Western Course Change Form

The University *of* Western Ontario, Office of the Registrar, Room 1120 Western Student Services Building, London, Ontario, N6A 3K7

The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: www.westerncalendar.uwo.ca

Student Name			
Phone Number		Student Number	
Faculty		Degree/Program/Modules	
Western Email	@uwo.ca	Term/Session	

DROP	Subject Name	Course Number	Section Number	CLASS NUMBER	Lab/ Tutorial/ Exam Centre	CLASS NUMBER	Dept Approval	Dean's Office Use Only			
									Must check one:		
								ADD	DEL	WDN	FAIL
√	**Women's Studies**	**1020E**	**001**	**3404**	**014**	**4053**	***EXAMPLE***	√			

Information

Attention Fall/Winter OSAP Applicants

If you do not maintain a minimum course load of 60% (60%=3.0 courses) per academic term, you may be ineligible for Canada and Ontario student loans (OSAP) for this academic year. Changing your status may also result in an overaward. Please present a copy of this form when picking up student loans.

Steps for Dropping

1) (a) Make necessary course changes at the departments. For Brescia, Huron and King's courses, check for instructions at the Registrar's Office of each Affiliated University College. Graduate students are advised to consult their Graduate Assistant regarding add/drop instructions.

(b) To Drop a Distance Studies course, fax a Drop form to Student Records & Examination Services at 519-661-3615 or visit WSS 2140.

2) Submit this form to your Academic Dean's or Counselling Office by the deadline (see Academic Calendar, www.westerncalendar.uwo.ca).

3) If the changes on this form constitute a reassessment of your tuition fees, it is your responsibility to ensure your fees are paid in full. Failure to do this may result in the cancellation of your registration.

4) Most Scholarships require registration in a full course load, as prescribed by your Faculty.

5) Retain your copy of the drop form for your own records. Changes can be viewed on the student center website: student.uwo.ca.

Student Signature		Date	
Dean's Office Signature		Effective Date	

Distribution: White-Registrar; Yellow-Dean's Office; Pink-Student; 03/21/2012