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: • After the add/drop deadline. Instructor signature is required. • After the third week of classes (20% of the course). Instructor and Dean signatures are required. • After the eighth week of classes (50% of the course). Instructor, Dean, and Registrar signatures are required. ***Late registration for a course that has ended will not be permitted.***	
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. Instructor signature is required. 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. **Instructor signature of each section is required.**	
Program	**PROG**	Allow student to take a seat regardless of their program, or major. (Waive program and major restrictions). Instructor and Chair/Dean signature is required.	
Link	**LINK**	Allow student to register in a lecture or lab without the link requirement. Instructor signature is required.	
Special	**SPEC**	Allow student to register in a course that requires instructor or departmental approval. Signature required as noted on the Timetable.	

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