

# ADDING COURSES

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A student may not add a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-committee.

All course additions to a student's program for a particular semester are to be completed by the end of the add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the Program Head, under exceptional circumstances a student will be able to enrol in more than 2.75 credits earlier in the process. The addition of a course after the end of the add period will be considered only in exceptional circumstances and will require the approval of both the faculty for the course and the Program Head of the program in which the student is enrolled. The Program Head's signature should be sought first but does not presume the judgment of the faculty as to the appropriateness of the late addition for the particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first three class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.

**Caution:** Students granted permission to add a course after the end of the add period may encounter difficulty in mastering course content and may be unable to meet all course requirements. The University has no obligation to assist students to pick up material that has been missed because of late enrolment.

## Course Requisite(s)

A student wishing to enrol in a course for which the student does not have credit for the stated course requisite(s) may seek permission from the Program Head to have the requisite(s) waived. The student seeking the waiver must obtain a Course Requisite/Restriction Waiver and have it completed by the Program Head. The student must then present the completed form along with a completed Course Request form to the Academic Advisor for processing. The course (or section) will be added to the student's record if space exists in the class (or section) in question. The Program Head's signature on the Course Requisite/Restriction Waiver, in no way guarantees space exists in the class (or section). Forms are available from the Registrarial Services office.

## Regular Courses

Regular courses may be added without permission of the Academic Advisor as long as the student is eligible to continue. Regular courses are those courses for which the student has all necessary course and credit prerequisites.