You are encouraged to request permission in advance of your registration day and time. Return this form to the Science Student Services Office (LB238). Permission, if granted may be viewed in Your Self-Service.

1. Overload Permission (to enroll in a class that is full)

   All courses require instructor signature.

   Instructor

   Course number and section

   Department Head

2. Permission to enroll in more than max hrs in current semester

   Reason for request:

   Must have Faculty of Science Associate Dean's signature.

   Faculty of Science Associate Dean's Signature

3. Permission to Register for a course that the repeat limit has been exceeded.

   Must have the Associate Dean's signature.

   Date Signed

   Associate Dean's Signature

4. Permission to register without the prerequisite, or permission of Dept. Head required

   Requires permission of the Department Head.
   Dept. Head may require instructor permission prior to consideration.

   Without the prerequisite of:

   Instructor’s Signature (If required)

   Concurrently with the prerequisite of:

   Dept. Head’s Signature

5. Permission to register in a restricted course

   - Campion College
   - First Nations University of Canada
   - Luther College
   - Other

   Instructor’s signature
   Department Head’s signature
   Academic Office signature
   Authorized signature

6. Time Conflict

   Requires Permission of both course/lab instructors

   Course/Lab #1

   Instructor’s signature

   Course/Lab #2

   Instructor’s signature
7. Registration beyond the date to add a course
Requires permission of the Instructor. Permission will only be granted in exceptional circumstances.
Please specify course and reason for late registration:

Instructor's Signature

8. Other
Signature needed may be: Instructor and/or Department Head
Please specify:

Instructor's Signature

Department Head Signature

Failure to add/drop classes prior to published deadlines may result in financial and academic penalties (such as grades of W or NP.) Failure to comply with degree program and University regulations may result in the academic penalty of not receiving credit for a course or not being able to make progress towards the completion of a degree program.

If you are currently registered in a course that meets the pre and/or co-requisite, the system will recognize that the course is in progress. **You are required to drop the higher-level course** should you fail the prerequisite. Students are not automatically dropped or registered in courses. Students are solely responsible for their registration.

If you would like to audit a class, contact the Registrar's Office.

If the course or class (a section of a course) does not appear in the Class Schedule in **Your Self-Service**, view the Class Schedules available in UR Self-Serve and/or contact your Faculty or College office to determine if and/or when the course will be offered.

Faculty and College offices will be monitoring registrations in all courses.

NOTE: To obtain permission to take classes for a third attempt, or to take a course that requires special permission, please see the Science Student Services Office (LB 238) for further assistance. Courses may require more than one override. Also, please consult Science Student Services if you are unsure of whose approval to obtain.

I am aware that:
- Permission is not automatic.
- Receipt of permission does not guarantee that space is available in the section or course.
- It is my responsibility to meet the prerequisites of courses and to comply with academic regulations.
- It is my responsibility to ensure the accuracy of my registration

Student Signature: Date:

SFASRPO Entry: Initials: Date: