COURSE ADDITION FORM FOR <mark>PLAR</mark>

(Prior Learning Assessment & Recognition)

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: Please select a course section: _____　PLAR (Portfolio)= **097** (Windsor) or **597** (Chatham)
PLAR (Challenge) = **098** (Windsor) or **598** (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 PLAR & TUTORIAL

PLAR may be used:

1. If student has previous learning by means of a time period of work, life or experiential learning. The knowledge & understanding that is gained may be equivalent to courses in a program of study

2. If student is currently or prospectively enrolled at St. Clair College
3. The course is deemed suitable for PLAR by the Subject Chair
4. If a faculty member is available and willing to help in the assessment of the student's knowledge

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

- The Program Chair must complete the **"Course Addition Form for PLAR"** and submit it to the Scheduling Office by emailing DL_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 PLAR
- Payment for the PLAR 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. PLARs must be completed within the semester commenced.

Note:

- The additional form: "**Request for Academic Credit for Previous Work and Life Experiences" (PLAR)** must be completed on the web-form found at https://www.stclaircollege.ca/forms/plar.
- The web-form & all accompanying supporting documentation must be submitted to the Registrar: Juli Vlaminck at jvlaminck@stclaircollege.ca.