U of G | Office of Registrarial Services
Enrolment Services

Undergraduate Course Waiver Request

This form can be used to request a waiver for certain enrolment criteria required to register for a course. Please refer to the instructions below based on the type of waiver. To sign this form, insert your digital ID by clicking the signature field; **please do not use Adobe's "Fill & Sign" tool.**

- For a **Restriction Waiver** or **Late Add**, students must obtain the required signatures on this form and then email the completed form to es@uoguelph.ca.
- The **Prerequisite/Corequisite** and **Instructor Consent** restrictions can be waived directly by instructors or designates using WebAdvisor or Colleague. Students should submit their waiver request to the instructor/designate. After they approve the waiver in WebAdvisor/Colleague, the student can log into WebAdvisor and register for the course. If additional restrictions need to be waived (i.e., Restriction Waiver or Late Add), this form must be signed and submitted to es@uoguelph.ca for processing.

Note for Instructors/Designates: please refer to the instructions on the ORS SharePoint site for waiving Prerequisite, Corequisite and Instructor Consent restrictions on WebAdvisor or Colleague.

Last name: _____ First name: _____

Student ID #: _____

Course Information:

Semester: ☐ Summer ☐ Fall ☐ Winter Year: _____

Course code (e.g., SOAN*4250***0104 – section # must be included**): _____

If processing this registration exceeds your maximum course load, you need to either specify a course to drop or, if you have exceptional circumstances, get permission from your Academic Advisor for a credit overload first.

Students are normally restricted to selecting **2.75 credits** per semester. Some programs require students to register in more than 2.75 credits per semester; these programs are exempt from the 2.75 restriction as required.

Course code to drop: _____

Waiver Approval:

Instructor's/Designate's Acknowledgement: Based on our discussions, I, the instructor or designate undersigned, acknowledge that the student may not have the specified requirements. By way of my signature, I am waiving them.

Prerequisite or Corequisite Waiver
A prerequisite is a requirement for entry into a course. A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously. A listed corequisite may also be satisfied if completed successfully in a previous semester.

Instructor or designate signature: _____ Date: _____

Instructor Consent
A rule that restricts access to the course pending instructor/designate review and permission. This waiver is only for courses with the restriction labelled "Instructor Consent" in the course description.

Instructor or designate signature: _____ Date: _____

Restriction Waiver

A rule that restricts access to the course based on student program, credits earned or minimum average.

Instructor or designate signature: _____ Date: _____

Late Add

Required for adding courses after the add deadline for the current semester. Both signatures are required.

Instructor or designate signature: _____ Date: _____

Academic Advisor signature: _____ Date: _____

Student's Acknowledgment:

I acknowledge that the information on this form is accurate.

Student signature: _____ Date: _____