

ADD/DROP FORM

Students are responsible for actioning enrolment changes, such as adds, drops, or withdrawals **online via myStudentSystem**. This form should only be used in cases where a student cannot action or complete an enrolment activity themselves either due to technical issues, an exceptional circumstance, or when a student has permission to add a course after the published deadline.

IMPORTANT: After the last day to drop courses in a term, students may only withdraw from a course. Withdrawals without academic penalty are permitted until the published withdrawal deadline, after which students will be assigned a final grade based on coursework completed. Please consult the [Academic Schedule](#) for key dates and deadlines.

PART 1 STUDENT INFORMATION (Please complete in full)

MacEwan ID:	Family (Last) Name:	First Name:	Middle Name(s):
Program currently enrolled in (or related to this request):		Term:	Year:

PART 2 CHANGE REQUEST

A separate form must be completed for each term.

ADD				
Course #	Section #	Class #	Permission # if required	Course Title
DROP				
Course #	Section #	Class #	Course Title	

PART 3 STUDENT DECLARATION

MacEwan University recommends that all program students discuss any course drops with an Academic Advisor to ensure they are aware of the effect that dropping a course may have on full-time status, student funding, and program completion.

I am requesting the enrolment changes noted above. I understand that if I am proceeding with a *late add*, I will be graded on coursework completed. Exception requests for missed drop or withdrawal deadlines will not be considered.

Signature (student): _____ **Signature Date:** _____
A typed name will be accepted if sent from the student's @mymacewan.ca email account.

PART 4 PROGRAM CONSULTATION (IF REQUIRED)

IMPORTANT: For course adds after the published deadline, a signature from the Associate Dean of the course is required. For other special permissions, a signature from the Department Chair or Designate is required.

You do not need a signature from your program when using this form for regular adds/drops in place of myStudentSystem due to technical issues or an exceptional circumstance.

Comments from Program (please print):

Program Authorization

Name (please print): _____ **Phone:** _____

Signature: _____ **Signature Date:** _____

PART 5 OFFICE USE ONLY

Signature: _____ **Date processed by OUR:** _____

The date the form is received in the Office of the University Registrar will be the official date used when processing.

CLEAR FORM

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

Protection of Privacy - The personal information requested on this form is collected and protected under the authority of Part 2 of the *Alberta Freedom of Information and Protection of Privacy Act* and the *Post-Secondary Learning Act*. It will be used for the enrollment process and student management consistent with that purpose. This information will be entered into and retained in the official university student information system databases. Direct questions expressly related to the collection and use of this information to the Associate Registrar, Records, Office of the University Registrar, MacEwan University, 10700-104 Avenue, Edmonton, AB, T5J 4S2, Telephone: 780-633-3110