

Student Instructions to Request a Supplemental

Cohort Students:

Login to your [Student Portal](#)

- Go to the "Services" tab
- "My Forms" button
- Login with your Conestoga email & network password
- Select "Supplemental Request"

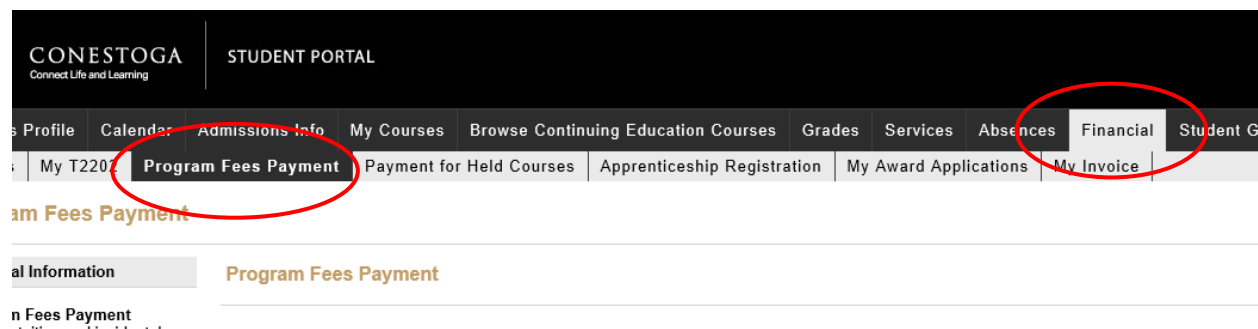
1. Choose the session
2. Choose the course
3. Select "Submit" at the bottom of the form
4. Your request has gone to faculty for review

CE or Part-Time Studies Students:

Only faculty can initiate this request if you are registered in a Continuing Education course or under Part-Time Studies.

If your Request is Approved

- you will receive an email notifying you of the details of how the supplemental will be completed.
- go to the **Financial** tab in your Student Portal, select the "**Program Fees Payment**" tab to pay the required fee. *If you have a credit balance on your account that covers the cost of the supplemental then no further payment is required.*



If your Request is Denied

- you will receive an email with an explanation as to why your request was denied. Follow-up directly with the faculty member if you require further information.

If you experience any problems with the form(s), please contact the Registrar's Office at StudentRecords@conestogac.on.ca