

Instructions (please print clearly):

1. Read all the information on page 1 before completing page 2.
2. Complete all requested information on page 2.

University of Waterloo (Waterloo) students in an undergraduate degree program who wish to register for courses at Laurier to apply toward their Waterloo student record must “cross-register” for such courses. Exceptions to this requirement must be approved at Waterloo. Check with the Office of the Registrar for details. Use this form for:

- **Laurier courses (On Campus and Online Learning) with a course abbreviation other than Business (BUS).** Follow the instructions in **Sections I or II** (below) as appropriate.
- **Laurier Business (BUS) Online Learning courses.** Follow the instructions in **Section II** (below).

To take Laurier on-campus Business (BUS) courses: Check the Schedule of Classes if you wish to take on-campus Laurier BUS courses. If the course and section you wish to take is listed, enrol in the course on Quest (like any other Waterloo course). Note: courses or sections that are 999 are “Reserved for Double-Degree” students only. If you are unable to enrol or the section you wish to take is not listed on the Schedule of Classes, contact one of the “Math Special Advisors” at <https://uwaterloo.ca/math-business-accounting-programs/current-students/business-courses-wilfrid-laurier-university>. This page provides more details about enrolling in BUS courses at Laurier.

Information on adding/dropping courses, fees, and examinations:

- Follow Laurier deadlines for adding courses.
- Pay Waterloo for all tuition and related fees and pay Laurier for any additional costs specific to the course (e.g., administrative fees for Online Learning courses).
- Drop a Laurier cross-registered course on Quest if you need to drop the course after registration (Waterloo drop date policies apply) or if an approved course is cancelled at Laurier.
- Submit petitions to drop at Waterloo.
- Resolve all examination scheduling conflicts at Waterloo including conflicts with Laurier cross-registered courses. Complete and submit the [Final Examination Timetable Conflict Form](#) available at <https://uwaterloo.ca/forms/undergraduate-studies/final-examination-timetable-conflict-form>.
- Make arrangements for deferred examinations in cross-registered courses at [Laurier](#) at <https://academic-calendar.wlu.ca/section.php?cal=1&s=1122&sp=3734&ss=4474&y=90>.

Instructions for the completion of this form:

You must complete a separate form (page 2) for each term.

1. Complete the “**Student information**” **Section A** of the form.
2. Complete the “**Course information**” **Section B** of the form. [Laurier schedule of classes](#) can be found at <https://loris.wlu.ca/register/ssb/registration>.
3. Sign and date the form in **Section C**.
4. Continue according to the type of course you are requesting (**Section I or II** below).

Section I – Request to take online courses (including BUS courses) at Laurier:

5. Obtain an approval signature from your Waterloo academic advisor, **Section D**.
6. Once you obtain approval, submit this form via email to the email address listed on Laurier’s [Cross-Registration with University of Waterloo web page](#).
7. You will receive a confirmation email from Laurier; however, you are not officially enrolled in the course until it appears on Quest and you have paid your fees to Waterloo.

Section II – Request to take any Laurier on-campus course other than Business (BUS):

5. Obtain an approval signature from your Waterloo academic advisor, **Section D**.
6. Once you obtain approval, submit this form via email to the email address listed on Laurier’s [Cross-Registration with University of Waterloo web page](#).
7. You will receive a confirmation email from Laurier; however, you are not officially enrolled in the course until it appears on Quest and you have paid your fees to Waterloo.

Instructions (Print clearly):

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Have you previously applied or registered at Laurier through cross-registration or as a double-degree student?

 No Yes Laurier student identification number _____

Section A: Student information

Waterloo student identification number _____ Email _____

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

Street address _____ City _____

Province _____ Postal code _____ Phone (area code | number) _____

 Gender Male Female Another gender identity Birthdate (yyyy/mm/dd) _____

Program/Plan _____

 Attendance Full time Part time Campus University of Waterloo St. Jerome's University Renison University College

 Status in Canada: Country of Citizenship if not Canadian _____ Check one: Permanent Resident Student Visa

Section B: Course information

 Term Fall Winter Spring Intersession (May, June) Summer (July, August) Year _____

Class Number (Office Use Only)	Subject Abbreviation e.g., BU, BI	Course Number e.g., 247, 110	Course Section Number e.g., A, B, OC1	Lab/Tutorial e.g., T10, L10	On-Campus Type of Study Put an "X" into appropriate box	Online Learning Type of Study Put an "X" into appropriate box	Course Credit Weight	Course Authorization Signature from Laurier department offering the course Approved courses	Course Authorization Signature from Laurier department offering the course Override Limit	Course Authorization Signature from Laurier department offering the course Denied Courses	Date

Section C: Student signature

Student signature _____ Date (yyyy/mm/dd) _____

Section D: University of Waterloo academic advisor signature(s) and information

Approval Signature(s)	Approval Name(s) – print clearly	Extension Number(s)