



# REQUEST FOR PERMISSION TO REGISTER

Submit by email to [studentinfo@kpu.ca](mailto:studentinfo@kpu.ca) from your KPU email address. Permission is at the instructor/approver's discretion and is not guaranteed. If approved, the student is expected to register online (unless past the add/drop deadline). Approval expires **five** business days after the latest Instructor's, Dean's or Registrar's signature.

Student Information			
Student ID	Name		
Phone Number	Course (e.g. ENGL 1100)	Section and CRN (e.g. S10 12345)	Term & Year (e.g. Summer 2024)
Student Reason (please explain your request)		Student Signature	
		Date	

Permission Type Requested (choose all that apply) NOTE: Approval does not guarantee enrolment if the section is full or other requirements are not met.		
<input type="checkbox"/> <b>Late Registration</b>	<b>LATE</b>	Allow student to be registered (based on seat availability): <ul style="list-style-type: none"> <li>After the <a href="#">add/drop deadline</a>. <b>Instructor signature is required.</b></li> <li>After the third week of classes (20% of the course). <b>Both Instructor and Dean signatures are required.</b></li> <li>After the eighth week of classes (50% of the course). <b>Instructor, Dean, and Registrar signatures (must have all three), and rationale are required.</b> Late registration for a course that has ended will not be permitted.</li> </ul>
<input type="checkbox"/> <b>Prerequisite/ Co-requisite</b>	<b>PREQ</b>	Allow student to register in a course even if prerequisites or co-requisites are unmet. <b>Instructor signature is required.</b> NOTE: cannot be used for Pathway students (kpu.ca/pathway).
<input type="checkbox"/> <b>Time Conflict</b>	<b>TIME</b>	Allow student to register in two sections that have a time conflict. <b>Instructor signature of each section is required.</b>
<input type="checkbox"/> <b>Program</b>	<b>PROG</b>	Allow student to register in a course regardless of their program, field of study (major) or degree. <b>Chair signature and rationale required. Must be forwarded to registration@kpu.ca for review.</b> NOTE: cannot be used for Pathway students (kpu.ca/pathway).
<input type="checkbox"/> <b>Link</b>	<b>LINK</b>	Allow student to register in an alternate lecture or lab section. <b>Instructor signature and rationale required.</b>
<input type="checkbox"/> <b>Departmental Permission</b>	<b>SPEC</b>	Allow student to register into a course that requires departmental permission. <b>Instructor, Chair, or Dean Signature is required.</b>

Rationale To be filled out by the Approver

Authorizations (Obtain only those required. If course currently has no instructor assigned, Chair/Dean signature will suffice.)		
Instructor & department (please print)	Signature	Date
Instructor & department (please print)	Signature	Date
Dean/designate (please print)	Signature	Date
Registrar/designate (please print)	Signature	Date

Office use only		
Received by: Name & department (please print)	Date Received	Date Processed