



**"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 (Please 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 (Please Print)	Ext. #	Date (DD/MM/YY)
_____	_____	_____	_____

**IMPORTANT PLEASE READ**

**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**.

**NOTE:** 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.

## **INSTRUCTIONS FOR COMPLETING THE CROSS-REGISTRATION FORM**

You must complete a separate form for **each term**.

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. **Continue according to the type of course requesting (I or II):**

### **I - On-campus courses**

5. Obtain your **Laurier** program academic advisor approval(s), **Section D**
6. Obtain **Laurier** Department signature, if required (ONLY if subject is different from current program and is offered at Laurier), **Section E**
7. Obtain instructor or departmental approval at **UWaterloo**, **Section B**
8. Submit the completed and approved cross-registration form to the Service Laurier

**OR**

### **II - Online courses**

5. Obtain **Laurier** program academic advisor approval, **Section D**
6. Obtain **Laurier** Department signature, if required (ONLY if subject is different from current program and is offered at Laurier), **Section E**
7. Submit the completed and approved cross-registration form to the Service Laurier

Processing time is normally 5-10 business days once the term registration begins. Confirm cross-registered course enrolment status on LORIS.