

**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. \_\_\_\_\_ - \_\_\_\_\_

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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: \_\_\_\_\_