**Enrolment Services | Undergraduate Studies Cross-Registration Form**

Laurier Students taking courses at the University of Waterloo

READ PAGE 2 FOR INSTRUCTIONS BEFORE COMPLETING PAGE 1

|  |
| --- |
| **SECTION A:** STUDENT INFORMATION:  |
| Laurier ID #: Have you applied or previously registered at UWaterloo: [ ]  No [ ]  Yes, UWaterloo ID # is  |
| Last Name: First Name: Middle Name:  |
| Street Address:  |
| City: Province: Postal Code: Country:  |
| Phone: ( ) Email: Citizenship: [ ]  Permanent Resident [ ]  Student Visa |
| Gender: [ ]  Female [ ]  Male [ ]  Another gender identity Date of Birth (DD/MM/YYYY):  |

**SECTION B: Fall Winter Spring Year**

**Office Use Only**

Laurier Course Exclusions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject (Biology) | Course # (101) | Lecture Section (001,002) | LabSection # | Online Learning (Y/N)(LEC 081 or 082) |
|   |   |   |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**I confirm that the information submitted is accurate, and understand that this information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university student relationship.**

**SECTION C: Student Signature: Date (DD/MM/YY):**

**SECTION D: Laurier Program Academic Advisor Approval**

Approval Signature: Approval Name (Print): Ext. #: Date (DD/MM/YY):

Approval Signature: Approval Name (Print): Ext. #: Date (DD/MM/YY):

**SECTION E: Laurier Department Signature** (REQUIRED ONLY if subject is different from current program and is offered at Laurier)

Approval Signature: Approval Name (Print): Ext. #: Date (DD/MM/YY):

# REGULATIONS FOR CROSS-REGISTRATION IN COURSES AT THE UNIVERSITY OF WATERLOO

1. If you are in an undergraduate degree program at Wilfrid Laurier University (**Laurier**), use this form to cross-register for courses at the University of Waterloo (**UWaterloo**) to have the course work apply to your student record at **Laurier**.
2. Students on Academic Probation in a General program or in Post-Degree Studies are not permitted to cross-register.
3. Courses taken at **UWaterloo** may not be used to meet residence requirements at **Laurier**.
4. You must register for and pay all tuition and related fees for UWaterloo courses at **Laurier**.
5. You must pay **UWaterloo** for any additional costs specific to the course, such as costs for online courses.
6. **Adds** for cross-registered courses must be submitted at **Laurier** according to **UWaterloo** add deadline dates.
7. **Drops** for cross-registered courses must be submitted at **Laurier** according to **Laurier** drop deadline dates.
8. If an approved cross-registered course is cancelled by **UWaterloo**, you must drop it from your **Laurier** record.
9. All examination scheduling conflicts with cross-registered courses must be resolved at **Laurier**. Report exam conflicts to the Laurier Registrar’s Office Exam Scheduling staff.
10. You must make requests for deferred examinations of cross-registered courses at **UWaterloo**.
11. All academic petitions must be submitted to your Faculty at **Laurier.** Students who wish to cross-register should check the University of Waterloo’s sessional dates carefully, as their start and end term dates may differ from those of Laurier.

# INSTRUCTION FOR COMPLETING THE CROSS REGISTRATION FORM

1. Complete the student information section **A** of the form
2. Complete the course information section **B** of the form. Find the course details to complete Section B at **the UWaterloo Class Schedule** <http://www.adm.uwaterloo.ca/infocour/CIR/SA/under.html>
3. Sign and date section **C** of the form
4. Obtain your **Laurier** program academic advisor approval(s)**, Section D**
5. Obtain **Laurier** Department signature (ONLY if the course subject is different from the current program offered at Laurier), **Section E**
6. Submit the completed and approved cross-registration form to UWCrossReg@wlu.ca