



Subject Registration Add/Drop

Policy Reference: [AC.3.1.1](#)

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 Calgary, AB T2M 0L4
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Please complete sections A to C.

A) Personal Information

Student ID Number		
Last Name	First Name	Middle Name

B) Program Information

Program	Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)
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C) Add Subjects (*overrides must be authorized by the subject Academic Chair/Coordinator)

Course Registration Number (CRN)	ADD Subject(s)	Override Required* (Yes/No)	Override Type	Authorized Signature

D) Drop Subjects

Course Registration Number (CRN)	DROP Subject(s)	Course Registration Number (CRN)	DROP Subject(s)

If you are dropping your last class, it is considered a program withdrawal, and you must complete the Program Withdrawal form.

E) Student Acknowledgement (Required)

I understand it is my responsibility to ensure I have the required prerequisites/co requisites for any course I wish to continue with. I acknowledge all fees must be paid by the applicable tuition fee deadline or my registration is subject to cancellation.

Student Name	Signature	Date
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F) Academic Approval Required

Academic Chair (or Earned Revenue Coordinator)	Signature	Date
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Add/Drop Period

The Add/Drop period is based on term length by program.

Term Length	Add/Drop Period	Term Length	Add/Drop Period
13 or more weeks	Second Friday from program term start date	2-7 weeks	Two (2) days from program term start date
8-12 weeks	First Friday from program term start date	Less than two weeks	There is no add/drop period

FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process the subject registration (adding or dropping) of a course. If you have any questions about the collection or use of this information, contact the Office of the Registrar's FOIP coordinator at 403.284.8069.

Records updated by	Date
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