**ID #**

e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@uwindsor.ca

FAMILY / GIVEN NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT INSTRUCTIONS**

1. Fill in the information above in ink
2. Write in ink the course number, name, lecture, and lab/tutorial section numbers that you are requesting; use one numbered box for each course
3. Include the reason you cannot register on-line
4. Attach a printout of the Monday-Friday timetable grid for **ALL** of the courses you intend to take this semester to demonstrate that there is/isn’t a scheduling conflict
5. **Bring your completed form and timetable grid to your academic advisor during office hours**
6. Advisors will grant you permission to register for the courses in which they can; they will indicate so in the Advisor Note box; you will then have 24 hours to register for these courses
7. Advisors will provide an explanation in the Advisor Note box if they cannot grant permission
8. If you are granted permission to register for all of the the courses, your advisor keeps this form
9. If you are NOT granted permission to register in one or more courses, your advisor will retun this form to you; you then bring this form to the Associate Dean’s Secretary, Ms. Lougheed, in Room 2139 to request an appointment with the Associate Dean.

|  |  |
| --- | --- |
| **Course number and name with**  **Lecture and Lab/Tutorial sections** | **Advisor Notes** |
| 1. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |
| 2. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |
| **Course number and name - lecture and lab sections** | **Advisor Notes** |
| 3. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |
| 4. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |
| 5. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |
| 6. |  |
| REASON YOU CANNOT REGISTER ON-LINE |  |

**ADVISOR’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional notes:**