COURSE ADDITION FORM FOR PLAR & TUTORIAL

ST. CLAIR
C O L L E G E

TO: Scheduling Office (Box33)   Email: DL_Scheduling@stclaircollege.ca

From: _____   DATE: _____

PLEASE COMPLETE IN FULL
Rationale:

_____
_____
_____

Student Name: _____   Student #: _____

Student Signature: _____   Date: _____

Program Name: _____

International Student: YES   NO

_____

YEAR/TERM: _____ FALL   _____ WINTER _____ SPRING

Start Date: _____ End Date: _____ Units of Credit: _____

Total No. of weeks: _____ Hours per week: _____ Total No. of Hours: _____

Course Code: _____   Course Name: _____

Course Section: _____   PLAR (Portfolio)= **097** (Windsor) or **597** (Chatham)
                                                  PLAR (Challenge) = **098** (Windsor) or **598** (Chatham)
                                                  Tutorial = **099** (Windsor) or **599** (Chatham)

_____

Tuition Amount: _____   Please note that this does not include ancillary fees. These fees will be assessed and added by the Registrar's Office at the time of enrollment.

APPROVALS

Faculty Name:	Faculty Signature:	Date:
Chair Name:	Chair Signature:	Date:

REGISTRATION PROCEDURES FOR PLAR & TUTORIAL

PLAR and Tutorials may be used in the following situations:

1. The student must be <u>in the final year</u> of his/her program of study and <u>eligible to graduate in the current academic year</u> or the requested PLAR or tutorial course in <u>necessary to proceed in the program</u>;
2. The course for which the student requests a PLAR or Tutorial <u>must be required to complete</u> program requirements;
3. The course is <u>not otherwise scheduled</u> in the academic year;
4. A faculty member must be available and willing to teach the course;
5. The course is deemed suitable for PLAR or Tutorial delivery by the Subject Chair.

"Course Addition Form for PLAR & Tutorial" forms are available in the Program Chairs' offices or on College website: https://www.stclaircollege.ca/forms

- The Program Chair must complete the **"Course Addition Form for PLA & Tutorial"** and submit it to the Scheduling Office by emailing DL_Scheduling@stclaircollege.ca or through inter- office mail (Box 33). The information from the submitted form will be loaded on the student system.
- Once approval is received and the course is loaded on the student system, the Faculty/Chair must notify the student to contact the Registrar's Office to register and pay the tuition fee for the course to be enrolled (in person or by email: info@stclaircollege.ca).
- The additional form: "**Request for Academic Credit for Previous Work and Life Experiences" (PLAR)** and all accompanying supporting documentation must be submitted to the Registrar's Office. Once complete, please email information to Juli Vlaminck at jvlaminck@stclaircollege.ca. This form can be found on the College website: https://www.stclaircollege.ca/forms
- Once the Chair's approval has been received and the student is registered, the faculty member and student may commence the PLAR or Tutorial
- Payment for the PLAR or Tutorial will not be processed to the instructor unless prior approval is received from the Chair and until a grade has been provided for the student. PLAR or Tutorials must be completed within the semester commenced