UNIVERSITY OF WATERLOO

Graduate Studies course drop/add

Use this form to:
- Audit a course or to take a course as extra to your degree.
- Enrol in a course that requires an override.

Instructions:
1. Complete sections 1-3, and submit the form to your academic department.
2. Use one form for each class change.

For more information about this form, please review the Graduate Studies course drop and add form web page.

Section 1: Student information

University of Waterloo student identification number _____

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

Email _____ Faculty (e.g. Arts) _____

Department or School (e.g. History)_____ Program (e.g. MASc, ECE)_____

Program level: ❏ master's ❏ doctoral ❏ graduate diploma ❏ non-degree

Study option: ❏ thesis ❏ master's research paper ❏ coursework

Term: ❏ fall   ❏ winter   ❏ spring   year _____

Section 2: Course information

Action	Class number (e.g. 2904)	Subject (e.g. HIST)	Catalog number (e.g. 600)	Section number (e.g. 001)	Course designation A = audit X = extra to degree * Leave blank if taking for credit	Topic title (special topics courses only)
Add						
Drop						

Select the applicable override(s):

❏ time conflict   allows enrolment in courses that have overlapping meet times
❏ class enrolment period   allows enrolment after the class enrolment period

Rationale_____

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

Section 3: Approval signatures (student obtains)

Instructor _____ Date (mm/dd/yy) _____

Supervisor _____ Date (mm/dd/yy) _____

Section 4: Approval signatures (department/Faculty obtains)

Graduate officer _____ Date (mm/dd/yy) _____

Associate dean, Faculty _____ Date (mm/dd/yy) _____

(required when adding a course after the third week of classes or dropping a course after the tenth week of classes)