



DO YOU REQUIRE APPROVAL TO CHANGE COURSES ?

CERTIFICATE AND DIPLOMA PROGRAMS

| PROGRAM NAME | TO ADD OR DROP A COURSE ? | TO WITHDRAW FROM A COURSE? | CONTACT (OR DESIGNATES) | |
|--|----------------------------------|-----------------------------------|--------------------------------|---|
| Automotive Service Certificate | Yes | Yes | Jim Peden, RM 2915-F | |
| Business Administration | Year 1 Year 2 | Yes No | Yes No | Pat O'Meara RM 2217 or Academic Advising RM 1102 |
| Career and Academic Preparation | Yes | Yes | Renate Scheelar RM 1809C | |
| Carpentry and Construction | Yes | Yes | Gary Halvorson RM 2915-C | |
| Computer Systems Technology including Software Developer and Networking Certificates | Year 1 Year 2 | No No | Yes Yes | Brian McLachlin RM 2601 |
| Early Learning and Childcare On Campus | Year 1 Year 2 | Yes No | Yes Yes | Jane Proudlove RM 2510F |
| Early Learning and Childcare Distance Delivery | Year 1&2 | No | Yes | Distance Learning 403.357.3664 |
| Educational Assistant – On Campus | Yes | Yes | Yes | Maria Cicman RM 2500 C |
| Educational Assistant – Distance Delivery | Yes | Yes | Yes | Maria Cicman 403.342.3354 |
| Financial Services Diploma | Year 1 Year 2 | Yes No | Yes No | Pat O'Meara RM 2217 or Academic Advising RM 1102 |
| Health Care Aide | Yes | Yes | Yes | Sheila McKay, Wendy Motely RM 1509 |
| Hospitality & Tourism | Year 1 Year 2 | Yes No | Yes Yes | Robert Van Someren RM 1226 |
| Kinesiology & Sport Studies | Years 1&2 | No | No | Sharon Hamilton RM 2002F or Academic Advising RM 1102 |
| Legal Assistant | Year 1 Year 2 | Yes No | Yes Yes | Diana Gillespie RM 2607C |
| Management Certificate | No | No | No | Pat O'Meara RM 2217 or Academic Advising RM 1102 |
| Music | Year 1 Year 2 | Yes No | Yes Yes | Dale Wheeler, AC 238 |
| Office Technology | Yes | Yes | Yes | Deb Kindopp RM 2607F |
| Pharmacy Technician – On Campus | Yes | Yes | Yes | Rock Folkman RM 1506A |
| Pharmacy Technician – Distance Delivery | Yes | Yes | Yes | 403.342.3237 or 403.342.3206 |
| Practical Nurse | Yes | Yes | Yes | Sheila McKay, Ida Murray, Deanna Nickoriuk, Marcia Duncombe RM 1509 |
| Social Work | Year 1 Year 2 | Yes No | Yes Yes | Elaine Spencer RM 3121 |
| Theatre Performance & Creation and Theatre Studies - Acting | Year 1 Year 2 | Yes No | Yes Yes | Dale Wheeler, RM AC 238 |
| Theatre & Entertainment Prod. and Theatre Studies - Technical | Year 1 Year 2 | Yes No | Yes Yes | Dale Wheeler RM AC 238 |
| Unit Clerk Year 1 | Yes | Yes | Yes | Deb Kindopp RM 2607F |
| Virtual Assistant | No | Yes | Yes | Deb Kindopp RM 2607F or Distance Learning 403.357.3664 |
| Visual Arts | Year 1 Year 2 | Yes No | Yes Yes | Jason Frizzell RM 2915A |

UNIVERSITY TRANSFER PROGRAMS

| PROGRAM NAME | TO ADD OR DROP A COURSE? | TO WITHDRAW FROM A COURSE? | CONTACT (OR DESIGNATES) | |
|--|---------------------------------|-----------------------------------|---|-------------------------|
| Bachelor of Arts | No | No | Academic Advising RM 1102 | |
| BA Recreation & Leisure Studies | No | No | Academic Advising RM 1102 | |
| Bachelor of Commerce | No | No | Academic Advising RM 1102 | |
| Bachelor of Education | No | No | Academic Advising RM 1102 | |
| Bachelor of Fine Art | Year 1 Year 2 | Yes – Chair No | Yes – Chair Yes – Chair | Jason Frizzell RM 2915A |
| Bachelor of Kinesiology | No | No | Academic Advising RM 1102 | |
| Bachelor of Science (except Engineering and Nursing) | No | No | Academic Advising RM 1102 | |
| Bachelor of Science Engineering | Yes – Chair | Yes – Chair | Warren Elgersma RM 1607-E | |
| Bachelor of Science Nursing | Yes – Chair | Yes – Chair | Sheila McKay, Ida Murray, Deanna Nickoriuk, Marcia Duncombe RM 1509 | |

OTHER PROGRAMS

| PROGRAM NAME | TO ADD OR DROP A COURSE? | TO WITHDRAW FROM A COURSE? | CONTACT (OR DESIGNATES) |
|------------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| Open Studies | No | Yes | Academic Advising RM 1102 |
| Motion Picture Arts Applied Degree | Yes – Chair No | Yes – Chair Yes – Chair | Dale Wheeler RM AC 238 |
| Unclassified | No | No | Academic Advising RM 1102 |

CAN YOU ADD AND DROP COURSES ONLINE?

YES ... if approval is not required (see above).

NO ... if approval from your chairperson or an academic advisor is required. Obtain the signature of the appropriate person on an Add/Drop form and take it to the Registrar's Office.

CAN YOU WITHDRAW FROM COURSES ONLINE?

NO ... all students must complete a Course Withdrawal form and take it to the Registrar's Office to be processed prior to the withdrawal deadline. See the Academic Schedule for important dates.

APPROVAL IS NOT REQUIRED TO CHANGE FROM ONE SECTION OF A COURSE TO ANOTHER SECTION OF THE SAME COURSE (e.g. drop PSYC 260 A and add PSYC 260 G), as long as there is room in the new section.

... although a signature may not be required to add, drop or withdraw from courses, please consult with an academic advisor or your chairperson if you have any questions.

ACADEMIC ADVISING:

Room 1102
403.342.3400

advisors@rdc.ab.ca

http://www.rdc.ab.ca/future_students/campus_services/academic_advising/