**Undergraduate Student Services**

**Faculty** **of Arts**

6-5 Humanities Centre arts.undergrad@ualberta. ca Tel: 780.492.4295 Edmonton, Alberta, Canada T6G 2E5 www.arts.ualberta.ca Fax: 780.492.6325

 Toll Free (In Canada): 1.888.533.5735

# REQUEST FOR PROGRAM CHECK

## Please note that it will take a minimum of three weeks (longer during peak periods) for your completed program checklist to be ready.

## Only courses in which you are currently registered will be included in this program check. Any changes you make to your registration after the date that your program check was completed will not be reflected in our written response or on the program checklist.

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Your response will be e-mailed **ONLY to your U of A e-mail account**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ualberta.ca (hotmail, yahoo, etc. cannot be used) (Please print clearly)  |

**Academic Program:**

 BA Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **OR**

 Double Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have not yet formally declared your major/minor/double major please submit a *Declaration or* *Change of Major/Minor* form in addition to this form.

A major/minor or double major selection is important and we CANNOT do a full degree assessment if left undeclared.

 BA Honors in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B Des B Music/Educ BFA Drama Certificate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B Music BFA Art & Design BA Criminology

Questions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SECTION 22.1.1 of the University Calendar states:*

Students are responsible for familiarizing themselves with the requirements and limitations of their programs as specified in each faculty section of the calendar, for ensuring that their programs are properly planned and in accordance with degree specifications, and for the completeness and accuracy of their registration. They are also responsible for adjustments in registration made necessary by changes to their academic status. **Remember that you are the one ultimately responsible for your program! Ensure that you verify the information on your program check list once it is received and notify the USS office as soon as possible if you have any questions or concerns.**

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personal information requested on this form is collected under the authority of the University Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act to administer programs offered by the Faculty of Arts. Certain personal information may be made available to other University of Alberta departments for purposes of administration of the program and to federal and provincial departments and agencies under appropriate legislative authority. Personal information is protected under the Alberta Freedom of Protection of Privacy Act. For further information, contact the Faculty of Arts Undergraduate Student Services: 6-7 Humanities, (780)492-4295 or (toll-free in Canada) 1-888-533-5735.*

|  |
| --- |
| **For Faculty Use Only:** |
| **Advisor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Checklist:** 🗖 E-Mailed 🗖 Mailed **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**H:\Common\Form originals\Program check request.doc updated Sept 20, 2011 JU**