



Registering through our online system is immediate and secure. Login to myAU to register in courses. PDF (printable) versions of the Undergraduate Course Registration Form should only be used in exceptional cases, as they result in delayed service due to the manual process required. With a PDF form, requested start dates are not guaranteed.

Please check why you are submitting a printable form:

- ☐ I am currently in 6 active courses and need to register in more than 6.
- ☐ I am a sponsored student. My band/employer/organization will be covering the costs.
- ☐ I am a student in a collaboration or partnership agreement.
- ☐ I want to pay by e-transfer and my banking institution is not listed as accepted in the online registration system.
- ☐ I have an approved appeal or exception and was requested to submit pdf forms.

If there is another reason why you are submitting a PDF instead of registering through our online system (<https://tux.athabascau.ca/oros/servlet/DispatcherServlet>) please indicate why:

Please note that AU is collecting this information to help serve you better and to improve service(s).

**AU has the right to deny PDF registration forms that fall outside of the above defined criteria and it is determined that you are able to complete this transaction online.**

Athabasca University's deadline for monthly start dates is the 10th of the month prior to your requested start-dates. AU recommends that students submitting this PDF form, do so by the 1st of the month, to allow for processing to be completed prior to the deadline.



Office of the Registrar, Athabasca University  
1 University Drive, Athabasca, AB T9S 3A3  
Toll Free in Canada/US: 1.800.788.9041  
Other: 780.675.6111  
enrol@athabascau.ca

# Undergraduate Course Registration Form

STUDENT ID NUMBER (if applicable)

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FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

This form is to be completed by individualized study students only. Grouped study students register at the institution that offers the course. New and inactive students must also complete the Undergraduate General Application Form, or login to myAU at my.athabascau.ca to access forms.

## General Information (please print)

Name: LAST FIRST MIDDLE

Former Name: LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

PHONE EMAIL

Date of birth: \_\_\_\_\_  
DAY/MONTH/YEAR

**NOTE: To accommodate your start date, payment for selected courses must be received by the 10th of the month prior to your intended start date.**

## Course Registration and Fees

Course name and number (e.g., ORGB 364)	Number of credits	Credit or audit *	Preferred start date Month	Year	Course fees ‡
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			

Comments:

Total fees

## Alternative Course Choices

Course name and number (e.g., ORGB 364)	Number of credits	Credit or audit *	Preferred start date Month	Year	Course fees ‡
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit			

Comments:

Total fees

\* Audit refers to registration in a course where credit is not received. Audit students receive the same tutorial support as credit students and pay the same fees. However, they are excluded from writing exams and do not receive a final grade.

‡ For current fee information, refer to the *Athabasca University Calendar* online at: <https://www.athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html>

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. This information is collected under the authority of the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. The information will be protected by the provision of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact the Coordinator, Enrolment Services, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Prerequisite Declaration (please print)

I, \_\_\_\_\_, declare that I have passed  
NAME  
\_\_\_\_\_ at \_\_\_\_\_  
COURSE INSTITUTION  
on \_\_\_\_\_ and want this course to be accepted as  
DATE  
fulfilling the prerequisite requirements for \_\_\_\_\_.  
COURSE

I recognize that:

- 1) I may be requested to submit an official transcript and/or detailed course description to verify this statement.
- 2) If it is determined that I have made a false declaration, I will be withdrawn from the course and no fees will be refunded.
- 3) Completion of a false declaration may also constitute an act of academic misconduct, which could result in disciplinary action under the Athabasca University Student Code of Conduct and Right to Appeal Regulations.
- 4) I am **solely** responsible for determining that the material presented in the Athabasca University prerequisite course has been adequately covered within the course I have identified above.

I certify that in determining I have met the prerequisite, I have consulted AU's Transfer Credit Search (<https://secure3.athabascau.ca/tcas/>) for course work completed through an Alberta college or technical institution.

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. This information is collected under the authority of the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. The information will be protected by the provision of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Coordinator, Enrolment Services, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment

If paying by e-transfer or credit card, first submit this completed form to [enrol@athabascau.ca](mailto:enrol@athabascau.ca), then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

☐ **e-transfer\***: include the following information here:

LIST FEES TO PAY	

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

FEES SUBMITTED

\* If paying by e-transfer, **transfer to: [finar@athabascau.ca](mailto:finar@athabascau.ca)** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

- ☐ **Credit card (Visa or MasterCard)**: You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use the portal, submit this PDF by email to [enrol@athabascau.ca](mailto:enrol@athabascau.ca) and call 1-800-788-9041 to be transferred to Enrolment Services. You will then be sent a secure payment link. Do not send confidential information via email. Email messages are not secure.
- ☐ **Other**: You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

**If you require assistance or have further questions about payment, please call 1-800-788-9041**

Refer to a current *Calendar* for fee information, [athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html](http://athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html)

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.