University of Saskatchewan

Class Permit/Override and/or Late Enrolment in a Class

This form is intended for students who register using PAWS. Students who do not register using PAWS should consult with their college.

Note: For the following, go directly to your college (**you do not have to use this form**):
- repeating a class for which you already have credit
- exceeding your maximum credit unit limit

Student Information (Please Print)

Last Name	First Name	Middle Name(s)

Address	City/Town	Province	Postal Code

Student Number	E-mail	College

Return this form to:

Student Central

Students requesting the following should return this completed form to Student Central (please check applicable request).

- ❑ Adding a class after the add/drop deadline
  ($35 late addition fee applied per class)
- ❑ Changing sections after the add/drop deadline
  ($35 late addition fee applied per class)
- ❑ Auditing a Class (if permission is required)
- ❑ Changing from credit to audit
- ❑ Changing from audit to credit
- ❑ Other_____

College or Departmental office

Students requesting the following should return this completed form to the appropriate department or college (please check applicable request).

- ❑ Override of class limit
  (Students must register in PAWS for a class that is full by adding the CRN to the **Add Class Worksheet** and click on **Submit Changes.**)
- ❑ Override of a class restriction
  (e.g. class only open to a particular college, program, major, etc.)
- ❑ Override of a time conflict
- ❑ Lecture/lab exemption
- ❑ Other_____

Class Changes

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term(s)	Credit/Audit	Lab, Tutorials, etc.

Instructor's Name (Please print)	Instructor's Signature	Date

Department Head or Designate's Name (Please print)	Department Head or Designate's Signature	Date

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Declaration

I understand that I am responsible for all fees assessed due to the above changes.

Student's Signature	Date

FOR OFFICE USE ONLY
Entered by
Date