

This form can be used to register, add/drop/withdraw from courses or to cancel registration.

First Name		Last Name		
Home Phone	Work Phone		Cell Phone	
Email				

Submit to:

**Enrolment Services Office**  
St. Mary's University College  
14500 Bannister Rd SE  
Calgary, Alberta  
T2X 1Z4

Fax: 403-531-9136

**Course(s) Add/Drop**

Add	Drop	Term (e.g. Fall 2011)	Course Code (e.g. CHEM 351)	Lecture Section (e.g. 1)	Lab Section (e.g. 1)	Tutorial Section (e.g. 1)	Audit (No Credit)	Office Use
<input type="radio"/>	<input type="radio"/>						<input type="radio"/>	
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**Course(s) Withdrawal** (If withdrawing from all courses your registration will be considered cancelled.)

Term(s)	Course Code	Instructor's Signature	Office Use

If I have a credit balance after dropping a course(s), I wish to have a:  Refund  Credit Carried to the next term

## Declaration

### Registration

I understand that by the act of registering:

1. I am bound by all St. Mary's University College policies and procedures as outlined in the Academic Calendar.
2. It is my responsibility to select courses that ensure program requirements are fulfilled.
3. I have or will meet the prerequisite requirements; or, am supplying a *Prerequisite Waiver* signed by the instructor.
4. My course selection is subject to approval by St. Mary's University College, as well as being subject to sufficient registration for courses selected.
5. The timetable is subject to change and it is my responsibility to check for updates and for conflicts in my schedule.
6. Non-attendance does not constitute notice of withdrawal. I must complete the appropriate form to change or cancel my registration.
7. All tuition and fees are payable on or before the fee deadlines as outlined in the Academic Calendar. After these dates, students with unpaid fees will be de-registered and can only be reinstated into courses, space permitting, by re-registering at the Enrolment Services Office by paying a \$50 re-registration fee.

### Dropping/Withdrawing

1. I understand the act of dropping or withdrawing from a course(s) prior to the change of registration deadline results in those courses being removed from my Academic record and that I will not owe tuition and fees for those courses. However, any non-refundable deposits will be retained.
2. I understand that dropping/withdrawing from a course(s) after the change of registration deadline and before the course withdrawal deadline will result in a grade(s) of 'W' and that I will owe tuition and fees for the said course(s).
3. I understand that if my enrolment status changes from "full-time" (min. 9 credit hours) any confirmation of enrolment given by St. Mary's University College to an outside organization will result in notification being sent to that organization. If the organization is a funding body, you may be required to repay any funds granted by that organization per your funding arrangement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Payment Method:

Cheque    
  Cash (*do not mail*)    
  Debit    
  Visa    
  MasterCard    
  AMEX

Please provide the following information only if you are faxing or mailing your re-registration, and paying by credit card:

Credit Card Number	Expiry Date	Cardholder's Signature
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### Office Use

Received	Completed	Staff Init
Change of Status <input type="radio"/> Yes <input type="radio"/> No	Student Funding <input type="radio"/> Yes <input type="radio"/> No	'W' Grade: Repeat <input type="radio"/> Yes <input type="radio"/> No Total #: _____

\_\_\_\_\_  
Comments

### Privacy Statement:

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, processing payments, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University College's Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at (403) 254-3714 or [privacy@stmu.ab.ca](mailto:privacy@stmu.ab.ca)