Centre for Industrial Relations and Human Resources
IRE COURSE ENROLMENT REQUESTS
From Graduate Students - Other Departments

Students currently registered in a graduate program at the University of Toronto are eligible to apply for enrolment in IRE graduate courses. Review the current timetable and **course prerequisites** online at:
http://www.cirhr.utoronto.ca/courses/mirhrtimetables-2/

How to Apply: The application has two forms. When applying to courses in different terms, please use separate sets of application forms.

1. Course Add/Drop Form signed by the home department's chair/coordinator.
2. IRE Course Enrolment Request Form.

Deadlines and Approvals: Results will be communicated to applicants via e-mail prior to the first class. Please refrain from inquiring about the status of your request. **The instructor is not able to approve a student's enrolment in the course.** Incomplete applications will be returned.

Process	Fall Term (Sep to Dec)	Spring Term (Jan to Apr)	Summer Term (May to Aug)
Request Deadline	August 29	December 15	April 15
Results Communicated	Early September	Early January	Early May

Last Name:	First Name:
Student No:	UofT Email: @mail.utoronto.ca
Home Dept:	Degree Program:

Session/Term: ☐ Fall   ☐ Winter   ☐ Summer

Students must have completed the stated academic prerequisite as listed on the Centre's timetable. An equivalent course may be accepted as a substitute. If the completed prerequisite course was not an IRE graduate course, then attach the course outline. Work experience will not be considered as a substitute.

Prerequisite Course Code & Title	University (if not an IRE graduate course)

Return **both** the approved Course Add/Drop Form and the IRE Course Enrolment Request Form to:

Centre for Industrial Relations and Human Resources
121 St. George Street, Room 206
Fax: (416) 978-5696
Email: cir.info@utoronto.ca

If you are currently enrolled in, or have completed, other IRE Graduate Courses, please list them below

Session/Term	Course Code	Course Title

MIRHR Program Services Use Only

☐ Approved   Post _____   ☐ Space Released

Course Add/Drop Form

University of Toronto — School of Graduate Studies

Complete section A or B. Check the SGS Calendar for deadlines to drop courses. <u>Note</u>: If a student intends to drop all courses, a separate Program Withdrawal Form must be completed.

Name:	Student Number:
Degree:	Session:
Department:	Full-time ❑ Part-time ❑

A. I apply to <u>ADD</u> the following courses/activities to my current program.

Academic Activity Code	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

B. I apply to <u>DROP</u> the following courses/activities from my current program.

Academic Activity Code	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Student's Signature:		Date:
Supervisor (if applicable):	Dept:	Date:
Home Instructor (if applicable):		Date:
Home Chair/Coordinator:		Date:
Host Instructor (if applicable): (Inter-dept. enrolment; only when adding courses)	Dept:	Date:
Host Chair/Coordinator: (Inter-dept. enrolment; only when adding courses)		Date:
Entered on ROSI ❑ (Inter-dept. enrolment; only when adding courses)		Date: