

## Permission for Late Enrolment in Courses after Week One

This form is for students enrolled in a CASS or CAP degree program. If you are enrolled in another College you should follow the form/process provided by your College.

Use this form to document permission from the course convenor if you wish to enrol in a course after Monday of week two of semester 1 or 2 or the last day to enrol as listed on Programs and Courses for all non-standard sessions. This form is for a maximum of two courses, if you need to add more than two courses please complete another form. You can complete the form electronically or via hard copy (print and complete).

### To formally request enrolment, you must complete the following steps:

Check that the course/s you want to late enrol in fit within your program as you have planned by checking your program or other requirements for majors/minors/specialisations on [Programs and Courses](#).

Further information can be found in the [Coursework Student Guide](#). If after checking, you are still uncertain if the course will count towards your program you should see an undergraduate advisor at your College Student Office/Centre via a drop in session (CASS) or student appointment (CAP).

Complete this form, including gaining permission from your course convenor via this form or via attaching email approval from the convenor

Complete an [Application for Enrolment Change form](#)

Submit both forms, to the relevant Student Administration office (CASS or CAP – depending on which degree program you are enrolled). Note: Submission can be via hard copy or scanned copy via email to CASS ([ug.students.cass@anu.edu.au](mailto:ug.students.cass@anu.edu.au)) or CAP ([cap.student@anu.edu.au](mailto:cap.student@anu.edu.au)). If you are enrolled in a CASS/CAP flexible double degree you should submit the form to either CASS or CAP depending on whether the courses are to count towards your CASS or CAP program.

### 1. Student Details

Student ID	U									
Family name:										
Given names:										
Degree/ Program name:										
Semester/Session:										
<input type="checkbox"/> 1			<input type="checkbox"/> 2		<input type="checkbox"/> Summer		<input type="checkbox"/> Autumn		<input type="checkbox"/> Winter	<input type="checkbox"/> Spring

### 2. Course one

Course code: e.g ASIA1002	Class number: e.g. 6475
Course name:	
To count in degree as part of:	
<input type="checkbox"/> Major	<input type="checkbox"/> Specialisation
<input type="checkbox"/> Minor	<input type="checkbox"/> Elective/Other
<input type="checkbox"/> Core course	<input type="checkbox"/> Compulsory course
Please specify the above:	

Convenor's name:
Convenor's declaration
I approve this student joining this class in week:
<input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
Convenor's Signature and date:

### 3. Course two

<b>Course code:</b>	<b>Class number:</b>	<b>Convenor's name:</b>
<b>Course Name:</b>		<b>Convenor's declaration</b>
<b>To count in degree as part of:</b> <input type="checkbox"/> Major <input type="checkbox"/> Specialisation <input type="checkbox"/> Minor <input type="checkbox"/> Elective/Other <input type="checkbox"/> Core course <input type="checkbox"/> Compulsory course		I approve this student joining this class in week:  <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
<b>Please specify the above:</b>		<b>Convenor's Signature and date:</b>

### 4. Student declaration checklist

- I take full responsibility for my enrolment and course selection towards my degree requirements. I confirm that I have checked to ensure that these courses will count towards my program/ major/ minor/ specialisation/ elective requirements as planned above.
- I have sought appropriate advice before completing this form if required.
- I have attached a completed enrolment variation to this form and gained permission from the convenor.
- I acknowledge that by submitting this application form to commence a course or courses after the official start date that I will not be permitted to use late commencement in this semester/session as grounds for requests for any of the following:
- Special Consideration
  - Special/Deferred Examinations
  - Reduced Study Load
  - Exemption in the academic performance process (in the case of any failure to pass any courses this semester).
  - Complaints or Appeals regarding poor academic performance due to late commencement
- I am aware that once I am officially enrolled on ISIS, I will automatically gain Wattle access to the course Wattle site within approximately 24 hours and will not seek to be added to the Wattle site outside of this official late enrolment process.

**Student Signature:**

**Date:**

#### Office use only:

Completed by Administrator Name:

Assessment

Enrolment processed on SAS

Student notified on date:

Ready for ERMS