

## **Adding and Dropping Courses Using the Course Add/Drop Form**

In the following cases where the Student Web Service (SWS) cannot be used, students must use a [Course Add/Drop Form](#) which must be submitted to the OISE Registrar's Office, Graduate Unit by the published deadlines for adding and dropping courses:

- (i) 'Extra Courses': SWS will record all courses on your transcript as a degree requirement. You must use a Course Add/Drop Form to add an 'extra' course and you must specify that it is 'extra' to the minimum number of courses required in your degree program.
- (ii) Special Topics Courses: A Course Add/Drop Form must be used if you wish to add more than one Special Topics Course with the same number.
- (iii) Courses which require approval of the instructor should not be added via SWS. A Course Add/Drop Form, signed by the instructor, must be used to add the course and must be received in the OISE Registrar's Office, Graduate Unit. The course will be dropped from your record if this process is not followed.
- (iv) Before enrolment can take place in courses offered by University of Toronto Graduate Departments other than those at OISE, permission from the relevant non-OISE department is required using a School of Graduate Studies Program Change Form. Information about procedures is available from the OISE Registrar's Office, Graduate Unit.

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. Do not list courses in which you have already enrolled via the SWS.

Return the completed form to the OISE Registrar's Office, Graduate Unit by the published deadlines for adding and dropping courses.

See below for the form [Course Add/Drop Form](#).

## COURSE ADD/DROP FORM

Please print clearly and return the form to the Registrar's Office, Graduate Unit, 4<sup>th</sup> Floor.

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

DEGREE \_\_\_\_\_ OISE DEPARTMENT \_\_\_\_\_

PART-TIME \_\_\_\_\_ / FULL-TIME \_\_\_\_\_ FACULTY ADVISOR \_\_\_\_\_

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Course Function Codes (F/C) **R** - Degree Credit **S** - Special Student **X** - Additional, not for degree

**Forms That Do Not Provide Complete Information To Enable Processing Will Be Returned**

### Delete:

F/C      Course No.      Section      Session      Title

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### Add:

F/C      Course No.      Section      Session      Title      Instructor's Signature\*

**Refer to the Registrar's Office website ([www.ro.oise.utoronto.ca](http://www.ro.oise.utoronto.ca)) for deadlines to add and drop courses.**

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

DATE \_\_\_\_\_ SIGNATURE OF STUDENT \_\_\_\_\_

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-7303, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

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