

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 (6 digits)	Lecture Section (e.g., L01)	Office comments:

Once the course has been dropped, 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.