



## APPLICATION FOR LATE COURSE ADDITION

**Part A: to be completed by the student**

**DIRECTIONS TO STUDENTS:**

- Use this form only if online registration has closed.
- Complete Part A only.
- Bring the completed form to the Dean's Office (ASC 413), or email the form to [fass.students.ubco@ubc.ca](mailto:fass.students.ubco@ubc.ca).
- The Dean's Office will request approval from the course instructor.

Date:  Student Number:

Student Last Name:  Student First Name:

Student Email:

Degree:  Major:

Have you attended classes in this course?      Yes      No

List dates attended:

Reason for request:

Student Signature:

COURSE INFORMATION				
Course Name (e.g. HIST)	Course # (e.g. 106)	Section (e.g. 101)	Term (e.g. W20, T2)	Instructor's Name

**Part B: to be completed by the Dean or Designate of the Faculty**

Instructor Consulted:            Yes            No    Instructor approves request

Instructor Comments:    Instructor denies request

Associate Dean: Request approved    Request denied

Associate Dean Comments:

Signature of Associate Dean

Name (please print)

Date

**Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Questions about the collection and use of this information may be directed to [fass.students.ubco@ubc.ca](mailto:fass.students.ubco@ubc.ca)**

Comments and Notes

Email (student, instructor, department)

Scan

Data Entry

Student File