

CHANGE OF REGISTRATION (DROP/ADD CLASSES)

Email completed form to: Student.Advisors@@keyano.ca

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *
ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *

Dropping to part time status can affect eligibility for house, athletics, loans & sponsorships. Please check if any of these apply to you:

☐ Keyano Housing
 ☐ Student Athlete
 ☐ Student loan or Sponsorship

PROGRAM NAME	SPONSORING AGENCY (IF APPLICABLE)
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Drop Courses		Add Courses	
COURSE NAME/NUMBER	TERM	COURSE NAME/NUMBER	TERM

Please Note: Courses cannot be dropped past the withdrawal deadline. Please refer to the posted Academic Schedule. Forms submitted past the withdrawal deadline will not be processed.

Comments

Chair: Please indicate the reason for the decision by checking one of the boxes below:

☐ Time Conflict
 ☐ Course Overload
 ☐ Late Add

STUDENT SIGNATURE*	DATE
APPROVED BY (DEAN/PROGRAM CHAIR)	DATE
APPROVED BY ASSISTANT REGISTRAR/REGISTRAR	DATE
ADVISOR CONSULTATION/ATHLETIC DIRECTOR	DATE

*Signature is not required if submitting this form and supporting documentation via your keyanomail account.

Office of the Registrar Use Only			
CHANGE IN STUDENT STATUS		NOTIFICATION	
<input type="checkbox"/> No change <input type="checkbox"/> Full-time to Part-time	<input type="checkbox"/> Housing <input type="checkbox"/> Funding <input type="checkbox"/> SSWC		
RECEIVED BY	DATE	PROCESSED BY	DATE

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.