

UNDERGRADUATE COURSE REQUEST

**Indicates fields that MUST BE COMPLETED in order for the form to be processed*

A. *PERSONAL INFORMATION		
*Student #:	*Relevant Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer	*Year: 20
*Last Name:		*First Name:
*Program:		*Email Address: @guelphhumber.ca

B. *COURSE ADDS				
<i>If you are missing prerequisites, please complete a Course Waiver Request form instead. Section changes must be done through WebAdvisor. Self-monitor for space and availability.</i>				
Course Code	Section	Course Title	Reason (Full, transfer, counselor's signature)	Approved?

C. *COURSE DROPS			OSAP APPLICANTS – IF YOU DO NOT MAINTAIN A MINIMUM COURSE LOAD OF 60% (1.5 CREDITS) YOU WILL NO LONGER BE ELIGIBLE FOR LOANS IN THIS TERM. CHANGING YOUR STATUS MAY ALSO RESULT IN AN OVERPAYMENT – contact finaid@guelphhumber.ca	
<i>Attempt to drop through WebAdvisor first. If you cannot, you must note the reason why under "Reason".</i>				
Course Code	Section	Course Title	Reason (sanction)	Approved?

D. *STUDENT SIGNATURE	E. APPROVAL SIGNATURE
Date:	Date Processed:

Notes and Comments (For Office Use Only)

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