

# ADDING COURSES

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 counsellor, 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 instructor for the course and the program counsellor of the program in which the student is enrolled. The program counsellor's signature should be sought first but does not presume the judgment of the instructor 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 instructor to have the requisite(s) waived. The student seeking the waiver must obtain a "Course Requisite/Restriction Waiver" and have it signed by the instructor. The student must then present the completed form to Enrolment Services for processing. Waiver forms are available from Enrolment Services, Office of Registrarial Services, Level 3, University Centre. <https://www.uoguelph.ca/registrar/downloads/>.

## Distance Education Courses

Distance Education courses may be added up to the end of the add period, with the permission of the Open Learning and Educational Support.

## Program Approval

Program Counsellor's approval is required to add courses if the student is adding more than the normal course load.

## Regular Courses

Regular courses may be added without permission of the department. Regular courses are those courses that are not designated as Priority Access in Chapter XII.

## Two-Semester Courses

When adding a two-semester course, students must complete the course selection process for each part of the course during the appropriate

course selection period. (e.g. HK\*4441 in the Fall semester and HK\*4442 in the Winter semester). These courses must be taken in consecutive semesters as outlined in the course description.