Guided Study Course Contract

Office of the Registrar
700 Royal Avenue
New Westminster, BC V3L 5B2

Douglas College

PROCEDURE

1. The student applies for a Guided Study Contract at the office of the Department Head.
2. If the contract is approved, the student takes the contract to the Registrar's Office. The staff register the student in the course and enter the course fees owing on the contract.
3. As soon as the student is registered in the course, they take all five copies of the contract to the cashier and pay for the course. The cashier takes the bottom copy for Accounting and the fourth copy is given to the student.
4. The cashier sends the top three copies to the Department.
5. After the contract is completed, signed by the Dean and a grade awarded, the three copies are sent to the Registrar's office. After the grade is recorded by Records, the original goes into the student's file, the second copy goes to the Dean and the third copy goes to Personnel.

PLEASE PRINT HARD, YOU ARE MAKING 5 COPIES

STUDENT NUMBER

Surname	Given Name
Street	
City	Province
Postal Code	Phone No.

Crn: _____ Subject: _____

Course #: _____ # Credits: _____

Instructor's Name: _____ Dept: _____

Period of Study From: _____ To: _____

Normal time and place of scheduled meetings with the instructor:

_____

_____

_____

The student registers for this course having read and accepted the objectives, assignments and requirements with regard to regular meetings as conditions to be fulfilled for its successful completion. The instructor agrees to meet and supervise the student as designated above.

(Student) _____

Date Approved: _____ (Instructor) _____

Cost Centre: _____ (Dean) _____

Instructor's Fee: $ _____ Course Fee: $ _____

I certify that the parties to this agreement have completed their responsibilities as detailed above.

The grade awarded in this course is _____

I recommend payment:

_____
Date

_____
Dean

_____
Date

_____
Records Supervisor

DLS: Registrar/Forms/Guided5.pm5

WHITE: STUDENT'S FILE GREEN: DEAN PERSONNEL: CANARY PINK: STUDENT GOLDEN ROD: CASHIER