

CARLETON UNIVERSITY  
SCHOOL OF COMPUTER SCIENCE  
**Request for Admission to a GRADUATE Course**  
Return completed form to room 5302 HP

*This form should be completed by:*

- a) *Special or Undergraduate students wanting to register in graduate-level courses*
- b) *Exchange students*
- c) *graduate students for any courses that are full.*

- Please PRINT clearly and complete a SEPARATE form for each course. Incomplete forms may not be reviewed.
- In addition to completing this form, graduate students in the School of Computer Science and ISS students in Mathematics and Statistics or Systems and Computer Engineering should continue attempting to register through Carleton Central. Spaces may become available during the registration period if students withdraw. If you are able to register, please inform SCS's Graduate Administrator so that your name may be removed from the waitlist.
- A response will be given regarding this request via email or telephone AFTER mid AUGUST.
- Students unable to register in a course before classes start may want to attend the first class. Please note that students who are not formally registered may not remain in classes.
- Please note that priority must be given to graduate students in Computer Science or joint degree programs (OCICS and ISS).

Name: \_\_\_\_\_ Carleton or Ottawa Student #: \_\_\_\_\_

Email address and/or Telephone number: \_\_\_\_\_

Current Degree program: \_\_\_\_\_ Home Department & University: \_\_\_\_\_

COURSE REQUESTED (please include section letter): \_\_\_\_\_

***This section must be completed. Reason for wanting to register in this course. Demonstrate that you have prerequisites and list any background courses taken. [Provide any required attachments as indicated below.]***

**ATTACHMENTS REQUIRED**

- **SPECIAL STUDENTS** must attach to this form *1)* a completed "**Letter of Permission for a Special Student to Register in a Graduate Level Course**" [available from the Registrar, 3<sup>rd</sup> floor Tory Building] see <http://www.carleton.ca/registrar/graduateenrolment.htm> and, *2)* photocopies of academic transcripts.
- **UNIVERSITY OF OTTAWA** students who are *not* in the OCICS program or another joint program with the University of Ottawa, must attach *1)* a completed "**Ottawa-Carleton Graduate Student Exchange Form**" [Home University signatures - signatures 1 and 2 - must already be signed] and, *2)* photocopies of academic transcripts.