

**Instructions**

1. Complete the required class information.
2. Obtain approval signatures.
3. Submit the form to the Office of the Registrar.

**Note:** Use an additional form if you have more than one class change.

Please print clearly.

University of Waterloo Student ID Number 

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Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Faculty/Plan \_\_\_\_\_ Email \_\_\_\_\_

Enrollment Term  Fall  Winter  Spring Year \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Class Enrollment Information** \*see instructions below\*

	Primary Meet Class Number (4 digits)	Subject	Catalog Number	Primary Meet Section Number (3 digits)	Class Number for Related 1 (4 digits)	Related 1 Section Number (3 digits)	Class Number for Related 2 (4 digits)	Related 2 Section Number (3 digits)	(1) Grading Basis (e.g., AUD, NGP, XTR)	(2) Requirement Designation (e.g., XTRA)
Add										
Drop										

<b>Overrides Authorized by Instructor</b> *see instructions below*	
All boxes must include either a "✓" for yes or an "x" for no.	
<input type="checkbox"/> Override Class Limit	<input type="checkbox"/> Override Requisites
<input type="checkbox"/> Override Permission	<input type="checkbox"/> Override Time Conflicts

<b>Overrides Authorized by Department</b> *see instructions below*	
All boxes must include either a "✓" for yes or an "x" for no.	
<input type="checkbox"/> Override Action Date	<input type="checkbox"/> Override Service Indicators
<input type="checkbox"/> Override Career	<input type="checkbox"/> Override Unit load
<input type="checkbox"/> Override Grading Basis	<input type="checkbox"/> Eligible to enroll while on work term; units allowed _____

Please print and see instructions below before signing.

<b>Instructor</b>	<b>Department Approval</b>
Name	Name
Signature	Signature
uWaterloo Extension Number	uWaterloo Extension Number
Date	Date
Notes	

**Instructions for Overrides Authorized by Instructors**

Override Type	Explanation
Override Class Limit	Allows enrollment in a class that is full.
Override Permission	Allows enrollment in a course that requires instructor or department approval if space permits.
Override Requisites	Allows enrollment in a class where prerequisites, corequisites, and/or antirequisites have not been met.
Override Time Conflicts	Allows enrollment of classes that have overlapping meet times.

**Instructions for Overrides Authorized by Departments**

Override Type	Explanation
Override Action Date	Allows enrollment action to be backdated.
Override Career	Allows enrollment of a course outside of a student's career. Required for undergraduate students who want to take a graduate course.
Override Grading Basis	Allows grading basis choice outside of established defaults. For instance, in (1), insert AUD for audit courses, NGP for no grade point average, XTR for courses that are extra to the degree requirements.
Override Service Indicators	Allows a student to enroll by overriding negative service indicators.
Override Unit Load	Allows enrollment over the maximum or under the minimum units allowed for a student's program.
Requirement Designation	Allows a course to be designated on the student record in a special category for academic evaluation. For instance, in (2), insert XTRA to exclude from courses required for a degree.