

## TUTORIAL OR SELF-DIRECTED STUDY REGISTRATION FORM

### SECTIONS 1 AND 2 MUST BE COMPLETED BEFORE THIS FORM IS SUBMITTED.

NOTE: The Office of the Registrar and Admissions will not retain a copy of this form beyond the end of the academic year. You are encouraged to retain your copy for future reference.

#### SECTION 1 - STUDENT

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course No. (e.g. ENGL2105): \_\_\_\_\_ No. of Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Reason for Tutorial or Self-directed Study: \_\_\_\_\_

\_\_\_\_\_

Approved by Program Dean: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that this course will not be registered until related tuition and fees have been paid in full. Once registered, fees are non-refundable should I choose to drop course.

Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION 2 - SCHOOL

**Section 2 Procedure: Must be completed by the Professor/Instructor and then to the Dean.**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Professor/Instructor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Academic School Dean: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ *Dean to check appropriate account number (below) for payment. After sections 1 and 2 are completed, submit the form to enrolment@cbu.ca.*

#### SECTION 3 - OFFICE OF REGISTRAR AND ADMISSIONS

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bachelor of Education             | <input type="checkbox"/> Bachelor of Social Work | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Education Diploma                 | <input type="checkbox"/> Post-Baccalaureate      | _____   |
| <input type="checkbox"/> Master of Education               | <input type="checkbox"/> Nursing                 |   |
| <input type="checkbox"/> Master of Business Administration | <input type="checkbox"/> All other undergraduate |   |

Student notified Date: \_\_\_\_\_  Student registered Date: \_\_\_\_\_

#### SECTION 4 - PAYROLL

Amount Paid: \_\_\_\_\_  Spring 10-0-980000-42125  Summer 10-0-980000-42130  
 Fall 10-0-980000-42105  Winter 10-0-980000-42105

**Tutorial may not begin until registration is complete and payment is received.**