Registration Permit/Override Form

University of Regina

Use this form to request permission to add a course. You are encouraged to request permission in advance of your registration day and time OR at any time during your period of registration. Permission, if granted, can be viewed in UR Self-Service. Permission is given by Term. You will need one form for each term of registration.

Courses may require more than one override. **This form must be processed by your Faculty or College office**. Failure to add/drop classes prior to the deadlines may result in financial and academic penalties (such as grades of W or NP).Failure to comply with degree program and University regulations may result in the academic penalty of NOT receiving a credit for a course or NOT being able to make progress towards the completion of a degree program.

Student Information (Please Print)

Legal Surname	Legal First Name	Legal Middle Name(s)	U of R Student ID (9 digits)
Preferred name (if different from legal first name)	Previous name (if applicable)		Program

Primary Faculty or Academic Unit
☐ AR   ☐ BU   ☐ CE   ☐ CT   ☐ ED   ☐ ES   ☐ GS
☐ KI   ☐ MP   ☐ NU   ☐ SC   ☐ SP   ☐ SW

Campus or Federated College
☐ U of R   ☐ Campion
☐ Luther   ☐ FNUniv

Registration Information (Please Print)

FALL (Sept.-Dec.) ☐   WINTER (Jan.-Apr.) ☐   SPRING (May-Aug.) ☐   YEAR: YYYY

Override Requested	CRN	Subject	Course Number	Section	Approved by

Your personal information is collected under the authority of the University of Regina Act, and in accordance with *the Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and the *Personal Information Protection and Electronic Documents Act* (Canada), for the purpose of registration. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5163.

Disclaimer:
I am aware that:
- Permission is not automatic.
- Receipt of permission does not guarantee that space will be available in the section or course.
- It is my responsibility to meet the prerequisites of courses and comply with academic regulations.
- It is my responsibility to ensure the accuracy of my registration.

Signature of Student	Date
	DD-MMM-YYYY

Signature of Advisor or department designate	Date
	DD-MMM-YYYY

Registrar's Office ▪ University of Regina ▪ AH 210 ▪ 3737 Wascana Parkway ▪ Regina, SK S4S 0A2 ▪ Tel: (306) 585-4127 ▪ Fax: (306) 585-5203 ▪ Email: registrar@uregina.ca

Updated: Sept 2024

Instructions

Restrictions pertaining to classes and a student's ability to register may require permission and the processing of a registration permit override. It is a student's responsibility to consult the appropriate academic regulation, class, program, or degree section of the Academic Calendar to determine if permission is needed and how to obtain that permission. Permission is not automatic and will be given only when the regulations are met.

Request	Permission
Without meeting course prerequisite(s)	PREREQ
When you may qualify for a lab or seminar exemption.	LINK
Beyond the allowable number of repeats of a course.	REPEATLMT
Beyond the maximum number of hours of registration permitted by your Faculty/College.	Registration in MAX hrs
With level, campus (Campion, First Nations University of Canada, and Luther), college (Faculty), program, degree (type of program), or class (year of program) different from your current General Student Information in UR Self Service.	LEVEL, CAMPUS, CLASS, COLLEGE, and/or DEGREE
If the class is full.	CAPACITY
That creates a time conflict with other courses you require this term.	TIME
That requires special approval including Department Head or Instructor permission	SPECIALAPP
Taught in a language other than English outside of a language instructions course.	SPECIALAPP
Beyond the deadline for registration in a course or section.	Registration

Some courses may require more than one permission.

If you are currently registered in a course that meets the pre and/or co-requisite, you do not need permission.

Please note: **You are required to drop the higher-level course should you fail the prerequisite.**

The University does not automatically add or drop students from courses or sections of courses. Students are solely responsible for their registration.

Other important notes:

- If you would like to audit a class, contact the Registrar's Office.

- If the course or class (a section of a course) does not appear in the Class Schedule in UR Self-Service, contact your Faculty or College office to determine if and/or when the course will be offered.

- Contact your Faculty or College Office, if you would like to add or drop a directed reading or independent study class; an ensemble; a supplemental or challenge examinations; a variable credit or variable grade more course; or, an internship, practicum, or work-term.

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