

# Add Course Change Form



University  
of Windsor

- NOTES:**
- Engineering Students:** Use separate form available in your Department or the Associate Dean's Office.
  - Business Courses (Faculty 04)** cannot be added with this form. Contact: business@uwindsor.ca
  - Computer Science Courses:** submit this form to the Computer Science Department.
  - Audit/Non-Credit:** Contact Instructor during first week of classes.

OFFICE OF THE REGISTRAR

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STUDENT I.D. NUMBER

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YEAR

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TERM

F - FALL  
W - WINTER  
S - SUMMER

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SURNAME (PRINT)

GIVEN NAME

INITIAL

E-MAIL

FACULTY

MAJOR

- Requests for **Course Adds** received beyond 3 business days from date of instructor's/coordinator's signature will not be processed.
- This form will not be processed unless received at the Registrar's Office within the relevant add period as defined below.
- The tuition refund schedule differs from academic withdrawal periods.M

**ADDS** (Courses to be Added) All students must always obtain the instructor's signature. Courses may be added no later than the 10th day of the Fall and Winter terms, or the 5th day of Intersession or Summer Session.

FACULTY	SUBJECT	COURSE	SECTION	INSTRUCTOR'S NAME (PRINT)	INSTRUCTOR'S SIGNATURE	DATE SIGNED

## GRADUATE STUDENTS

All deadlines and fees for course changes apply equally to graduate students. Graduate students must obtain both the instructor's and the graduate coordinator's signatures.

\_\_\_\_\_  
GRADUATE COORDINATOR'S  
SIGNATURE  
(Required for all Graduate Students)

\_\_\_\_\_  
DATE

I am responsible for selecting courses and for submitting course changes in accordance with the degree requirements of my program as outlined in the *Undergraduate or Graduate Calendar*. I have read and understand the Notice of Disclosure on the reverse side of this form and agree to the data uses as described.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

## IMPORTANT INFORMATION ON FEES

- You are financially responsible for the tuition fees for the courses in which you are registered. Non-attendance at class does not constitute course withdrawal.
- If approved, late adds are subject to the following late registration fees: \$5.00 per course; or \$30 for full-time students; \$50 for Registration Reinstatement from inactive status (undergraduate students only). Graduate students with an inactive status are required to re-apply to their program.

**OFFICE OF THE REGISTRAR  
NOTICE OF DISCLOSURE  
CONFIDENTIALITY AND USE OF PERSONAL DATA**

The authorization for the collection of this information is the University of Windsor Act, 1962, and Senate Bylaw 33 of the University of Windsor. This collection is compliant with the Freedom of Information and Protection of Privacy Act of the Province of Ontario. The University of Windsor is committed to the protection of privacy and confidentiality of all its constituency.

The purpose of this data collection is related directly to and needed by the University of Windsor to administer the university / student relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements.

Data collected on this form will be disclosed and used as follows:

- Registrarial, administrative and academic offices for record-keeping, institutional analysis, provision of services to students, academic integrity enforcement;
- Academic counselling and advising offices for advising services;
- Where the operational necessity of the University requires the disclosure;
- Federal and provincial government offices and Ministries for funding, statistical analysis and planning purposes;
- Student associations and societies for services to students and student elections;
- Student Services offices for the administration of activities including Cooperative Education programs, Special Needs programs, Psychological Counselling services, Residence administration, Career Education;
- Campus Community Police and Parking Services for campus security and parking services;
- Registrar's Office for production of graduation lists and Convocation programme; Alumni Association for services to alumni;
- Financial aid, scholarship and award determination;
- Student Health Services for health services; Greenshield Canada for insurance purposes; Windsor-Essex County Health Unit for health services;
- External collection agencies in the event of fee payment default;
- Athletics and Recreational Services for sports and athletic services (including coaches);
- Citizenship and Immigration Canada, Canadian Consular Offices, Canada Border Services Agency and CSIS for student / study visa administration.
- The university is required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.
- As required by statute or law
- For academic purposes to support learning, including, but not limited to identification within the University's learning management system

If you have any questions about the collection, use, and disclosure of this information please contact:

The Registrar at: [registrar@uwindsor.ca](mailto:registrar@uwindsor.ca)

University of Windsor, 401 Sunset Avenue, Windsor, Ontario, Canada N9B 3P4