



PERMISSION TO REGISTER

Submit to any Student Enrolment Services office (kpu.ca/ses) or by email to Registration@kpu.ca. Approval expires **five** business days after the latest Instructor's, Dean's or Registrar's signature. We may contact you via your KPU email address while processing this request.

| Student Information | | | |
|--------------------------------------|-------------------------|----------------------------------|-------------|
| Student ID | Name | | |
| Phone Number | Course (e.g. ENGL 1100) | Section and CRN (e.g. S10 12345) | Term & Year |
| Reason (please explain your request) | | Student Signature | |
| | | Date | |

| Permission Type (initial in the box all that apply) NOTE: This form cannot be used for Pathway students (kpu.ca/pathway) | | |
|--|-------------|---|
| Late Registration | LATE | Allow student to late register: <ul style="list-style-type: none"> After the first week of classes. <u>Instructor signature is required.</u> After the third week of classes (20% of the course). <u>Instructor and Dean signatures are required.</u> After the eighth week of classes (50% of the course). <u>Instructor, Dean, and Registrar signatures are required.</u> <i>Late registration for a course that has ended will not be permitted.</i> |
| Prerequisite/ Co-requisite | PREQ | Allow student to register or enroll in a course even if prerequisites or co-requisites are not known, or are waived. <u>Instructor signature is required.</u> Note that enrolment is not guaranteed if the course is full. |
| Time Conflict | TIME | Allow student to register in two sections that have a time conflict. <u>Instructor signature of each section is required.</u> |
| Program | PROG | Allow student to take a seat regardless of their program, or major. (Waive program and major restrictions). <u>Instructor and Chair/Dean signature is required.</u> |
| Link | LINK | Allow student to register in a lecture or lab without the link requirement. <u>Instructor signature is required.</u> |
| Special | SPEC | Allow student to register in a course that requires instructor or departmental approval. <u>Signature required as noted on the Timetable.</u> |

| Authorizations (obtain only those required) | | |
|---|-----------|------|
| Instructor & department (please print) | Signature | Date |
| Instructor & department (please print) | Signature | Date |
| Dean/designate (please print) | Signature | Date |
| Registrar/designate (please print) | Signature | Date |
| Rationale | | |

| Office use only | | |
|---|---------------|----------------|
| Received by: Name & department (please print) | Date Received | Date Processed |