



PERMISSION TO REGISTER

Submit to any Student Enrolment Services office (kpu.ca/ses). 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)		
<input type="checkbox"/> 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> Late registration for a course that has ended will not be permitted.
<input type="checkbox"/> 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.
<input type="checkbox"/> Time Conflict	TIME	Allow student to register in two sections that have a time conflict. <u>Instructor signature of each section is required.</u>
<input type="checkbox"/> 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>
<input type="checkbox"/> Link	LINK	Allow student to register in a lecture or lab without the link requirement. <u>Instructor signature is required.</u>
<input type="checkbox"/> 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