Brock

Request for a Retroactive Registration

Office of the Registrar
500 Glenridge Ave.
St. Catharines ON L2S 3A1
T: 905.688.5550 F: 905-988-5488
Extension: 3099
www.brocku.ca/registrar

IMPORTANT. READ THIS.

Deadlines by which a student may register for a course are published in the Undergraduate Calendar *www.brocku.ca/webcal* and in the Registration Guides *www.brocku.ca/registrar/guides*.

Prior to the last day of lectures, a request for retroactive registration will be considered upon the receipt of supporting documentation which outlines the reason(s) why formal registration did not occur. This documentation must be accompanied by an ***Add/Withdrawal Form*** signed and dated by the course instructor and Financial Services.

Requests for retroactive registration are considered and a decision is rendered by the Registrar. A late fee will apply if permission is granted.

Students wishing to appeal the decision of the Registrar must refer the matter to the appropriate academic Dean. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Committee on Appeals. Appeals to the Senate Committee on Appeals must be typed, must provide any additional documentation not submitted to the Dean and must be accompanied by a $50.00 appeal fee. The fee will be refunded only if the appeal is successful.

USE THE BACK OF THIS FORM TO OUTLINE YOUR REQUEST.

STUDENT INFORMATION	
Name:	____|____|____|____|____|____|____| BROCK STUDENT ID NUMBER
Street:	
City:	E-mail:
Postal Code:	Phone:

Protection of Privacy: The information gathered on this form is collected under the authority of the Brock University Act, 1964. The information is used for the academic, administrative and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550, ext. 3430 or see www.brocku.ca/registrar.

Have you:

- ☐ attached an ***Add/Withdrawal Form*** signed by the course instructor and Financial Services?
- ☐ clearly explained the circumstances of your request? (Space is provided on reverse side.)

Student's signature: _____ Date: _____

I am requesting a retroactive registration in the following course:

|__|__|__|__| |__|__|__|__| |__|__| |__|__| 20|__|__| _____

SUBJECT COURSE NO. DUR SEC YEAR SESSION

An *Add/Withdrawal Form* must accompany this request.

Brock

FINANCE

Office of the Registrar

Add/Withdrawal Form

500 Glenridge Ave.
St. Catharines ON L2S 3A1
T: 905.688.5550 F: 905-988-5488
www.brocku.ca/registrar

NOTE: *Please ensure that the form is entirely filled out. Incomplete forms will not be processed.*

STUDENT INFORMATION

Name:	**Brock Student ID Number:**
Street:	**Telephone:**
City: **Province:**	**E-mail:** @brocku.ca
Postal Code:	**Correspondence will be through Brock e-mail account only.*

COURSE INFORMATION

Complete this form if you are adding or dropping a course after the last day for adding and dropping courses on-line. Dates for each duration deadline can be found in the Registration Guide and in the Undergraduate Calendar. **To drop a course before these dates, submissions will be accepted only through the online registration system** *(http://www.brocku.ca/registrar)*.

	Subject	Course No.	Duration	Section	Year	Session	ADD	Withdraw
1.	|__|__|__|__|	|__|__|__|__|	|__|__|	|__|__|	|_____|	|__|__|	☐	☐
2.	|__|__|__|__|	|__|__|__|__|	|__|__|	|__|__|	|_____|	|__|__|	☐	☐
3.	|__|__|__|__|	|__|__|__|__|	|__|__|	|__|__|	|_____|	|__|__|	☐	☐
4.	|__|__|__|__|	|__|__|__|__|	|__|__|	|__|__|	|_____|	|__|__|	☐	☐

I wish to add or withdraw from (as indicated) the course(s) listed above.

Signature: _____ *Date:* _____

LATE REGISTRATION

Late Registration is enrolment in a course after the last official day to add a course in a specific term (check the Registration Guide or the Undergraduate Calendar for dates). Late registration will be permitted only in exceptional cases with supporting reasons why registration was not completed. A late fee will apply if permission is granted by the course instructor [and approved by the Department Chair (for the Faculty of Business)].

From the instructor:
I hereby give permission for the student named above to register for course indicated.

Signature: _____ Date: _____

From the Department Chair: ***(BBA & BACC Students only)***
It has been verified that this student meets the course restrictions and has completed all course prerequisites and this addition will not cause the course section to exceed its CMAX.

Signature _____ Date: _____

Protection of Privacy
Brock University gathers and maintains information used for the purpose of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario. In signing an application for admission, you should know that the information you provide and any other information placed into your student record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990,c F31). The information on this form is collected under the authority of The Brock University Act, 1964 and is needed to verify qualifications and decide your eligibility for admission. Upon admission and registration this information will form part of your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of your personal information by the University, please contact the Director of Admissions, Brock University, St. Catharines, Ontario, L2S 3A1, (905) 688-5550.

FOR OFFICE USE ONLY

Effective date of change: |Y|Y|M|M|D|D|

☐ SP ☐ SU ☐ FW |Y|E|A|R|

Signature: _____