



E-CAMPUS ONTARIO - WESTERN

Request for Letter of Permission to Attend Western University

This form has been developed for students wishing to enroll in Western's E-Campus Ontario distance-learning courses; *whose home institution does not have a Letter of Permission process.* Courses taken at Western may be eligible for credit at the student's home institution.

Student Information – Student to complete (please print)

Student Name		
Home Address		Student Number (home institution)
City/Province/Country		Postal Code
Phone Number		Email
Current Program at Home Institution:	Faculty or Department and Program:	
Permission Requested to Attend: Western University	During:	Select one:
	Year: 20__	Spring/Summer <input type="radio"/> Fall/Winter <input type="radio"/>

E-Campus Ontario Course(s) Request -A list of Western courses offered through E-Campus Ontario can be found at: OOLC.on.ca. Be sure to include all of the information required below. Approvers can be Deans, Academic Counsellors, or Departmental Chairs/Program Directors. The home institution is responsible for making sure that students have the required prerequisites. Not having the prerequisites prior to registration in a Western course cannot be used as a basis for an appeal.

Western Course Number	Course Name/Title	Course Weight	Course Level	Prerequisites for the course	Prerequisites Met/Taken	Dept Approval Initial
<i>Example: CALC 1000</i>	<i>Calculus I</i>	<i>1.0</i>	<i>Year 1</i>	<i>MCV4U</i>	<i>Yes</i>	<i>MB</i>
Comments:						

Student Signature		Date:
Approvers Signature	Approvers Name (Printed):	Date



E-CAMPUS ONTARIO

Request for Letter of Permission to Attend Western University

Important Information: Please Read Carefully

E-Campus Process information for Visiting Student registration at Western is available at: OOLC.uwo.ca

Your request to become a Visiting Student will not be processed until this form and the E-Campus Ontario Visiting Student form are received by the Records Office:

Letters of Permission
Room 2140, Western Student Services Building
Western University
London, ON N6A 3K7 Fax: 519-661-3388

If your home institution already has a Letter of Permission form, use that form for this process. This form is only for those students whose home institutions do not have a Letter of Permission process. To determine whether your home institution has a Letter of Permission process, contact the Registrar's Office or Faculty Dean's Office.

Enrollment will only be permitted for the SPECIFIC courses listed on your "Request for Letter of Permission to Attend Western University" form.

Western cannot guarantee that all Visiting Students will be successful in their selection of courses. It is recommended that students include more courses on this form than they wish to take as backup if the courses they have selected are at capacity.

The Letter of Permission student is required to know and have completed the prerequisites for the requested Western courses. They can be found at: <http://www.westerncalendar.uwo.ca/>
First, select the Academic Calendar, and then *Undergraduate Course Information* from the left-hand side to find Western courses.