

**Please read all information and instructions below and complete page 2 of this form, if required.**

**NOTE:** If you have appropriate transfer courses that meet the prerequisite requirements, a form does not need to be submitted. Bear Tracks may not recognize certain transfer credits. If you are unable to register because of transfer credits, please contact a Psychology advisor via email ([psyarts@ualberta.ca](mailto:psyarts@ualberta.ca) or [psyscien@ualberta.ca](mailto:psyscien@ualberta.ca)) or at the Psychology General Office (P-217 Biological Sciences) for assistance.

If you do not have the prerequisite(s) for a course you wish to take, it **MAY** be possible to receive a waiver of the prerequisite(s). **Receiving a waiver is a rare occurrence.**

- **Waiver requests must first be approved by the course instructor before being assessed for departmental approval.**
- **All requests must be submitted to the department prior to the add/drop date.**
- **All students will be notified of the waiver decision via email once the process is complete.**

### **Instructions for Completing Page 2 and Submitting the Request**

<b>Step 1:</b>	Email or meet with the instructor of the course to explain why you feel you deserve a waiver. After discussing the requirements of the course and your background, some instructors may be willing to waive the prerequisite.
<b>Step 2:</b>	If the instructor is willing to waive the prerequisite and provide their signature, the form must then be submitted electronically to the Faculty Service Officer (FSO) for the Undergraduate Teaching and Learning Program in Psychology ( <a href="mailto:dsinghal@ualberta.ca">dsinghal@ualberta.ca</a> ), or in-person to the Psychology General Office (P-217 Biological Sciences). If you have filled out your part of the form and are needing the instructor's signature, you may bring the form to the Psychology General Office. It will be placed in the instructor's mailbox to await a signature. Once the instructor signs the form, it will be given to the FSO for review.  <b>Please note, instructor approval does not guarantee departmental approval or enrollment in the course.</b>
<b>Step 3:</b>	You will receive an email from the FSO stating the waiver decision. Please note, even if departmental approval is granted, enrollment is not guaranteed (e.g., course is currently full).

Student Information	
Name:	Email:
Student ID:	Faculty: <input type="checkbox"/> Arts <input type="checkbox"/> Science

I hereby make application to register in the following course without having the required prerequisite(s) for the course:		
PSYCH	Section:	Term:

I request that the prerequisite(s) of  be waived for the following reasons:

If granted a waiver, I understand and accept the risks and consequences involved in registering in a course without the stated prerequisite(s) or co-requisite(s) listed above. The fact that I received a waiver cannot be used as an excuse for poor performance in this course and will not be considered by the Department as grounds for complaint or a grade appeal.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

### Instructor Approval

**(Note: Instructor approval does *not* guarantee enrollment in course)**

\_\_\_\_\_  
(Name of Instructor – please print)

\_\_\_\_\_  
(Signature of Instructor)

### Departmental Approval

(Signature of FSO - Undergraduate Teaching and Learning Program in Psychology)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Protection of Privacy** - Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the *FOIP Act*) and will be protected under Part 2 of the *FOIP Act*. It will be used for the purpose of administering courses in the Department of Psychology. Should you require further information about collection, use, and disclosure of personal information, please contact: Jan Boulter, Academic Department Manager, Department of Psychology, P217 Biological Sciences Building, University of Alberta, T6G 2E9. Telephone (780) 492-0966 or Fax (780) 492-1768.