Office of the Registrar
Telephone: 416.764.9900
Email: theservicehub@senecapolytechnic.ca
Important Academic Dates: senecapolytechnic.ca/registrar/dates

Seneca
Timetable Change

Note that any changes to timetables may affect tuition fees and Financial Aid/OSAP eligibility.

Last Name _____   First Name _____

Student ID Number _____   Term: Fall   Winter   Summer

Program _____   Year _____

(____) _____   Seneca Email Address _____   Alternate Email Address _____
Preferred Telephone Number

Dropping Courses:

1) To drop a course before the 10th scheduled day of the term log in to Student Centre.

2) To drop ALL courses, please fill in the Request to Withdraw from a Full-Time Program form and submit it to the Registration Office.

3) To drop a course after the 10th day of the term, submit this form to the Registration Office before the last day to withdraw without academic penalty as published in the Important Academic Dates. The courses will be awarded a grade of DNC (did not complete) which does not affect the GPA (Grade Point Average).

Adding Courses:

1) Log in to Student Centre to add a course before the 5th day of the scheduled term as published in the Important Academic Dates.

2) To add a course after the 5th day of the scheduled term signed authorization is required by a Student Advisor, Program Coordinator or Chair.

Courses to be Dropped:	**Courses to be Added:**
1. |_____|_____| – |_____|	1. |_____|_____| – |_____|
2. |_____|_____| – |_____|	2. |_____|_____| – |_____|
3. |_____|_____| – |_____|	3. |_____|_____| – |_____|
4. |_____|_____| – |_____|	4. |_____|_____| – |_____|

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

_____   _____
Student Advisor/Program Coordinator   Date
(Required for Select Programs ONLY)

For Office Use Only:

Processed By: _____   Date: _____   Term: _____