

Timetable Change

Version 9

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Prior to dropping any courses, students are advised to contact the following to discuss any impacts on their studies:

- International students: Student Adviser and International Student Services
- Domestic students: Student Adviser

Students can drop a fulltime day course **by day 10** of the term from [Student Home](#). After day 10 of the term, students need to email a completed Timetable Change form to theservicehub@senecapolytechnic.ca, where students will receive a DNC (Did Not Complete) grade on their transcripts.

For more information visit Seneca's [Important Academic Dates](#) webpage for the DNC deadline.

To change your timetable, you must:

1. Download the [Timetable Change form \(PDF\)](#).
 - Select the **gear** icon to download this document. Please save the edited form. Scanned copies of the form will **not** be accepted.
2. Fill in the form electronically using the boxes provided.
 - You must type in all the information in **your** required fields to avoid any delays.
3. Email the completed form to theservicehub@senecapolytechnic.ca using a valid Seneca email account.

tags : registrar-form