

This form will serve as the course offering, will confirm that the student has Department approval to register in course, and will be processed as the student's registration in the course. Applicable tuition and student fees will be charged to student's account.

PART A - STUDENT/COURSE INFORMATION

STUDENT NAME: _____ STUDENT NUMBER: _____

DEPARTMENT/COURSE NUMBER & TITLE: _____

TOPIC/PROJECT TITLE (if applicable): _____

INSTRUCTOR IN COURSE: _____

START DATE: _____ END DATE: _____ DATE OF FINAL EXAM (if required): _____

ON-CAMPUS OFF-CAMPUS MATERIAL/SERVICE FEE? NO YES \$_____

PART B – ADMINISTRATIVE APPROVAL

SIGNATURE OF INSTRUCTOR(S)	DATE	SIGNATURE OF DEPARTMENT CHAIR(S)	DATE
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SIGNATURE OF GRADUATE STUDIES CHAIR/COORDINATOR (if applicable)	DATE	SIGNATURE OF DEAN	DATE
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FOR FACULTY OFFICE USE ONLY

ON LOAD: _____ OVERLOAD: _____ ADDED TO TEACHING LOAD ON: _____

COPIED TO INSTRUCTOR ON: _____ CONTRACT COMPLETED ON: _____

NOTES: _____

PART C – STUDENT REGISTRATION
STUDENT REGISTRATION APPROVAL

I understand that by signing this form that I am registering for the above course and responsible for tuition fee payment.

Name (please print)	Signature	Student #	Date
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In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at [Personal Information Collection/Disclosures](#).

 Return completed form to Financial & Registration Services, 2nd Floor, Clark Hall, 270-18th Street, Brandon MB R7A 6A9
 Phone: 204-727-9724 or 204-727-7313 Fax 204-726-4573 Email: finreg@brandonu.ca
PART D – FINANCIAL & REGISTRATION SERVICES
FOR FINANCIAL & REGISTRATION SERVICES USE ONLY

YEAR: _____ SESSION: _____ TERM: _____ SECTION: _____ COURSE TYPE: _____

MATERIAL FEE \$ _____ TRANSACTION TYPE _____ G/L CODE _____ AUTHORIZATION _____

 On-Campus Off-Campus GRADUATE: Yes No

CREATED BY: _____ DATE: _____ VERIFIED BY: _____ DATE: _____