

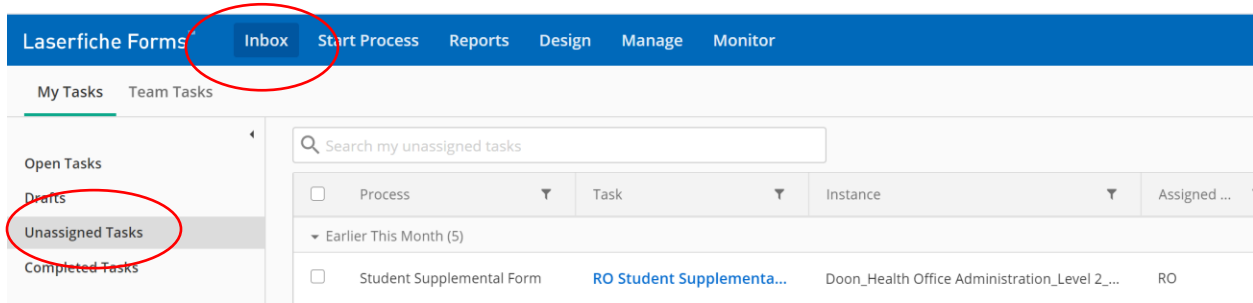
A Supplemental can be initiated by a Student or Faculty.

When the Student has Initiated the request:

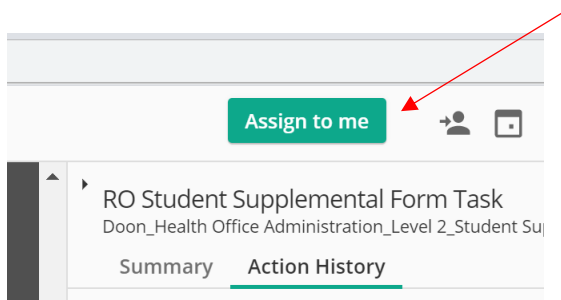
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Username: Your full Conestoga email address

Password: The same password you use to login to your PC



1. Navigate to the **Inbox** tab.
2. Select **Unassigned Tasks**.
 - All Supplemental requests will be displayed here.
3. Select the task highlighted in blue to open the request.
4. Select **Assign to me** to be able to action the form.



Please ensure you have read the rules/regulations regarding a supplemental opportunity in your program handbook. You may not request a supplemental opportunity for a course where you have been assessed an academic offence. Payment will be required prior to final submission of the request.

Student Number *	<input type="text" value="3416336"/>
Last Name *	<input type="text" value="LaserFiche"/>
First Name *	<input type="text" value="RicoHTest"/>
Level *	<input type="text" value="2"/>
Program *	<input type="text" value="Health Office Administration"/>
Campus *	<input type="text" value="Doon"/>
Term *	<input type="text" value="Spring 2019"/>
Course number *	<input type="text" value="ADMN1135"/>
Course title *	<input type="text" value="Medical Office Administration 1"/>
Section number *	<input type="text" value="1"/>
Components *	<input type="text" value="Lab"/>
Course Version *	<input type="text" value="103"/>

I accept the responsibility for fulfilling the terms of the supplemental and understand that this is a non-refundable fee. I understand that if I register for the supplemental and complete the requirements successfully, the "F" can be upgraded only to the minimal passing grade for the course.

Fee payable *

Signature Date: * 8/19/2020

Advisor Review Yes
 Check this box if you would like the request to go to the Coordinator/Program Advisor for review. The Coordinator/Advisor will approve/deny the request.

Faculty/Advisor Comments *
 Details to student: Provide specific details of how the supplemental will be completed such as date/time/location. List all tools the student is required to bring.

If this request is denied, please select reason below

Academic Offence
 Failed to write midterm
 Failed to write final exam
 Failed to write both midterm and final exam
 Not eligible – final grade in not within 5% of the passing grade posted on course outline
 High absenteeism
 Other

Faculty's Signature * Brenda Bender

Faculty's Signature Date: * Date captured on form submission

Cancelled
 Approved Denied

Approved Requests

1. If you are approving the request, it is very important to include the details of how the supplemental will be completed in the **Faculty/Advisor Comments** box. Provide specific details such as date/time/location. List all tools the student is required to bring. Include a deadline date, if applicable.
2. After completing the comments, select the **Approved** button.
3. An email notification will go to the student to let them know the request has been approved, will see the comments you have entered and will be given instructions on how to pay the required \$40 supplemental fee.

Denied Requests

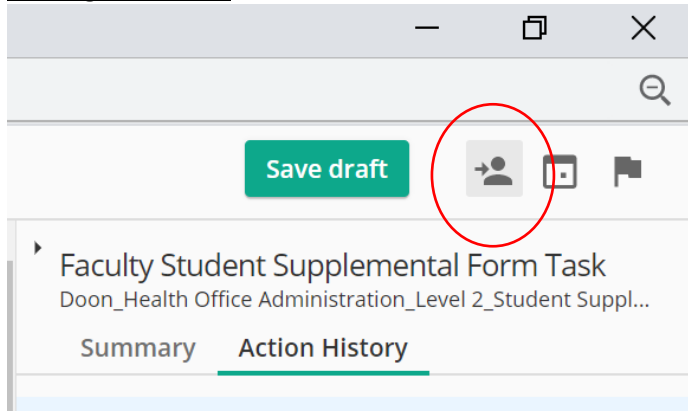
1. If you are denying the request, you can choose one of the reasons identified on the form or select **Other** and write your own comments.
2. Once a reason is chosen, select the **Denied** button.
3. The student will receive an email to notify them that their request has been denied and will see the reason you have identified.
4. This request is now terminated.

How to Cancel a Request

If a student notifies you that they want to cancel their request after they have already submitted it, you can select the **Cancelled** button and the request will be terminated.

*** If you cancel or deny a request in error, you will have to notify the student that they will need to submit a new request or faculty will need to initiate a new request.**

Reassign the Form



1. If you would like to reassign the form to another faculty member or Chair, you can do so by selecting the **Reassign** icon shown above.
2. Type in the name of the person you would like to assign the task to.

A screenshot of a 'Reassign Task' dialog box. The title bar says 'Reassign Task' with a close button (X). The main content area shows 'Currently assigned to: Brenda Bender'. Below that, it says 'Reassign task to' and has a radio button selected for 'Users'. There is a text input field with the placeholder text 'Enter a name'.

When Faculty Initiates the Request:

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Username: Your full Conestoga email address

Password: The same password you use to login to your PC

1. Choose **Supplemental Request** from the landing page.
2. Enter the student number.
3. Choose the **Term/Course Number**.
4. Enter specific comments on how the supplemental is to be completed.

5. Choose **Submit**.
6. An email notification will go to the student to let them know the request has been approved, will see the comments you have entered and will be given instructions on how to pay the required \$40 supplemental fee.
7. Once the student has paid the fee, the next task, the **Faculty Booking Exam Form** will populate into the Faculty Task Box for further processing (to be completed when the results of the supplemental are known).

Faculty's Signature* Cheryl-Anne Haber

Faculty's Signature Date:* 8/19/2020

Exam Update Selection* Value is required.

Faculty/Advisor Exam Update Comments

Processed

8. Choose **Pass** or **Fail** in the **Exam Update Selection** box, choose **Processed**.
9. If the student failed, no further action is required.
10. If the student passed, a grade change form will automatically launch into your Task Box.
11. All information will be populated, enter old and new grade and select **Submit**.

If you experience any problems with the form(s), please contact Brenda Bender at bbender@conestogac.on.ca or Cheryl-Anne Haber at chaber@conestogac.on.ca