

490 - SPECIAL PROJECT COURSE ENROLMENT FORM

Office of the Registrar/Student Services
Fax (403) 556-4711 www.oldscollege.ca



GENERAL INFORMATION

- This application applies to learners in **Diploma or Certificate** courses requesting enrolment in a 490 Special Project course.
- 490 Special Project courses are to enrich a student's program of study, **and cannot be used to replace required courses in a program.**
- A learner may request and/or initiate a Special Project course with their Program Coordinator, to be approved by their Program Chair.

COORDINATOR INFORMATION

- 490 Special Project Course Enrolment Form must be completed, duly authorized, and forwarded to:
Associate Registrar/Student Services.
- A course outline with particular emphasis on objectives, evaluation procedures, and assigned credits of the 490 Special Project course must be attached to this Enrolment Form.
- Grade Rosters will be provided to the Instructor electronically. Upon completion of the Special Project course, a grade is to be assigned and forwarded to:
Student Services/Office of the Registrar

OFFICE USE ONLY

Date Entered _____
CRN # Assigned _____
Grade Roster Sent _____

SPECIAL PROJECT COURSE INFORMATION (to be completed by Program Coordinator)

Course Number / Course Name
_____ 490 _____
Course Start Date _____
Course End Date _____

Rationale for Special Project

Special Conditions of Enrolment

Evaluator (Instructor Name) Please print.

Instructor Signature _____ Date _____

Coordinator Signature _____ Date _____

Chair Signature _____ Date _____

PERSONAL DATA (to be completed by student)

Olds College ID number

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Surname (legal)

First and Middle name(s)

I agree to the special conditions of enrolment outlined above:

Sign _____ Date _____

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. Public inquiries regarding the collection, use and disclosure of personal information provided on this form should be directed to the FOIP Co-ordinator/Director of Student Services/Registrar of Olds College at 4500 – 50 Street, Olds, AB T4H 1R6.