REQUEST TO ENROL IN MORE THAN 3.0 CREDITS

Undergraduate students at UTSC are able to enrol in a maximum of 3.0 credits using ROSI/ACORN. Students who are interested in taking more than 3.0 credits must be granted permission from the Registrar’s Office. If your request is approved, you will be added into the course if there is space. You may opt to be added to a waitlist if the course is full. Submit this form during the relevant request date, which can be found at utsc.utoronto.ca/registrar/enrol-more-3-credits

Full Name: ________________________________  Student #: ________________________________  
UofT Email: ________________________________  Date: ________________________________

<table>
<thead>
<tr>
<th>Session (Fall, Winter, Summer)</th>
<th>Course Code</th>
<th>Section Code (F, Y, or S)</th>
<th>Lecture Section (LEC 01)</th>
<th>Practical Section (PRA 0003)</th>
<th>Tutorial Section (TUT 0003)</th>
<th>Add me to the waitlist if course is full</th>
<th>Staff Initial when course is added</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Y / N</td>
</tr>
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<td></td>
<td>Y / N</td>
</tr>
</tbody>
</table>

Reason for Request (continue on back if necessary):

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

☐ I declare that I am not on academic probation
☐ I declare that I have not been approved to write a deferred exam in this session
☐ I declare that I do not fall under any additional credit load restrictions as noted above or required elsewhere
☐ I am not a BBA student (if you are, please follow the instructions in the Calendar – do not use this form)

Student Signature: ________________________________

OFFICE USE ONLY:

☐ Permission granted. They may enrol in a maximum of ______ credits for the session listed above.
☐ Request is denied

Staff Signature: ___________________________________  Date: ________________________________

(DIRECTOR OF STUDENT SERVICES or DESIGNATE)

Next steps (if applicable):

☐ ____________ is full. Student has been contacted and advised to contact the Program Advisor / Supervisor

(COURSE CODE)

Staff Signature: ___________________________________  Date: ________________________________
Academic probation
Students are placed on academic probation when they have attempted 3.0 credits and have a cumulative grade point average (CGPA) of less than 1.60.

Course load restriction:
Students on academic probation are restricted to register in a maximum course load of 2.0 credits per session, and will not be eligible to take more than 3.0 credits until they clear probation or return to good academic standing.

Deferred Examination(s)
Students approved to write a deferred examination(s) are required to reduce their course load in the session in which they expect to write their deferred exam by the credit value of exams deferred. A standard course load is 2.5 credits per session. Refer to the chart below to help you determine what your course load maximum is if you are approved to write a deferred exam:

<table>
<thead>
<tr>
<th>Credit value of deferred exam(s)</th>
<th>Maximum course load that you are allowed to take in the session leading up to your deferred exam(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>2.0 credits</td>
</tr>
<tr>
<td>1.0</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>1.5</td>
<td>1.0 credits</td>
</tr>
<tr>
<td>2.0</td>
<td>0.5 credit</td>
</tr>
<tr>
<td>2.5</td>
<td>Not permitted to enrol in any courses</td>
</tr>
</tbody>
</table>

BBA Students
Students pursuing a BBA degree may take a maximum of 3.0 credits per semester. In some cases, where a student can provide academic rationale for a request to take more than 3.0 credits, a request may be considered provided that students meet the academic eligibility as noted in the Calendar before an exception can be made. For more details, please refer to the Management section under the title “Overall course load limit for BBA students.”

Additional Notes:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry’s website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen’s Park Crescent West, Toronto, ON, M5S 1A8.