

PERMISSION TO REGISTER

Complete in dark blue or black ink and submit to Admissions & Records.

Student & course information

Student's name	UFV student ID	Phone number
Email address	CRN	Course (subject & number)
Effective date	Instructor: Leave blank if permission can be used immediately. Student: Submit this permit and register for the course on or after this date.	

Permission type Check one.

Type	Description	Authorization(s) required?		
		Instructor	Dept. Head	Dean
<input type="checkbox"/> Audit RGAU	Allow student to <u>audit</u> and take a seat if there is a seat. (Waive prerequisites, corequisites, and instructor/department requirements, but not class size.) Permission to audit cannot be granted after course is 30% complete; see date at www.ufv.ca/ar/registration/impregdates .	Yes	No	No
<input type="checkbox"/> Increase class size RGCS	Allow student to take a seat even if the class is full. (Waive prerequisites, corequisites, instructor/department requirements, and class size.)	Yes	No	No
<input type="checkbox"/> Late registration RGLA	Allow student to register after the first day of classes.	Yes	No	No
<input type="checkbox"/> Late registration RGLA	Allow registration past the "Last day to add a course without department head's permission" (see date at www.ufv.ca/ar/registration/impregdates).	Yes Obtain first	Yes Obtain second	No
<input type="checkbox"/> Prerequisite waiver RGPQ	Allow student to take/remain in a seat if there is a seat. (Waive prerequisites, corequisites, and instructor/department requirements, but not class size.)	Yes	No	No
<input type="checkbox"/> Time conflict RGTC	Allow student to register in two sections that have a time conflict.	Yes	No	No
<input type="checkbox"/> Program waiver RGPM	Allow student to take a seat if there is a seat regardless of their program, major or campus. (Waive program, major or campus restrictions, prerequisites, corequisites, and instructor/department requirements, but not class size.)	No	Yes	No
<input type="checkbox"/> Register for 3rd time RGRP	Allow student to register for this course for the third (or more) time. (Waive program, major or campus restrictions, prerequisites, corequisites, but not class size.) Student to supply department head with written rationale.	No	Yes	No
<input type="checkbox"/> Reserved seat RGRS	Allow student to take a reserved seat if there is a seat.	No	Yes	No
<input type="checkbox"/> Course challenge/ Prior learning RGOS	Allow student to register in either: <input type="checkbox"/> CHL (letter grade) <input type="checkbox"/> PLA (CR/NCR)	No	Yes	No
<input type="checkbox"/> Over 6 classes RGOV	Allow student to enrol in more than six classes. Leave CRN and Course fields blank.	No	No	Yes

After the first day of classes, permission will expire **three** business days following the date of signature below.

Authorization(s) Obtain only those required.

Instructor's name	
Instructor's signature	Date
Department head's name	
Department head's signature	Date
Dean's name	
Dean's signature	Date

NOTE:

A \$20 late registration fee applies to each course added after the fee payment deadline.

OFFICE USE ONLY

LABEL