

DEPARTMENT OF FRENCH, HISPANIC AND ITALIAN STUDIES

REQUEST TO “FORCE” REGISTRATION INTO A FULL COURSE

****THIS FORM IS TO BE USED ONLY TO “FORCE” A STUDENT INTO A FULL SECTION.****

****NORMAL COURSE / SECTION CHANGES MUST BE DONE BY THE STUDENTS THROUGH THE STUDENT SERVICE CENTRE ON THE INTERNET.****

****STUDENTS MUST MAKE SURE THAT THEY DO NOT EXCEED THE NUMBER OF CREDITS IN WHICH THEY ARE ALLOWED TO REGISTER.****

HAND IN TO DEPARTMENT OF FHIS OFFICE (BuTo 797).

ADD TO COURSE: _____ **SECTION:** _____ **LAB (if applicable):** _____

STUDENT NAME: _____ **STUDENT NUMBER:** _____
(MANDATORY)

STUDENT PHONE NO. AND/OR E-MAIL: _____
(in case we need to get in touch with you about this request)

YEAR: _____ **DEGREE/PROGRAM/SPECIALIZATION:** _____

REASON FOR RECOMMENDING ENROLMENT: _____

If student is also dropping a section of this course:

DROP FROM COURSE NUMBER / SECTION: _____ **LAB (if applicable):** _____

NAME OF INSTRUCTOR/COORDINATOR recommending enrolment: _____

SIGNATURE of Instructor/Coordinator: _____ **DATE:** _____

Course Change and Withdrawal Dates:

<http://www.students.ubc.ca/coursesreg/registering-courses/course-change-withdrawal/>

THE FHIS OFFICE (BuTo 797) MUST RECEIVE THIS FORM BY THE DEADLINE INDICATED ON THE STUDENT SERVICES WEBSITE.

Departmental Notes: