

Course Change Form for Students

Name:	
Student ID:	Campus:
Program:	Date:

Course Change Details

*For Drop/Withdrawal – Last day of attendance

*For Add – Anticipated start date

*For Add/Drop = Switching courses (Fall/Winter Term - Must be within 14 Calendar days of term start; Spring/ Summer Term - Must be within 7 Calendar days of term start.)

☐ I would like to withdraw from my current program (if dropping course(s) please do so below.)

Add/Drop/Withdrawal	Move enrollment e.g. Winter 2026	Course	Date (Last day of attendance) <small>*See above</small>	Books/Supplies Received	
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Approval

*An Education Plan must accompany this form for Academic Upgrading ONLY

Students – If Books/Supplies **NOT** received or returned, this form must be verified by the program area.

Student: _____ Date: _____
(Signature)

Program Chair* or Administrator*: _____ Date: _____
(Signature)

*Email completed form to: records@northernlakescollege.ca

Student Records Use Only

SRS Entry Date:

Date Sponsor Notified:

Initials:

Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic -- Academic Standards – GRADES Regulation Academic – Student Transfers Procedure
Form Owner:	Registrar
Form Administrator:	Administrative Assistant, Registrar
Approved By:	President's Advisory Team
Revision History:	November 6, 2017: Revised September 13, 2022: Update to template, content, and superseding statement October 20, 2022: Update to content November 24, 2022: Update to content May 19, 2023: Update to content August 18, 2023: Update to content and superseding statement March 12, 2025: Update to content

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Revised: March 12, 2025