

Course Add/Drop/Withdrawal Form

If you are enrolled in a FULL-TIME program and wish to add and/or change a course, you must meet with your Chair/Coordinator, and then submit this completed form to the Registrar's Office or one of the Student Service Centres or Regional Campuses.

This request WILL NOT be processed without the Chair's/Coordinator's signature authorizing these changes. Please check your WebAdvisor account at rrc.ca/webadvisor for updates related to registration and fees, as a Registration Statement may not be mailed to you.

If you are enrolled in a FULL-TIME program and wish to drop or withdraw from a course, it is recommended that you meet with your Chair/Coordinator first, and then submit this completed form to the Registrar's Office or one of the Student Service Centres or Regional Campuses. Chair/Coordinator signature is only required if submitted after Add/Drop deadlines for your program.

Please check your WebAdvisor account at rrc.ca/webadvisor for updates related to registration and fees, as a Registration Statement may not be mailed to you.

If you choose to withdraw from your entire program of studies, which includes not returning for an upcoming term, you are responsible for submitting the completed Withdrawal Form for Students in Full-time Programs to one of our Student Service Centres or Regional Campuses.

Student Information:

Last name:	First name:
Program:	
Term:	Student number:

I wish to CHANGE SECTIONS in the following course(s):

(If you choose to withdraw from your entire program of studies, which includes not returning for an upcoming term, you are responsible for submitting the completed Withdrawal Form for Students in Full-time Programs to one of our Student Service Centres or Regional Campuses.)
(Note: Course section change requests must be submitted within the first five days of the term.)

Course code	Course name	From section	To section

Student signature

Date (dd/mm/yy)

Chair/Coordinator signature

Date (dd/mm/yy)

I wish to ADD the following course(s): (Note: Courses must be added within the first five days of the term.)

Course code and section	Course name	Start Date and Term

Student signature

Date (dd/mm/yy)

Chair/Coordinator signature

Date (dd/mm/yy)

Red River College - Student Service Centres

Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9
P: 204.632.2327 | F: 204.697.0584

Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9
P: 204.632.2327 | F: 204.949.9105

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I wish to DROP the following course(s): (Note: course(s) must be dropped within the first five days of term. It is recommended that you meet with your Chair/Coordinator before dropping course(s) to ensure drop does not impact ability to progress through program.)

Course code and section	Course name	Reason for dropping course(s) (enter number from list below)	Original Request Date*	Department Supported (Chair/Coordinator Initial)*

Reason for dropping from the above course(s): (Select one reason only for each course listed above.)

- 1.** Course too difficult **2.** Medical issues **3.** Scheduling conflicts **4.** Instructor issues/reasons **5.** Financial reasons **6.** Pursuing or have received credit
7. To tighten course load **8.** Course expectations not met **9.** Family-related issues **10.** Does not have prerequisite

*Please complete these two sections only if request is being submitted after add/drop deadline

Student signature

Date (dd/mm/yy)

Chair/Coordinator signature

Date (dd/mm/yy)

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