

Course Add Form: Special Circumstances Request

UNDERGRADUATE STUDENTS:
Business: cannot use this form. Contact: business@uwindsor.ca

Computer Science Courses: submit this form to the Computer Science Department

GRADUATE STUDENTS: use this form and obtain the authorization of your Graduate Coordinator before submitting it to Graduate Studies

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STUDENT I.D. NUMBER

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YEAR

FALL	WINTER	SUMMER

TERM		

SURNAME (PRINT)	GIVEN NAME	INITIAL	E-MAIL
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FACULTY	MAJOR
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Check the box below that identifies your request.

LATE ADDS Require agreement of instructor/department and approval of Associate Dean or Graduate Coordinator.

TIME CONFLICTS Require agreement of both instructors and approval of Associate Dean or Graduate Coordinator.

OVERLOAD Requires agreement of instructor/department and approval of Associate Dean or Graduate Coordinator.

AUDIT Requires agreement of instructor/department and approval of Associate Dean or Graduate Coordinator.

Support of an academic program advisor may be required for any request. Append any supporting documentation to this form. Supporting documentation will be removed prior to sending the form to the Registrar's Office.

SUBJECT CODE	COURSE NUMBER	SECTION	Or CLASS NUMBER	INSTRUCTORS SIGNATURE	Instructor Comment										
S	A	C	R	I	O	O	O	O	I	I	6	4	5		

State the reason for the request:

**Requests for Course Adds received beyond 3 business days from date of the Approval signature will not be processed.

Advisor Comment (required: Faculty of Science):

Advisor's Signature	Date
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Student's Signature	Date	APPROVAL SIGNATURE	Date
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 Office Use Only:

**OFFICE OF THE REGISTRAR
NOTICE OF DISCLOSURE
CONFIDENTIALITY AND USE OF PERSONAL DATA**

The authorization for the collection of this information is the University of Windsor Act, 1962, and Senate Bylaw 33 of the University of Windsor. This collection is compliant with the Freedom of Information and Protection of Privacy Act of the Province of Ontario. The University of Windsor is committed to the protection of privacy and confidentiality of all its constituency.

The purpose of this data collection is related directly to and needed by the University of Windsor to administer the university / student relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements.

Data collected on this form will be disclosed and used as follows:

- Registrarial, administrative and academic offices for record-keeping, institutional analysis, provision of services to students, academic integrity enforcement;
- Academic counselling and advising offices for advising services;
- Where the operational necessity of the University requires the disclosure;
- Federal and provincial government offices and Ministries for funding, statistical analysis and planning purposes;
- Student associations and societies for services to students and student elections;
- Student Services offices for the administration of activities including Cooperative Education programs, Special Needs programs, Psychological Counselling services, Residence administration, Career Education;
- Campus Community Police and Parking Services for campus security and parking services;
- Registrar's Office for production of graduation lists and Convocation programme; Alumni Association for services to alumni;
- Financial aid, scholarship and award determination;
- Student Health Services for health services; Greenshield Canada for insurance purposes; Windsor-Essex County Health Unit for health services;
- External collection agencies in the event of fee payment default;
- Athletics and Recreational Services for sports and athletic services (including coaches);
- Citizenship and Immigration Canada, Canadian Consular Offices, Canada Border Services Agency and CSIS for student / study visa administration.
- The university is required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.
- As required by statute or law
- For academic purposes to support learning, including, but not limited to identification within the University's learning management system

If you have any questions about the collection, use, and disclosure of this information please contact:

The Registrar at: registrar@uwindsor.ca

University of Windsor, 401 Sunset Avenue, Windsor, Ontario, Canada N9B 3P4