UNIVERSITY OF WATERLOO

Office of the Registrar

Plan Modification Form

Use this form to declare a new academic plan(s) or to make changes to your current plan(s) or program. If you wish to transfer faculties, use the **Faculty Transfer Form**.

Exception for certificates and diplomas: These can only be declared at time of graduation on the Application to Graduate; however, non-/post-degree diplomas can be declared using this form anytime.

Instructions

1. Complete all three sections.
2. Obtain a signature from each appropriate academic advisor(s).
3. Submit the form to The Centre.

Notes:
1. Normal processing time is 2 weeks, but may be subject to a review of your academic performance in the current term. Processing time may also impact changes to optional or voluntary fees.
2. Once your change is processed, your term fees may be updated. If you have opted out of some incidental fees for the term, you may need to do so again. Note that you will not be able to opt-out from any new optional or voluntary fees charged as a result of a program/plan change processed after the opt-out deadline for the term.

Section 1: Personal information

Last name(s) _____ First name(s) _____

Waterloo student identification number _____ Waterloo email _____

Signature _____ Date _____

Section 2: Current academic information (see your Student Centre in Quest)

Faculty ☐ Arts ☐ Engineering ☐ Environment ☐ Health ☐ Mathematics ☐ Science

Academic program ☐ Honours Co-op ☐ Honours Regular ☐ 4-Year General ☐ 3-Year General ☐ Non-degree/Post-degree

Academic plan(s) (list all majors, minors, options, specializations)

_____

Section 3: Requested changes

Effective date of change ☐ Fall ☐ Winter ☐ Spring Year _____
Note: Changes processed before the following dates can be made for the current term: October 31 (Fall), January 31 (Winter), June 30 (Spring).

1) **(Arts only) Are you changing your campus?** If yes, I want: ☐ Main campus ☐ St. Jerome's University ☐ Renison University College

2) **Are you declaring a non-/post-degree diploma (e.g., HRM Diploma)?** Yes, I want: _____

3) **Program and plan changes:**

   - **Are you changing your degree (e.g., BCS to BMath, or BAFM to BA)?** ☐ No Yes, I want: _____

   - **Are you changing your program?** ☐ No Yes, I want: ☐ Hons. Co-op ☐ Hons. Regular ☐ 4-Year General ☐ 3-Year General

   - **What are you adding/declaring?** ☐ N/A

     ☐ Major(s) including joints _____

     ☐ Specialization(s) _____

     ☐ Option(s) _____

     ☐ Minor(s) _____

   - **What are you removing**? ☐ N/A [Note: Advisor approval is not required to remove plans]

     ☐ Major(s) including joints _____

     ☐ Specialization(s) _____

     ☐ Option(s) _____

     ☐ Minor(s) _____

Academic Advisor Approvals

Admit to plan: _____ Requirement term: _____ Signature: _____ Date: _____

Admit to plan: _____ Requirement term: _____ Signature: _____ Date: _____

Admit to plan: _____ Requirement term: _____ Signature: _____ Date: _____

Admit to plan: _____ Requirement term: _____ Signature: _____ Date: _____