

## Undergraduate Course Registration Form

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 need 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.
I am a graduate student looking to register in undergraduate courses.
I am a student registered with Accessibility Services and would benefit from using this PDF form.

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

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.

STUDENT ID NUMBER (if applicable)							

FOR OFFICE USE ONLY
SPONSORING CLIENT ID NUMBE
REFERENCE NUMBER

General	Name: Former Name:	LAST		FIRST		MIDDLE	
Information (please print)	Mailing Address:			FIRST		MIDDLE	
		CITY/TOWN	N		PROVING	CE/STATE	
	Telephone:	COUNTRY ( )			POSTAL/	ZIP CODE	
	Email:						
	NOTE: To accommodate you month prior to your intende			t for selected cou	urses must be r	eceived by	the 10th of the
Course	Course name and number (e.g., ORGB 364)		Number of credits	Credit or audit *	Preferred : Month	start date Year	Course fees ‡
	<u>, , , , , , , , , , , , , , , , , , , </u>			Credit			
Registration				☐ Audit			
and Fees				☐ Credit			
				☐ Audit			
				☐ Credit			
				☐ Audit			
				Credit			
				☐ Audit			
	Comments:					Total fee	s
Alternative	Course name and number (e.g., ORGB 364)		Number of credits	Credit or audit *	Preferred Month	start date Year	Course fees ‡
Course				☐ Credit			
Choices				☐ Audit			
				☐ Credit			
				☐ Audit			
	Comments:					Total fee	s

- \* 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. 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:	
•		

STUDENT ID NUMBER (if applicable)							

## 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 th	ne prerequisite requirements for	·
0		COURSE

I recognize that:

- 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.
- 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, contact the Coordinator, Enrolment Services, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Signature.	 Date	

## **Payment**

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

LIST FEES TO PAY

LIST FEES TO PAY

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

\* If paying by e-transfer, transfer to: 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 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

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.