

Nicola Valley Institute of Technology



Merritt Campus:

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Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca

Website: www.nvit.ca

COURSE CHANGE FORM

1. If you have already registered in one or more courses, use this form to make changes to your registration (add/drop/withdraw).
2. If you are unsure if a course change will affect your graduation, you can see an [Academic and Financial Planner](#) for assistance.
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 to the Registrar's Office along with any additional payment or sponsorship letter by the posted deadline. Once processed, your schedule can be viewed in [NVIT Self-Service](#).

Student Information

Student Number: Student Name: _____

Mailing Address: _____ City: _____ Prov: _____

Postal Code: _____ Phone Number: _____

Email Address: _____

Program Information

Semester Fall Spring Summer Academic Year

Program

Course(s) to Add (see the section/calendar for add deadlines):

Course Code	Number	Section	Course Title	Notes

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

Course Code	Number	Section	Course Title	Notes

DECLARATION:

I understand that:

1. Once this form is submitted I will be registered for the above courses, subject to successful completion of prerequisites. If a course is full, I will be placed on a waitlist and will be automatically registered in the course if a space becomes available.
2. If I wish to withdraw from courses 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 Section. **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 Schedule of Events.
4. I am responsible for ensuring that I fulfill graduation requirements for my program as listed in the Calendar.
5. I am responsible for ensuring program and course prerequisites are fulfilled or I will seek permission of instructor via the required form(s).

I accept the conditions of registration and request registration in the above courses.

Signature

Date