

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

**Note:** If the following statements are true then go directly to your College (you do not need to use this form):

- I wish to exceed my maximum credit unit limit
- I wish to repeat a class for which I already have credit

## Student Information (Please Print)

Last Name		First Name		Middle Initial	College
Student Number	Tel:	E-mail			

## Request (Check all that apply)

- Special approval (departmental, deans office, instructors signature, etc.)
- Override of a class limit
- Override of a class restriction (e.g. the class is only open to a particular college, major, program, or level)
- Override of a time conflict
- Lecture/Lab exemption
- Adding a class after the add/drop deadline (\$35 late addition fee charged per class)\*
- Changing sections after the add/drop deadline (\$35 late addition fee charged per class)\*

## Class for which above action is to be taken: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

**Step 1:** Have the Instructor of the class sign and date below **Note:** Instructors will be responsible for invigilating any final exam conflicts that may result from late additions.

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)
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**Step 2:** Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)
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**Step 3:** Take this form to the Departmental Office to have the correct permission(s) or override(s) placed on your record in the system (verify after that you have been given the correct permission or override in PAWS under "Check your Registration Status").


Departmental use only: Initial each permission entered into system and date.

PERMIS	RESTRICT	LIMIT	TIME	LINK	DATE (mm/dd/yyyy)	FINAL GRADES*
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\*Final grades must be submitted for past completed terms. For information on possible grades, please contact grades@usask.ca. If this portion is completed, please submit the form directly to Student Central.

**Step 4:** Is today's date on or before the last day to add or drop classes for the term?

■ **Yes**, it is on or before the last day to add or drop classes for the Term  
 **Register yourself in PAWS!**

■ **No**, it is after the last day to add or drop classes for the Term  
 **Submit the completed form to Student Central to be registered in the class**

## Declaration

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

Student's Signature	Date
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FOR SESD USE ONLY	
Entered by	
Date	

## Student Central