



## ADD/DROP/WITHDRAW NOTICE FORM

IMPORTANT: This form is for completion and submission by currently registered students only.

### PERSONAL INFORMATION

Note: Before completing the form, please read instructions on reverse.

Student ID #	Legal Surname	First Name	Middle Name
Program currently registered in	Semester: (Use a separate form for each semester)	Fall <input type="radio"/>	Winter <input type="radio"/>
		Intersession <input type="radio"/>	Summer <input type="radio"/>

### CHANGE REQUEST

	Course Code	Course Title		Course Code	Course Title
Drop			Add		
Drop			Add		
Drop			Add		
Drop			Add		
Drop			Add		

### SIGNATURES - THIS SECTION MUST BE COMPLETED AND SIGNED

Program Comments	
<hr/> <hr/>	
Add/Drop approved by:	
Faculty Advisor Signature	Date
Student Signature	Date
Student Name (please print)	Telephone Number

### OFFICE OF THE REGISTRAR

Current Term:	Balance Due: _____ <input type="radio"/> Owing <input type="radio"/> Refund	Date Processed: _____
	Refund: _____	
	Total Balance: _____	Registrar: _____

Newman Theological College (NTC) collects students' personal information to maintain records in processing your enrolment, monitoring academic progress, providing tax receipts, distributing follow-up College-related information, College research, program assessment, awards, graduation, and fundraising/alumni contact. In signing this form, an individual consents to the use of their personal information for these purposes by NTC or disclosure to third parties for operational purposes that are consistent with the mission of NTC or as required by the Statistics Act (Canada) or by the government of Alberta. This information is collected under the authority of the Freedom of Information and Protection of Privacy Act section 33(c). If you have any questions about the collection of your personal information, please contact the Privacy Officer, Dr. Jason West, at 10012-84 Street NW, Edmonton, AB T6A 0B2 or by telephone at (780) 392-2450. I agree to be governed by the policies, rules and regulations as set forth by NTC. I acknowledge that I have read the NTC Privacy Policy located at <https://www.newman.edu/NTCPrivacyPolicy> and hereby consent to the collection, use and disclosure by NTC, The Foundation of SJS and NTC, and the Archdiocese of Edmonton and its agents of my personal information (whether previously collected or to be collected) for the purposes identified in the NTC Privacy Policy..

#### Office of the Registrar

10012-84 Street, Edmonton, AB T6A 0B2

Inquiries - toll free 1.844.392.2450, phone: 780.392.2451, fax: 780.462.4013

email: [registrar@newman.edu](mailto:registrar@newman.edu), website: [www.newman.edu](http://www.newman.edu)

**INSTRUCTIONS:**

Please complete this form fully and do not leave blanks.

CHANGE REQUEST: Separate forms must be completed for each semester involved.

SIGNATURES: This must always be filled in when the student is enrolled in a Program and must include the following:  
Faculty Advisor signature and date.

The student's signature or indication from the program how the information was confirmed with the student, such as by telephone, or verbal agreement.

NOTE: The date the form is received in the Office of the Registrar will be the official date used when processing.

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