless you want to! You can confirm with your advisor what you’re registered under.

Write a short blurb about why you’re adding a plan so the registrar’s/advisors can sleep soundly knowing you’re aware of what you’re getting into 😊

For office use only - Plan modification approvals

This section is for department advisors to confirm you’re eligible to add any requested plans – you don’t need to fill anything out! Same applies to the 2nd page.