



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: <u>Enrolment is not guaranteed if the course is full</u>		
<input type="checkbox"/> Late Registration	LATE	Allow student to late register: <ul style="list-style-type: none"> After the add/drop deadline. Instructor signature is required. After the third week of classes (20% of the course). Both Instructor and Dean signatures are required. After the eighth week of classes (50% of the course). Instructor, Dean, and Registrar signatures (must have all three), and rationale are required. <i>Late registration for a course that has ended will not be permitted.</i>
<input type="checkbox"/> Prerequisite/ Co-requisite	PREQ	Allow student to register in a course even if prerequisites or co-requisites are unmet. Instructor signature is required. NOTE: cannot be used for Pathway students (kpu.ca/pathway).
<input type="checkbox"/> Time Conflict	TIME	Allow student to register in two sections that have a time conflict. Instructor signature of each section is required.
<input type="checkbox"/> Program	PROG	Allow student to register in a course regardless of their their program, field of study (major) or degree. Chair signature and rationale required. Must be forwarded to registration@kpu.ca for review. NOTE: cannot be used for Pathway students (kpu.ca/pathway).
<input type="checkbox"/> Link	LINK	Allow student to register in a lecture or lab without the link requirement. Instructor signature and rationale required.
<input type="checkbox"/> Special	SPEC	Allow student to register into a course that requires departmental permission. Instructor, Chair, or Dean Signature is required.

Rationale — Required for LATE (50% of course), PROG, and LINK

Authorizations (Obtain only those required. If course currently has no instructor assigned, Chair/Dean signature will suffice)		
Instructor & department (please print)	Signature	Date
Instructor & department (please print)	Signature	Date
Dean/designate (please print)	Signature	Date
Registrar/designate (please print)	Signature	Date

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