



**NICOLA VALLEY
INSTITUTE OF
TECHNOLOGY**

Office of the Registrar 4155 Belshaw St.
Merritt, BC V1K 1R1 www.nvit.bc.ca
Phone: (250) 378-3300 or 1-877-682-3300
Fax: (250) 378- 3332

Course Change Form

Instructions

1. If you have already registered in one or more courses in a term, use this form to make changes to your registration (add or drop courses).
2. Consult the calendar, and if necessary an advisor, to ensure you will still be able to meet your educational goals.
3. If you wish to audit a course, clearly write that in the notes section to the right of the course information. Instructor's approval is required for audit registrations; please have the instructor initial next to the entry.
4. Complete this form and submit it to the Registrar's Office along with any additional payment or sponsorship letter required. Ensure you get an updated course schedule reflecting the changes.

PERSONAL INFORMATION

Student Number: _____ Student Name: _____ Email Address: _____

Current Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone: (_____) _____ - _____

Term Information:

Registration Term Fall Spring Summer Year (eg. 2006) _____

Course(s) to Add:

Course Code	Number	Section	Course Title	Notes

Course(s) to Drop or Withdraw (see the calendar for drop/withdraw deadlines):

Course Code	Number	Section	Course Title	Notes

Declaration and Signature:

I understand that:

1. Once this form is submitted my registration will be adjusted according to the information above, subject to successful completion of prerequisites. If a course section is full, I will be placed on a waitlist and will be automatically registered if a space becomes available.
2. If I wish to withdraw from a course or be removed from a waitlist, I must submit a completed course change form to the Registrar's Office by the deadlines stated in the Calendar. Non-attendance will not result in a withdrawal.
3. I am responsible for ensuring payment of the fees associated with the requested courses as stated in the Calendar.
4. I am responsible for ensuring that I fulfill graduation requirements for my program as listed in the Calendar.

I accept the conditions of registration and request the above changes to my registration.

Signature _____

Date _____