



Student Registration Change Form

This form is required when requesting permission to have a course prerequisite waived.

Permission to waive a prerequisite

Fill in the information below and email this form to the department chair or coordinator of the course for which you are requesting to have the prerequisite waived.

Student:

Name _____	Student # _____
Course ID _____	Section # _____
Student Signature* _____	

Chair/Coordinator:

<input type="checkbox"/> I give permission for the prerequisite of the course indicated above to be waived.	
_____ Chair/Coordinator*	_____ Date

Instructions for Student

Complete the top section and email to your Chair or Coordinator for approval. You can find their name in the Employee Directory at <https://isapp.viu.ca/tds/search.asp>. Change the *Search By* field to Title and type Chair in the *Search Name*. Or email your Area Secretary for assistance.

Instructions for Chair/Coordinator

Please forward the completed form to either study@viu.ca for international students, or registration@viu.ca, for domestic students.

***In normal circumstances, it would be required that all parties necessary would need to sign this form. Instead, please type your name into the signature space provided.**