NORTHERN LAKES COLLEGE

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) *See above		Books/Supplies Received	
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**
			OR	☐ Did not start	☐ **Yes**	☐ **No**

Approval
*An Education Plan must accompany this form for Academic Upgrading ONLY
Students – If Books/Supplies <u>NOT</u> 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: <u>records@northernlakescollege.ca</u>

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 September 25, 2025: Revision of POPA Statement