

Faculty of Human Ecology

Pre-Master's and Master's Registration Permission Form

All information must be provided as requested, or the form will be returned to the Department Office and registration cannot occur.

Name _____ Student Number _____
Telephone Number _____
Email address _____
Graduate Advisor's Name _____
Graduate Advisor's Signature _____
Date _____ Faculty Code: 16 (Graduate Studies)

Check One:

Pre-Master's: _____ Permission must be given by the teaching department (or professor) for all undergraduate courses where the student does not have the prerequisites as listed in the *Undergraduate Calendar*. The Student Advisor of the Faculty of Human Ecology must enter the permission for each course prior to allowing student registration to occur.

Master's: _____ Permission slip(s) are required for any undergraduate or graduate courses where prerequisites are not met. If these courses are not part of the requirements for the M.Sc., but are required to meet program or entrance deficiencies, they must be taken as **auxiliary courses (AX)** and will be added to the student's program by the Human Ecology Student Advisor. If the course is not part of the program and not included in the GPA, it is classified as an **occasional student (OS)** course, and will be added to the student's program by the Human Ecology Student Advisor.

- Full-time
- Part-time

NOTE: If teaching faculty permission is required for registration in any course outside Human Ecology, obtain it prior to submitting this form and attach. No unblocking will occur until all permission is obtained and attached.

This form is due in the Human Ecology General Office at least 3 working days prior to the student's registration date (date obtained via AURORA student). Note that the Student Advisor does not provide graduate student advising. Students are directed to their graduate advisors for program advice. Steps to be completed **prior** to submitting this form to the Human Ecology General Office:

- New and returning graduate students must obtain Graduate Advisor permission for courses - check for internal department deadlines;
- Verify initial access time for registration on AURORA student; and
- Obtain written prerequisite permission from teaching professor/department if required.

Register yourself in all required graduate courses after your registration is unblocked. ... over

If the auxiliary or occasional student course is full, the student is responsible to obtain permission for space. The General Office (Student Advisor) cannot provide extra space if a course is full.

List auxiliary (AX) or occasional student (OS) courses and attach permission slip(s) where required:

Course Number (4 letters/4 numbers)	Term (fall or winter)	Lecture Section and CRN (e.g., A01)	Permission Slip attached (if required)

<p>For office use only: Human Ecology Dean's Office Signature: _____ Date: _____ Unblocked: _____ Permission loaded: _____</p>
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Declaration of Graduation Date:

Expected Grad Date: _____
(Year/Month)

Approved (Graduate Advisor's name): _____

Signature (Graduate Advisor): _____

Graduate Advisor's Telephone Number: _____

Once the student's program is unblocked for registration purposes, this form will be placed in the student's file in the Department Office.

Statement of Purpose: This personal information is being collected under the authority of the University of Manitoba Act and will be used to obtain Dean's Office of the Faculty of Human Ecology permission for a student to register in a particular course or section. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, R3T 2N2.
S: Genoff/Forms, June, 2007

Faculty of Human Ecology

Pre-Master's and Master's Registration Withdrawal Form

Use this form to drop auxiliary (AX) or occasional (OS) courses. All information must be provided as requested, or the form will be returned to the Department Office and the voluntary withdrawal/revision cannot occur. Because these courses initially required Graduate Advisor permission to add, you must also obtain Graduate Advisor permission to withdraw from the course(s).

All University of Manitoba deadlines for voluntary withdrawals will be followed. It is the responsibility of the student to meet deadlines. Neither the Graduate Advisor nor the Student Advisor in Human Ecology can extend the voluntary withdrawal deadlines or the fee refund deadlines as established by the University of Manitoba. All deadlines are found in the General Calendar and on the University's web site.

Steps to follow to revise course registration:

- Student to verify course withdrawal or fee refund deadline.
- Student to obtain Graduate Advisor permission to withdraw from course (at least 2-3 working days prior to submitting form to General Office in Human Ecology).
- Student to submit withdrawal form to General Office in Human Ecology at least 1-2 working days prior to VW deadline.

Name _____ Student Number _____

Telephone Number _____

Email address _____

Graduate Advisor's Name _____

Graduate Advisor's Signature _____

Date _____ Faculty Code: 16 (Graduate Studies)

Course Number (8 digits)	Lecture Section AND CRN (e.g., A01)	Office comments:

Once the course has been dropped, this form will be placed in the student's file in the Department Office.

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