



## Course Change/Registration Form

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498  
[registration@msvu.ca](mailto:registration@msvu.ca)

Student ID# \_\_\_\_\_ Last Name/Surname \_\_\_\_\_ First Name(s)/Given Name(s) \_\_\_\_\_

Apartment/Street \_\_\_\_\_ Town/City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Program of Study \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Mount Email Address \_\_\_\_\_

TERM: ☐ Academic Year: \_\_\_\_\_ ☐ Summer I Year: \_\_\_\_\_ ☐ Summer II Year: \_\_\_\_\_

COURSE TO BE ADDED					
COURSE NAME/NUMBER/SECTION	TERM	Unit Value or AUDIT	Instructors Approval (if required)		
			Prerequisite Override	Waitlist Override	Prerequisite & Waitlist Override

COURSE TO BE DROPPED			
COURSE NAME/NUMBER/SECTION	TERM	Unit Value or AUDIT	OFFICE USE ONLY
			Drop Grade Assigned (If Applicable)
			<input type="checkbox"/> W <input type="checkbox"/> WF
			<input type="checkbox"/> W <input type="checkbox"/> WF
			<input type="checkbox"/> W <input type="checkbox"/> WF
			<input type="checkbox"/> W <input type="checkbox"/> WF
			<input type="checkbox"/> W <input type="checkbox"/> WF

Signature from an Academic Advisor in the Centre for Academic Advising and Student Success (CAASS) is required if you are:

- ☐ adding more than 2.5 units per fall or winter term (5.0 units for the academic year).
- ☐ adding more than 2.5 units in Summer Session combined (no more than 1.5 units per summer session).
- ☐ currently on Academic Probation.

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**Waitlists:** Waitlisted registrations will be moved to registered status as space becomes available and in accordance with department instructions unless there are time conflicts. In such cases, the waitlisted course will be removed from your registration.

**Prerequisites:** Students registering in courses do so on the understanding that they will meet/complete course prerequisites prior to the beginning of the course. Prerequisites are listed in the Calendar description. It is the student's responsibility to meet these prerequisites and students not having the required background may be forced to drop courses and to incur any academic and/or financial penalty.

**Instructors Approval:** Signatures must be obtained from the instructor for courses that require the instructor's consent, to override waitlists, and/or to bypass prerequisite rules.

**Last updated June 25, 2025**