



UNIVERSITY  
OF MANITOBA

Faculty of Arts

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**DATE:** April 30, 2004  
**TO:** Department Heads and Program Co-ordinators, Faculty of Arts  
**FROM:** Janet Sealey, Administrative Assistant, Faculty of Arts  
**SUBJECT:** DEPARTMENTAL PERMISSION FORM - 2004-2005 Regular Session

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The attached form entitled "Departmental Permission Form" will be utilized for a variety of registration matters. I believe the form is self explanatory but nevertheless I would like to provide you with a general overview of the information required on the form.

#### SECTION A

To be completed by the student and then taken to the instructor and department head for approval. Approval must be obtained and the form presented to the Dean's Office ***not later than 4:30 p.m. on the final day for registration.*** (Wednesday, September 22, 2004 for first term and full courses and Tuesday, January 18, 2005 for second term courses).

#### SECTION B

This section must be completed by the instructor and department head and given to the student who is to be sent to the Dean's Office ***not later than 4:30 p.m. on the final day for registration*** (see above dates). We are also prepared to accept a form with the Department Head signature (or representative) only. Please note that there is an option in this area called "*Section Change. From \_\_\_ to \_\_\_.*" This is to be used when the student is currently registered in one section of a particular course and wishes to obtain space in a full section of the same course. For this option as well as the "notwithstanding lack of space" option, we are able to accept the Permission Form ***starting on Thursday, September 9, 2004.*** Prior to September 9th such students should be advised to continue to attempt to obtain space via the telephone. All Arts students who are given permission for any of the reasons listed should be directed to the Dean's Office, 3rd. Floor Fletcher Argue.

**Note:** In those situations where the department agrees to deliver the form to the Dean's Office for the student for a prerequisite waiver or written consent, the Department representative must inform the student that he/she will be required to register for the course via the telephone once the Dean's Office has entered the appropriate information to the student's record.

#### SECTION C

This section is for use by the relevant Dean's Office.

(please turn over)

OTHEROther Faculties

Students from faculties/schools other than Arts who obtain the Departmental Permission Form for the "notwithstanding the lack of space" and/or "section change" options in Section B should be directed to the Dean's Office, 3rd. Floor, Fletcher Argue. If permission is granted for the prerequisite waiver or written consent options only, such students should be directed to their home faculty/school.

Authorized Signature

In order that we may effectively administer this procedure (since there are many people involved) could you please send the name(s) and telephone number(s) of the person(s) from your department/area who are authorized to sign for all items identified in Section B of the form. It would be useful to have such a list not later than July 9, 2004.

I would like to thank you in advance for your help in this matter.

JS/ac

attach.

cc: Dean R. O'Kell  
Dean T. Nesmith  
H. Sutcliffe  
D. Alcox

# DEPARTMENTAL PERMISSION FORM

**Section A:** This section to be completed by *THE STUDENT* and presented to the *INSTRUCTOR* and *DEPARTMENT HEAD* for approval. Once Section B has been completed by Instructor and Department Head, this form must be presented to *YOUR* Dean's Office **NO LATER THAN 4:30 P.M. ON THE FINAL DATE FOR REGISTRATION AND CHANGES IN THE RESPECTIVE SESSIONS.** Consult the appropriate Academic Schedule for specific dates.

**NOTE:** This is **NOT** a registration form. The **STUDENT** must register by telephone for the course indicated except when the permission is for 'notwithstanding the lack of space'.

Name: \_\_\_\_\_  
 (Last Name) (Given Name) (Telephone #)

Student Number: \_\_\_\_\_ Faculty: \_\_\_\_\_

Regular Session 200\_ - 200\_  Summer Session 200\_ for \_\_\_\_\_

Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ (One course per form please.)  
 (I, SD, SE)

**Section B:** This section to be completed by *INSTRUCTOR* and *DEPARTMENT HEAD* no later than the final date for registration and changes in the respective Sessions. Consult the appropriate Academic Schedule for specific dates.

The Department/Program of \_\_\_\_\_ authorizes registration for the above noted student in the above noted course as follows:

notwithstanding the lack of appropriate prerequisite  written consent required  permission to audit course

notwithstanding the lack of space  section change - From: \_\_\_\_\_ To: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Instructor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Department Head)

**Section C:** This section to be completed by the *DEAN/DIRECTOR'S REPRESENTATIVE* of Faculty/School of Registration.

**Diary Comment:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**ADDF**  **CT to student**  **Date:** \_\_\_\_\_

**Registered:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments:** \_\_\_\_\_