



University of Victoria

Academic Advising for Humanities, Science & Social Sciences

REQUEST FOR INTERFACULTY DEGREE PROGRAM

NAME OF STUDENT: Last Name First Name
UVIC STUDENT NUMBER: V00- UVIC EMAIL ADDRESS:

The above student is currently registered in the Faculty of:

- Education Engineering Fine Arts Human and Social Development Humanities Science Social Sciences School of Business

The current declared program is:

- BA BCom BCYC BEd BEng BFA BMus BSc BSEng BSN BSW Honours Major Minor Diploma Certificate Concurrent Other

Area(s) of Study:

Please add drop change to the following program:

- Honours Major Minor Diploma Certificate Concurrent Other

Area(s) of Study:

Please read the following carefully:

- I have requested the change(s) noted above, and I authorize the new program.
When I am notified that my program has been changed, I will review my CAPP Degree report on-line and contact the appropriate Advising Centre or Academic Adviser if I have questions about my remaining degree requirements.
Should I decide on any further changes to my program, I must notify my Faculty/School /Advising Centre in writing as soon as possible. I realize that program changes will not be made automatically based on course registration or by meeting the requirements for another program.
I understand that it is my responsibility to ensure that my degree program requirements are completed.
In no case will a program change be processed after my degree has been awarded.

Signature of Student

Date

Signature of student's registered Faculty or School Adviser

Date

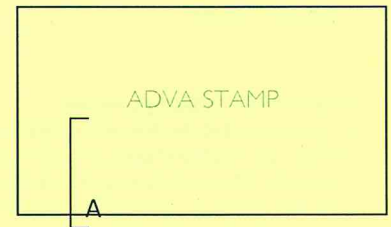
Signature of Adviser for Faculty or School of second program

Date

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided in this form will be used only for the purposes of determining eligibility and permission for taking a course at another post-secondary institution for credit towards a University of Victoria degree. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.

FOR ADVISING USE ONLY:

- Once the request to add, drop or change the program noted above has been approved by the student's home Faculty or School, and signed by both the student and the Faculty or School adviser, forward the form to the appropriate Adviser for update.
- The Adviser for the student's home Faculty or School must **NEVER** update coding in BANNER INB for the added program; the coding is not always transparent and errors will mean the wrong program in CAPP reports.
- The Adviser responsible for the added or dropped program will update the coding in BANNER INB. This will mean that the ID on the update will be applied to the original program as well, **BUT NO CHANGES WILL BE MADE TO THE STUDENT'S ORIGINAL PROGRAM.** For example, if a student is registered in Fine Arts and wants to add a Minor in English, the INB ID will show that one of the Academic Advisers in Humanities, Science or Social Sciences has updated both the Fine Arts program as well as the English program, but any adjustments required will be done by the appropriate Adviser.
- The Adviser will make any adjustments required to the added program on the student's CAPP report.
- Once this has been done, the Adviser will send an e-mail to the student to inform him/her that the program has been updated, and ask that the new CAPP report be reviewed. A copy of the e-mail will also be sent to the student's home Faculty or School adviser.
- The Adviser will sign the form, keep a copy for the file, and return it to the student's home Faculty or School Adviser.



November 2013