

**Department of Recreation and Leisure Studies  
2004 Program Declaration Form**

- To be completed by Bachelor of Recreation and Leisure Studies (BRLS) & Bachelor of Tourism Studies (BTS) majors only.
- Please submit this form to the Department of Recreation and Leisure Studies by no later than **Monday April 12, 2004** c/o SAB Room 357 or, return it to your Department Professor by the due date.
- Please note that in order for the Office of the Registrar to post any changes to your student record with respect to your declared program, you must sign this form in the space provided.

**Thank You!**

<b>Today's Date:</b>	<b>Your Name:</b>	<b>Student ID:</b>		
<b>Brock Badger Account E-mail Address:</b>	<b>Phone # During the School Year:</b>			
<b>Other E-mail Address:</b>	<b>Phone # Over the Summer:</b>			
<b>Please Indicate Your Degree and Concentration:</b>				
<p><b>Bachelor of Tourism Studies (BTS):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 4 Year BTS Administration  <input type="checkbox"/> 4 Year BTS Administration Honours         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 4 Year BTS Planning &amp; Development  <input type="checkbox"/> 4 Year BTS Planning &amp; Development Honours         </td> </tr> </table>			<input type="checkbox"/> 4 Year BTS Administration <input type="checkbox"/> 4 Year BTS Administration Honours	<input type="checkbox"/> 4 Year BTS Planning & Development <input type="checkbox"/> 4 Year BTS Planning & Development Honours
<input type="checkbox"/> 4 Year BTS Administration <input type="checkbox"/> 4 Year BTS Administration Honours	<input type="checkbox"/> 4 Year BTS Planning & Development <input type="checkbox"/> 4 Year BTS Planning & Development Honours			
<b>OR</b>				
<p><b>Bachelor of Recreation and Leisure Studies (BRLS):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 3 Year BRLS General Pass  <input type="checkbox"/> 4 Year BRLS General  <input type="checkbox"/> 4 Year BRLS Outdoor  <input type="checkbox"/> 4 Year BRLS Therapeutic  <input type="checkbox"/> 4 Year BRLS Inclusive         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 4 Year BRLS General Honours  <input type="checkbox"/> 4 Year BRLS Outdoor Honours  <input type="checkbox"/> 4 Year BRLS Therapeutic Honours  <input type="checkbox"/> 4 Year BRLS Inclusive Honours         </td> </tr> </table>			<input type="checkbox"/> 3 Year BRLS General Pass <input type="checkbox"/> 4 Year BRLS General <input type="checkbox"/> 4 Year BRLS Outdoor <input type="checkbox"/> 4 Year BRLS Therapeutic <input type="checkbox"/> 4 Year BRLS Inclusive	<input type="checkbox"/> 4 Year BRLS General Honours <input type="checkbox"/> 4 Year BRLS Outdoor Honours <input type="checkbox"/> 4 Year BRLS Therapeutic Honours <input type="checkbox"/> 4 Year BRLS Inclusive Honours
<input type="checkbox"/> 3 Year BRLS General Pass <input type="checkbox"/> 4 Year BRLS General <input type="checkbox"/> 4 Year BRLS Outdoor <input type="checkbox"/> 4 Year BRLS Therapeutic <input type="checkbox"/> 4 Year BRLS Inclusive	<input type="checkbox"/> 4 Year BRLS General Honours <input type="checkbox"/> 4 Year BRLS Outdoor Honours <input type="checkbox"/> 4 Year BRLS Therapeutic Honours <input type="checkbox"/> 4 Year BRLS Inclusive Honours			
<p><i>Please note that in order to qualify for the honours program, students must maintain a major average of 70% or higher. Students whose major average is between 60-69% are only eligible for the 4 year degree with a major (non-honours option).</i></p>				
<p><b>Have you completed a BRLS or BTS Program Planner to help keep you on track with your degree requirements?</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Was not aware they existed         </p> <p style="text-align: center; font-size: small;">           Program planners can be downloaded at <a href="http://www.brocku.ca/recandleisure/">www.brocku.ca/recandleisure/</a> or <a href="http://www.brocku.ca/tourism/">www.brocku.ca/tourism/</a>            TIP: When completing a program planner please consult your Brock academic record on the <i>Student Self Serve</i> at <a href="http://rattler.ccs.brocku.ca/liveasp/dbbrock/">http://rattler.ccs.brocku.ca/liveasp/dbbrock/</a> to confirm your <i>program requirement year</i> and the credits you have earned.         </p>				
<b>Student's Signature:</b>	<b>Date:</b>			
<b>Approval of Department Chair:</b>	<b>Date:</b>			

## Department of Recreation and Leisure Studies 2004 Program Declaration Form

All Bachelor of Recreation and Leisure Studies (BRLS) majors and Bachelor of Tourism Studies (BTS) majors are asked to please complete the *Program Declaration Form* and return it to the Department of Recreation and Leisure Studies by no later than **Monday April 12, 2004**. This Q&A sheet will provide you with answers to some common questions asked by students when declaring their program.

### **I have completed a *Program Declaration Form* or *Change of Major Form* in the past. Do I really need to complete another one?**

Yes. There have been some new degree options added to our programs commencing September 2004. In previous years for example, we did not offer a 4 year non-honours option for our BRLS degree. Even if you are not selecting one of our new program options, completing this form will allow the Department to verify that your declared program is accurately reflected on your student record that is maintained by the Office of the Registrar.

### **I have applied to graduate in 2004. Do I still need to complete a *Program Declaration Form*?**

Yes. Even if you are planning on graduating in 2004 the Department requests that you please complete a form. This will help us ensure that your declared program is accurately reflected on your degree when it conducts your degree audit. If we discover a mismatch between your *Program Declaration Form* and your record on file with the Office of the Registrar, we can bring your signed *Program Declaration Form* to their attention.

### **What if I do not submit a *Program Declaration Form*?**

There may be several implications of not having an accurate student record. For example, the Department periodically sends specific communications out to only those students in a particular program (e.g. Outdoor). If you have not declared that program you may be missing important information pertinent to your area of study. Furthermore, when you apply to graduate the Office of the Registrar will not have an accurate record of your program for the purpose of issuing your degree. An accurate account of the number of students in each program also helps the Department plan for the upcoming academic year (e.g. to ensure that we can accommodate the projected number of Inclusive & Therapeutic students in the lectures and seminars specific to their degree).

### **What should I do if I change my mind down the road and I wish to change my BRLS or BTS program choice? (e.g. change from Outdoor to Therapeutic or/ from Administration to Planning & Development)**

You will need to inform the Office of the Registrar by completing a *Change of Major Form* available through the Office of the Registrar. The form must be submitted to the Department of Recreation and Leisure Studies to be approved and signed by the Department Chair prior to it being submitted to the Office of the Registrar. It is strongly recommended that you book an appointment with Diane Bowie, Undergraduate Program Advisor for the Department of Recreation and Leisure Studies (ext. #4098, [diane.bowie@brocku.ca](mailto:diane.bowie@brocku.ca)) before making any changes to ensure that the courses you have taken to date can be used toward satisfying the requirements of the program you wish to switch to.

### **I am having trouble deciding which program I should choose. What should I do?**

Please feel free discuss your options with your Professors if you would like to know more information about what a specific program entails, future job prospects etc. **OR/** book an appointment with Diane Bowie, Undergraduate Program Advisor for the Department of Recreation and Leisure Studies (ext. #4098, [diane.bowie@brocku.ca](mailto:diane.bowie@brocku.ca)). Appointment sign up sheets are also located on Diane's office door, room SAB 353.

### **How will I know if the correct degree & program has been posted on my student record?**

There are 2 ways: **1)** When you go on-line this summer to register over BIRT for the 2004/05 academic year, BIRT will ask you to review your personal information and verify whether the program you are following is correct in our records. If it is not, then you can opt to "disagree" with the information. The Office of the Registrar will be in contact with you to correct the information. **2)** You can view your *Student Statement of Standing* at any time by using the student self serve at <http://rattler.ccs.brocku.ca/liveasp/dbbrock/>

*For further information about the Program Declaration Form or other BRLS and BTS related questions, please do not hesitate to contact Diane Bowie, Undergraduate Program Advisor for the Department of Recreation and Leisure Studies Room SAB 353, ext. #4098, [diane.bowie@brocku.ca](mailto:diane.bowie@brocku.ca)*