

## Service Charter Special Needs

<b>SERVICES RENDERED</b>	<b>REQUIREMENTS</b>	<b>CHARGES</b>	<b>TIMELINE</b>
Unit Registration	<ul style="list-style-type: none"> <li>• Student unit registration form</li> <li>• Payment slip</li> </ul>	Free	3 Weeks
Unit Offering	Registered SNE Student	Free	Immediately after registration
Orientation to students	Registered SNE Student	Free	During registration
Teaching	Registered SNE Student	Free	Immediate
Advising Students	Registered SNE Student	Free	1 <sup>st</sup> Week of semester
Course Outline	Registered SNE Student	Free	Ongoing first meeting in semester
Class attendance register	Registered SNE Student	Free	Ongoing
First CAT	Registered SNE Student	Free	5 <sup>th</sup> – 7 <sup>th</sup> week
Second CAT	Registered SNE Student	Free	8 <sup>th</sup> – 10 <sup>th</sup> week
Examination	Registered SNE Student	Free	End of Semester
Teaching Practice/Attachment/Practicum supervision	3 <sup>rd</sup> Year Student	Free	Going by semester dates
Entering Marks online	Registered students	Free	After approval by school board
Missing Marks Issues	SNE student	Free	Immediate
Supervision of MEd/PhD students	Registered MEd/PhD student	Free	Depending on students schedule
Schedule Dept Postgraduate Seminars	MEd/PhD student	Free	On need basis

In case of complaints or compliments regarding the services offered please contact:  
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