

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

()
Preferred Telephone Number Seneca Email Address Alternate Email Address

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:

1. _____ - _____

2. _____ - _____

3. _____ - _____

4. _____ - _____

Courses to be Added:

1. _____ - _____

2. _____ - _____

3. _____ - _____

4. _____ - _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.764.0400 or email privacyoffice@senecapolytechnic.ca.

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

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

Date

For Office Use Only:

Processed By: _____ Date: _____ Term: _____