



Academic Advising

COURSE CHANGE

I registered for a course. Can I change it?

There are many reasons why students want to change one or more of their courses after they've registered. Depending on the reason, your request for a course change may be considered either a *request for course correction* or a *request for a preferential course change*.

What is course correction?

The aim of course correction is to correct errors in a student's registration. The following situations are considered registration errors:

- **INCOMPLETE:** you are on-profile but are missing one or more courses listed in your progression chart for the current semester.
- **NO ENGLISH:** you have at least one English course to complete but are not registered in an English course
- **5 CLASSES:** you have 5 classes in a row with no breaks
- **8:15 & 4:15:** you have an 8:15 class and a 4:15 class with no classes in between
- **FRENCH:** your French teacher has determined that you are in the wrong level and you have been to see the French department chair (B-310)
- **PRE-REQUISITE:** you are registered in a course for which you do not have the pre-requisite(s)
- **ALREADY PASSED:** you are registered in a course that you have already passed
- **TWICE REGISTERED:** you are registered in the same course twice
- **SAME TEACHER:** you have failed a course, you are now repeating the course with the same teacher, and you want to change teachers
- **MEDICAL:** you have medical documentation stating that you cannot take a particular Phys Ed course
- **DOMAIN:** you are in Social Science (including Commerce) and you are registered for a fifth course in a given discipline (the maximum number of Psychology courses you may take in your program is four)

How do I make a request for course correction?

You must see an Academic Advisor during the first week of school. The change will be made on the spot where at all possible.

What is preferential course change?

The aim of preferential course change is to give you a course, time, teacher, or section that you would prefer to the one you currently have. In short, it is any request for a course change that does not fall into the category of course correction. The list of reasons why you may prefer one course over another is infinite, but here are some of the more common reasons for requesting a preferential course change:

- your work schedule conflicts with your class schedule
- your athletics conflict with your class schedule
- your volunteer work conflicts with your class schedule
- your extracurriculars conflict with your class schedule
- you have long breaks (see exception at left)
- you would prefer to start later
- you would prefer to finish earlier
- you would prefer a different time
- you would prefer a different subject matter
- you would prefer a different teacher

How do I make a request for a preferential course change?

Preferential course change request forms are available at the Registrar's Office (A-211) during the first week of courses. The deadline for submitting the form is announced each semester and printed on the form. All rules and instructions for preferential course change are included on the form; consult an Academic Advisor if you need help completing the form.

Academic Advisors are available by appointment through Omnivox or during posted drop-in hours.