

ADD/ DROP NOTICE FORM

IMPORTANT: This form is for completion and submission by currently registered students only.

MacEwan University recommends that all Program students discuss any course drops with their Program Advisor to ensure they are aware of the effect that dropping a course may have on full-time status, student funding, program completion.

NOTE: Before completing form, please read instructions on second page.

PART 1 - PERSONAL INFORMATION

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
PROGRAM CURRENTLY ENROLLED IN (OR RELATED TO THIS REQUEST)		USE A SEPARATE FORM FOR EACH TERM TERM: <input type="radio"/> FALL <input type="radio"/> WINTER <input type="radio"/> SPRING <input type="radio"/> SUMMER YEAR: _____ _____ _____ _____	

NOTE: Before completing form, please read instructions on reverse.

PART 2 - CHANGE REQUEST

COURSE #	SECTION #	COURSE TITLE	COURSE #	SECTION#	PERMISSION # FOR ADDS IF REQUIRED	COURSE TITLE
DROP			ADD			
DROP			ADD			
DROP			ADD			
DROP			ADD			
DROP			ADD			

PART 3

PLEASE FILL IN ALL INFORMATION IN FULL (PLEASE PRINT)

CHECK ONE OF THE FOLLOWING BOXES

- I AM CHOOSING TO ADD/ DROP THE ABOVE COURSE WITHOUT OBTAINING PROGRAM AREA SIGNATURE
 I HAVE CONSULTED WITH MY PROGRAM AREA AND HAVE ATTAINED THE APPROPRIATE SIGNATURE BELOW

SIGNATURE - STUDENT _____

DATE _____

PROGRAM COMMENTS:

PROGRAM CHAIR/ DESIGNATE NAME (PLEASE PRINT) _____

DATE _____

SIGNATURE - PROGRAM CHAIR/ DESIGNATE _____

TELEPHONE _____

PART 4 - OFFICE OF THE UNIVERSITY REGISTRAR

DATE PROCESSED BY REGISTRAR / DESIGNATE _____

SIGNATURE _____

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

Protection of Privacy - The personal information requested on this form is collected and protected under the authority of Part 2 of the [Alberta Freedom of Information and Protection of Privacy Act](#) and the [Post-Secondary Learning Act](#). It will be used for the enrollment process and student management consistent with that purpose. This information will be entered into and retained in the official university student information system database. Direct questions expressly related to the collection and use of this information to the Associate Registrar, Records, Office of the University Registrar, MacEwan University, 10700-104 Avenue, Edmonton, AB, T5J 4S2, telephone 780-633-3110.

ADD/ DROP NOTICE

MacEwan University recommends that all Program students discuss any course drops with their Program Advisor to ensure they are aware of the effect that dropping a course may have on full-time status, student funding, program completion.

Instructions

Part 1: Personal information must always be filled out entirely.

Part 2: Completed when the student is dropping a course(s), adding a course(s), changing sections within a term or withdrawing from a course. After the last day to add/ drop courses in a term a student may only withdraw from a course. Withdrawals without penalty are permitted for part of a term, after which a withdrawal will result in a failing grade. Please consult the Academic Schedule in the calendar for a listing of regular session dates in a given term.

A Separate form must be completed for each specific term.

If the student chooses to drop a course without obtaining the signature of an advisor, he/she must check off the box accordingly, and then sign and date the form for processing.

Part 3: The date the form is received in the Office of the University Registrar will be the official date used when processing.

Please review your student financials account on myMacEwan student system to ascertain whether fees are outstanding and require payment.