ST. CLAIR COLLEGE

COURSE ADDITION FORM FOR ==TUTORIAL==

TO: Scheduling Office (Box33)   Email: 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: _____   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 TUTORIALS

Tutorials may be used in the following situations:

1. Only one tutorial course per student per semester is permitted and the student and course eligibility requirements of this policy must be met. The only exception is the allowance of two (2) courses if a student is in a graduating semester.

2. The student must meet one of the following criteria:

    - has withdrawn from a course after completing at least two-thirds of the prescribed hours due to external circumstances over which the student had little or no control or;

    - has failed a course due to external circumstances over which the student has little or no control, or;

    - had failed a course by no more than 5%, unless approved by the Vice President, Academic;

    - is in the final year of his/her program of study and eligible to graduate in the current academic year except for the course for which a tutorial is being proposed, or in a non- graduating year and the requested tutorial course is the only course needed to proceed without restriction to the next semester in the program

3. The course for which the student requests a Tutorial <u>must be required to</u> <u>complete</u> program requirements;
4. The course is <u>not otherwise scheduled</u> in the academic year;
5. A faculty member must be available and willing to teach the course;
6. The course is deemed suitable for Tutorial delivery by the Subject Chair.

    - ➢ **"Course Addition Form for Tutorial"** is available on the College website: https://www.stclaircollege.ca/forms

    - The Program Chair must complete the **"Course Addition Form for Tutorial"** form and submit it to the Scheduling Office by emailing Scheduling@stclaircollege.ca. 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 Scheduling Office must notify the Registrar's Office to register and notify the student regarding their registration and tuition fees for the course.
    - Once the Chair's approval has been received and the student is registered, the faculty member and student may commence the Tutorial.
    - Payment for the 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. Tutorials must be completed within the semester commenced.

Updated December 2024