

## TUTORIAL OR SELF-DIRECTED STUDY REGISTRATION FORM

**SECTIONS ONE AND TWO MUST BE COMPLETED BEFORE THIS FORM IS PRESENTED TO THE REGISTRAR'S OFFICE.**

NOTE: The Registrar's Office 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. ENGI205): \_\_\_\_\_ No. of Credits: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### SECTION 2 - SCHOOL

**Section 2 Procedure: Take the form to 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, present the form to the Registrar's Office.*

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### SECTION 3 - REGISTRAR'S OFFICE

Tuition Fee \$ \_\_\_\_\_ Computing Fee \$ \_\_\_\_\_ Student's Union Fee \$ \_\_\_\_\_

Lab Fee \$ \_\_\_\_\_ Late Registration Fee \$ \_\_\_\_\_ Major Activities Fee \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Date of Payment: \_\_\_\_\_  Grade Reported

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### 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.**