

## Enrol with Instructor Permission – Undergraduate Level

**Instructions:** This form must be completed by the student (parts A+B) and the instructor (part C) and digitally submitted to Student and Enrolment Services. Please **tell us the intent of your request** by checking **option 1, 2 or 3**.

- 1) I am a student requesting a **section change** for a course in which I am currently enrolled. If the requested section has a waitlist, the student must be placed on the waitlist, and processing will be subject to their position on the [waitlist](#).
- 2) I am a student requesting a **pre-/co-requisite waiver**. Submit this form **before the last date to add a course date**. If not enrolled, you must be [on the waitlist](#). Processing will be subject to your waitlist position.
- 3) I am a student requesting to **add a course after the [last date to add a course](#)**.

- Applications open one week before the first day of the term.
- Instructors are **not required to grant permission** regardless of space availability.
- Students will be **notified via their school email** if the request is granted. Follow all **enrolment next-steps** indicated.
- Requests will be processed only **IF** space is available. Submitting a signed form **does not** guarantee a spot in the course.
- Please refer to the Add/Drop Deadlines, as outlined on the [York Important Dates](#) page.
- Students must submit the application via the online form by clicking the **Click here to submit** button. No email or hard copy submission will be processed.

### A. PERSONAL INFORMATION – Completed and signed by student

Student #: \_\_\_\_\_ Program: \_\_\_\_\_ Email: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

I understand the provisions of this form and that all enrolments are subject to the approval of Student and Enrolment Services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B. COURSE DETAILS – Completed by student (visit [Schulich Course Offerings](#) for course details)

Course Code: \_\_\_\_\_ Section: \_\_\_\_\_ Term: \_\_\_\_\_ Year \_\_\_\_\_ Cat #: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Title: \_\_\_\_\_

What are the pre/co-requisites? \_\_\_\_\_ None ☐

*Required if you checked Option 1 above:*

Are you registered in this course? Yes No Are you on the waitlist for this course? Yes No

### C. INSTRUCTOR APPROVAL – Completed and signed by Instructor

1. Do you waive pre/co-requisite requirement(s)? ☐ Yes ☐ No ☐ N/A (if "None" in Section B)

2. Has the student attended class? ☐ Yes ☐ No ☐ N/A (prior to term start)

3. Comments for Student Services: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Click here to submit your form](#)

\*Alternatively, this form can also be submitted through: <https://ssbforms.apps01.yorku.ca/machform/view.php?id=536102>.

#### OFFICE USE ONLY

|                       |                              |                              |                              |                              |                                                           |
|-----------------------|------------------------------|------------------------------|------------------------------|------------------------------|-----------------------------------------------------------|
| Pre-reqs met:         | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | <input type="checkbox"/> N/A | Processed by:                | _____                                                     |
| Space in course:      | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | <input type="checkbox"/> N/A | Date:                        | _____                                                     |
| Approved:             | <input type="checkbox"/> Yes | <input type="checkbox"/> No* |                              | Drop Permission:             | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| *Not approved reason: |                              |                              |                              | On GUI (early waivers only): | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |

**Protection of Privacy:** Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. The information will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Student & Enrolment Services, W263 SSB, 4700 Keele Street, Toronto, ON M3J 1P3, tel. 416-736-2100 Ext. 70670.