



LATE COURSE ADDITION | CHANGE TO AUDIT

DIRECTIONS TO STUDENTS:

Use this form only if online registration has closed. Complete all relevant sections and obtain appropriate signatures as indicated below. Bring completed form to the office of the Dean (FCCS - office CCS 323)

STEP 1:

Date: _____

Student Name:	Student Number:
Email Address:	Phone Number:
Degree:	Major:
Reason for request:	

Student Signature: _____

STEP 2:

Course Section add					
Audit: yes/no:	Term	Subject	Course #	Section	Instructor or Advisor Approval
					Print Name:
					Signature:
					Print Name:
					Signature:
					Print Name:
					Signature:
Comments:					

Approval from the Associate Dean, Undergraduate Studies

Name (please print): _____ Associate Dean Signature: _____ Date: _____

Personal Information (“Information”) provided on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the “Act”), R.S.B.C. 1996, c.165 for the purpose of processing your request for a letter of permission. The information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the Faculty of Creative and Critical Studies, <mailto:FCCSstudents.ok@ubc.ca>

- SISC | Email Student/cc Prof
 SISC | Comments & Notes
 Department Office
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