Undergraduate Registration and Drop/Withdraw

Revised Sept 2012

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
Register or Add/Drop courses at www.unbc.ca/students/

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

IMPORTANT INFORMATION

- 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 on every campus.**

Registration Deposit Paid

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YEAR & SEMESTER OF STUDY

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

COURSES TO ADD:

CRN # (ie: 50137)	**Course Subject & Number** (ie: ANTH 101)	**Status** **Office Use Only**

COMMENTS – Office Use Only

CAMPUS OF STUDY

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

AUDIT REGISTRATION – Instructors permission required

CRN #	Course Subject (ie: ANTH 101)	Instructor's Name	Instructor's Signature	Office Use Only

* Please see reverse for course drop/withdrawal and signature

Over

Undergraduate Registration Drop/Withdraw

IMPORTANT INFORMATION

- Change of status from full-time (9+ credits) to part-time (<9 credits) may affect your eligibility for financial aid, tuition tax credits, and/or the NUGSS Health and Dental Plan.
- Please refer to the UNBC Calendar at www.unbc.ca/calendar/ for important dates (registration deadlines) and regulations/policies.

COURSES TO DROP/WITHDRAW:

CRN # (ie: 50137)	**Course Subject & Number** (ie: ANTH 101)	**Status** **Office Use Only**

COMMENTS – 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