



Undergraduate Course Approval

Revised Sept 2012

Web: www.unbc.ca
3333 University Way, Prince George, BC V2N 4Z9

Office of the Registrar
Phone: (250) 960-6300 Fax: (250) 960-6330
E-mail: registrar-info@unbc.ca

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|------------|--|--|--|--|--|--|--|--|-------------------|---------------|------------|--|---|--|--|--|--|---|--|--|--|----------|
| Student | | | | | | | | | | Date of Birth | DD/MM/YYYY | | | | | | | | | | | |
| Last Name | | | | | | | | | Telephone | | | | - | | | | | - | | | | |
| First Name | | | | | | | | | E-mail (required) | | | | | | | | | | | | | @unbc.ca |

IMPORTANT INFORMATION

- Registrations will be processed upon payment of the non-refundable registration deposit (**\$100 per semester**).
- Students are responsible for monitoring the status of courses for which they have been **WAITLISTED**. Please check your online class schedule regularly for any changes or updates.
- Refer to the UNBC Calendar (www.unbc.ca/calendar/) for important dates, registration deadlines, regulations, and policies.
- The most up-to-date information regarding class schedules, including course availability, is online at www.unbc.ca/courses/. Courses may be cancelled due to date or time constraints, or insufficient registrations. **Note that not all programs are available at every campus.**

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| Registration Deposit Paid |
| <input type="checkbox"/> |

YEAR & SEMESTER OF STUDY

September (Sept-Dec) January (Jan-Apr) May (May-Aug) Year:

INSTRUCTOR APPROVAL

| <input type="checkbox"/> Class Restriction (3 rd & 4 th year, etc) | | | | | | <input type="checkbox"/> Pre-requisite / Co-requisite | | | | | | |
|--|---|--------------------|--|--|------------------------|---|--|------|-----------------|------|-----------------|--|
| CRN (ie: 50101) | Course Subject & Number (ie: ANTH 101) | Instructor's Name | | | Instructor's Signature | | | Date | Office Use Only | | | |
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| <input type="checkbox"/> Time Conflict (both Instructors must sign) | | | | | | | | | | | | |
| CRN (ie: 50101) | Course Subject & Number (ie: ANTH 101) | Instructors' Names | | | | Instructors' Signatures | | | | Date | Office Use Only | |
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PROGRAM CHAIR APPROVAL

| <input type="checkbox"/> Prerequisite/Co-requisite <input type="checkbox"/> Major Restriction <input type="checkbox"/> Exceed Repeat Count <input type="checkbox"/> Other _____ | | | | | | | | |
|---|---|----------------------|--|---------------------------|--|------|-----------------|--|
| CRN (ie: 50101) | Course Subject & Number (ie: ANTH 101) | Program Chair's Name | | Program Chair's Signature | | Date | Office Use Only | |
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SPECIAL COURSE APPROVAL (please check accuracy of credit hours and date range and include course outline and course title)

- Directed Reading/Independent Study Undergraduate Thesis/Undergraduate Report
 Special Topics Internship

***Please Note:** For courses that run for more than one semester, the credit hours, tuition and fees are all registered and due in the first semester.

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|---|--------------|--|---|-----------------|
| Course Subject & Number (ie: ANTH 101) | Credit Hours | Course Dates – DDMMYY ____ / ____ START END | Course Title (max 30 characters, including spaces. This displays on the transcript) | Office Use Only |
| Instructor's Name | | Instructor's Signature | Program Chair's Signature Date | |

CAMPUS OF STUDY

- Prince George Quesnel Fort St. John Prince Rupert Terrace Wilp Wilxo'oskwhl Nisga'a Other

DEAN APPROVAL

Permission to Exceed 21 credit hours (see Undergraduate Regulations:V.5; please include rationale for request)

| CRN (ie: 50101) | Course Subject & Number (ie: ANTH 101) | Dean's Name | Dean's Signature | Date | Office Use Only |
|--------------------|---|-------------|------------------|------|-----------------|
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Students are advised that the use of information provided on this Registration form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies, respects the absolute confidentiality of student information.

I have read and understand the above statement.

Signature of Student

Date

| COMMENTS | Date Received |
|----------|---------------|
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