



Course Add/Drop Form

****this form can only be used within sessional add/drop deadlines - outside of deadline dates the SGS Add/Drop Course(s) form must be used.**

Submit completed forms in person to the Office of the Registrar and Student Services (ORSS), Rm 8-225, or by email to your Registration Specialist by the course add/drop deadline. **Complete all required fields for faster processing.**

Student Information

Last Name:	First Name(s):	Student Number:
Degree:		Full-time: Part-time:
Graduate Unit:		U of T Email:

Legend: FUNCTION CODES: R=Degree Credit; S=Special Student SESSION CODES: F=Fall; S=Winter; Y=Full Year;
X=Extra, not for degree SF=Summer 1st Term; SS=Summer 2nd Term; SY=Summer Full

ADD the following courses to my timetable

Course Number	Course/Activity Title	Function Code	Session Code	Meeting Section	Instructor's Signature

DROP the following courses from my timetable

Course Number	Course/Activity Title	Function Code	Session Code	Meeting Section

Instructions

In the following cases where ACORN/ROSI cannot be used, fill out a Course Add/Drop Form and submit to the ORSS by the course add/drop deadlines:

Extra Courses: ACORN/ROSI counts all courses on your academic record toward your program requirement. Use the Course Add/Drop forms to add an extra course; Specify that it is extra by marking 'X' in the Function Code field.

Courses that require instructor approval cannot be added on ACORN/ROSI. Submit a Course Add/Drop Form with instructor signature to the ORSS. If you enrol in a course requiring instructor approval, your status will be INT (interim) until you submit the signed form.

To enrol in **courses offered by Graduate Departments outside of OISE**, you must get permission from the non-OISE department using a School of Graduate Studies Add/Drop Course form. You can get information about this procedure from the ORSS.

When using the Course Add/Drop Form be sure to indicate the full Course Number, including the Meeting Section Number, if applicable (e.g., CTL1000H F 0102), and the session in which the course is offered. Sign and date the form.

Signature

I understand that it is my responsibility to ensure that I meet the departmental academic deadlines of my program, and to consult with my faculty advisor as needed about program requirements.

Student Signature:	Date:
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