

Note: If the following statements are true then go directly to your college:

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

Student Information

Last Name		First Name	
College	Student Number	NSID (Communication will be through your university email)	

Request (Check all that apply)

- Special approval (department, instructor's signature, etc.)
- Class limit override
- Class restriction override (e.g. the class is only open to a particular college, major, program, or level)
- Time conflict override
- Lecture/lab exemption
- Adding a class after the deadline for registration changes (\$35 late addition fee charged per class)*
- Changing sections after the deadline for registration changes (\$35 late addition fee charged per class)*

Class Information

Course Reference Number (CRN)	Subject	Number	Section	Year and Term	Lab/Tutorial CRN (if applicable)

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
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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
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Step 3: Take this form to the department office to have permission(s) or override(s) placed on your record (verify after that you have been given the correct permission or override in PAWS under "Check your Registration Status").

DEPARTMENT USE ONLY: INITIAL EACH PERMISSION ENTERED AND DATE.							
PERMIS	RESTRICT	LIMIT	TIME	LINK	LIMIT	DATE	FINAL GRADES*

*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: Has the deadline for registration changes for this term passed?

- **NO**  **Register yourself on PAWS**
- **YES**  **Submit the completed form to Student Central to be registered in the class**

If you are submitting your request after the payment deadline in fall or winter, college approval will be required. Student Central will contact your college office for final approval prior to processing the late registration request.

Declaration

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

Student's Signature	Date
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FOR STUDENT CENTRAL USE ONLY
Entered by
Date

Student Central