

Tutorial, Topics, Thesis Special Course Offering Form

This form will serve as the course offering and will be processed as the student's registration in the course.

PART A - STUDENT INFORMATION & REGISTRATION APPROVAL

By signing this form, I understand that I am registering for the course indicated below and am responsible for tuition fee payment.

STUDENT NAME: _____ STUDENT NUMBER: _____
SIGNATURE: _____ DATE: _____

In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at [Personal Information Collection/Disclosures](#).

PART B – COURSE INFORMATION

COURSE NUMBER: _____ COURSE TITLE: _____
INSTRUCTOR(S): _____
YEAR: _____ SESSION: _____ TERM: _____
DELIVERY: On-campus MATERIAL/ SERVICE FEE? Yes FEE AMOUNT (\$): _____
 Off-campus No

PART C – ADMINISTRATIVE APPROVAL

INSTRUCTOR SIGNATURE(S): _____ DEPT CHAIR SIGNATURE(S): _____
DEAN SIGNATURE: _____ DEAN SIGNATURE: _____
(Faculty offering course) (Supervisor's Faculty; required in addition to Course Faculty Dean for cross-faculty thesis supervision only)
GRADUATE STUDIES CHAIR/COORDINATOR SIGNATURE: _____
(if applicable)

ON LOAD: _____ OVERLOAD: _____ ADDED TO TEACHING LOAD DATE: _____

COPIED TO INSTRUCTOR DATE: _____ CONTRACT COMPLETED DATE: _____

NOTES:

Return completed form to Financial & Registration Services, 2nd Floor, Clark Hall, 270-18th Street, Brandon MB R7A 6A9 Phone: 204-727-9724
Fax 204-726-4573 Email: finreg@brandonu.ca. This form is available in alternate formats upon request.

PART D – FINANCIAL & REGISTRATION SERVICES

YEAR: _____ SESSION: _____ TERM: _____ SECTION: _____ COURSE TYPE: _____
MATERIAL FEE \$: _____ TRANSACTION TYPE: _____ G/L CODE: _____ AUTHORIZATION: _____
 On-campus Undergraduate
 Off-campus Graduate
CREATED BY: _____ DATE: _____ VERIFIED BY: _____ DATE: _____