



# DO YOU REQUIRE APPROVAL TO CHANGE COURSES ?

## CERTIFICATE AND DIPLOMA PROGRAMS

<b>PROGRAM NAME</b>	<b>TO ADD OR DROP A COURSE ?</b>	<b>TO WITHDRAW FROM A COURSE?</b>	<b>CONTACT (OR DESIGNATES)</b>
Automotive Service Certificate	Yes	Yes	Gilbert Renaud RM 2915-F
Business Administration	Year 1 Year 2	Yes No	Pat O'Meara RM 503H DSB or Academic Advising RM 1102
Career and Academic Preparation	Yes	Yes	Academic Advising RM 1102
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	Allison MacNabb RM 2500C
Early Learning and Childcare On Campus	Year 1 Year 2	Yes No	Jane Proudlove RM 2510F
Early Learning and Childcare Distance Delivery	Year 1&2	No	Maureen Girvan RM 2510
Educational Assistant – On Campus	Yes	Yes	Maria Cicman RM 2607B
Educational Assistant – Distance Delivery	Yes	Yes	Maria Cicman 403.342.3354
Financial Services Diploma	Year 1 Year 2	Yes No	Pat O'Meara RM 503H DSB or Academic Advising RM 1102
Health Care Aide	Yes	Yes	Maureen Matejka RM 1509-1
Hospitality & Tourism	Year 1 Year 2	Yes No	Robert Van Someren RM 1226
Kinesiology & Sport Studies	Years 1&2	No	Sharon Hamilton RM 2002F or Academic Advising RM 1102
Legal Assistant	Year 1 Year 2	Yes No	Fred Cardwell RM 429 DSB
Management Certificate	No	No	Pat O'Meara RM 503H DSB or Academic Advising RM 1102
Music	Year 1 Year 2	Yes No	Dale Wheeler, AC 238
Office Technology	Yes	Yes	Bev McCrostie RM 417 DSB
Pharmacy Technician – On Campus	Yes	Yes	Rock Folkman RM 1506A
Pharmacy Technician – Distance Delivery	Yes	Yes	403.342.3237 or 403.342.3206
Practical Nurse	Yes	Yes	Maureen Matejka RM 1509-1
Social Work	Year 1 Year 2	Yes No	Elaine Spencer RM 3121
Theatre Performance & Creation and Theatre Studies - Acting	Year 1 Year 2	Yes No	Dale Wheeler, RM AC 238
Theatre & Entertainment Prod. and Theatre Studies - Technical	Year 1 Year 2	Yes No	Dale Wheeler RM AC 238
Unit Clerk	Year 1	Yes	Brenda Stevenett RM 414 DSB
Virtual Assistant	No	Yes	Bev McCrostie RM 417 DSB
Visual Arts	Year 1 Year 2	Yes No	Jason Frizzell RM 2915A

## UNIVERSITY TRANSFER PROGRAMS

<b>PROGRAM NAME</b>	<b>TO ADD OR DROP A COURSE?</b>	<b>TO WITHDRAW FROM A COURSE?</b>	<b>CONTACT (OR DESIGNATES)</b>
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 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	Maureen Matejka RM 1509-I

## OTHER PROGRAMS

<b>PROGRAM NAME</b>	<b>TO ADD OR DROP A COURSE?</b>	<b>TO WITHDRAW FROM A COURSE?</b>	<b>CONTACT (OR DESIGNATES)</b>
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](mailto:advisors@rdc.ab.ca)

[http://www.rdc.ab.ca/future\\_students/campus\\_services/academic\\_advising/](http://www.rdc.ab.ca/future_students/campus_services/academic_advising/)