

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 September 25, 2025: Revision of POPA Statement

The personal information that you provide to Northern Lakes College is collected under the authority of the Post-Secondary Learning Act and section 4 of the Protection of Privacy Act (Alberta) ("POPA"). The information is collected, and will be used and disclosed for purposes including programming changes and recording dates a student is able to attend a particular class. Collected personal information is protected from unauthorized access, use, and disclosure in accordance with POPA. Questions regarding the collection, use, and disclosure of personal information can be directed to: Privacy Officer at privacy@northernlakescollege.ca.