Course Registration, Withdrawal & Extension
Links & Tips

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Course Registration

- It is important to check course prerequisites prior to registering. If you are not sure, please check with the program advisor or contact the course instructor. Prerequisites for courses are listed on each course syllabi.

Delivery Modes
- Online Grouped Study Courses run for 13 weeks.   Sessions starting in January – Winter, September – Fall, April-May –Spring

- Grouped Study Online registration services are only available during the following dates
    - February 15 – April 1 (Spring Session)
    - June 23 – August 4 (Fall Session)
    - October 15 – November 15 (Winter Session)

- You will always be preregistering in a course for a future start date. When registering online you will be told materials are not available and asked if you wish to be put on a waiting list. The answer is yes. We will contact you if there is a problem with the registration. If there is a print textbook, we will ship it out to you. Check the courses syllabi to see if there is a print textbook or not.

Course Registration Continued

- Online Individualized courses begin on the first day of every month.   You will be given a six-month contract for these courses (BIOL625, COMP617, 625, 667,674, 682, 692/3 and 694). These courses **will not currently** qualify for student finance funding with a six month contract. Contact us for further details.   The essay (696), project (697,698,699) and thesis (676,677,678,679,680) courses are also individualized courses.

- There are normally 30 students allowed per course for grouped study. Program students are registered first on a first come basis and then non-program student are allowed to register. Late registrations may be allowed if space is still available. You will need to contact us with the course you would like to register for, and we will let you know if it is possible.

- If registering in two or more courses per session you may wish to ensure that at least one of the courses has the course extension option. You must extend before the course contract date.

- COMP695 – this course expects students to have some idea about the topic/area of research they want to do for their essay, project or thesis since many assignment questions invite the student to orient solutions based on the topic/area of research. Students are expected to develop a research plan in close consultation with a supervisor and defend the same in the final assessment.

Extensions & Withdrawals

Course Extensions

- Course extension are available for some (not all) of our courses for 2 months. Funded students must request the course extension one month before the course end date.

Course Withdrawal

- It is important that you withdraw from a course you do not intend on finishing as the system will assign an automatic fail and you will receive a failure letter from the Office of the Registrar. Courses that are not completed by your contract date will be assigned a fail if you don't withdraw or extend.

- You will receive a partial refund (less Course Withdrawal Processing Fee) if you withdraw within the first 30 days. After that there is no refund. Do not return the materials.

Exams

Exams must be written within the 13 week session or by your course end date for individualized Study.

Graduate Fees

Other Tips

- ==The Essay, Project or Thesis courses are meant to be your last courses in the program. These courses have 6 or 8 month contracts and are not part of the session offerings.==

Essay (COMP696) – 8 month contract – 6 months to submit the essay and the remaining 2 months is for examination and any revisions you are asked to make.

Project (COMP697, 698, 699) - COMP697 and 698 have 6 months each.   COMP699 - 8 month contract – 6 months to submit the project, defence and the remaining 2 months is for examination and any revisions you are asked to make.

Thesis (COMP676, 677, 678, 679, 680) – First four courses are 6 months each. COMP680 - 8 month contract – 6 months to submit the thesis and the remaining 2 months is for examination, defence and any revisions you are asked to make.

==If you don't complete by the contract date or extend the course you will receive a fail and need to re-register. I've provided the link for each of the pages from our website which shows the Handbooks and Resources such as suggested research topics at each site. You can also access completed Essay and Projects from this site in the Digital Repository. Thesis are available from FGS website.==

Submission Schedule
Faculty of Graduate Studies

Other Tips

- All our dates and deadlines are listed in our [Academic Schedule](#) on each of the program websites.

- To maintain [program status](#) you must complete two course per academic year. If you start in the Fall your year runs from September-August 31, if you started in Winter your year runs from January to December 31st. If you don't maintain program status you will receive a reminder message that you must maintain program status in the following year or you risk being removed from the program and would have to re-apply if you wish to continue.

- [Ask AU](#) can be used to answer some general questions; like questions on student Id cards, T2202A for tax receipts and transcripts. Please remember that most information from this site is for undergraduate courses. Go to your program website for graduate information.

[Master of Science in Information Systems](#)
[Graduate Certificate in Information Technology Management](#)
[Graduate Certificate in Data Analytics](#)
[Graduate Certificate in Information Security](#)

- [Course Access (Brightspace as of January 1, 2025)](#) – AU E-mail required to access

Other Tips

- The Office of the Registrar has information available regarding Finance, Scholarships, Grants and Bursaries.

  http://registrar.athabascau.ca/financial/
  http://registrar.athabascau.ca/studentawards/studawrds.php

DegreeWorks
DegreeWorks is a web-based tool for graduate students that will help you and your advisor review and track your degree progress and more easily navigate AU's curriculum requirements. This program provides academic planning tools that create new efficiencies and foster more personal interactions between advisors and students. You receive the academic advice you need to succeed, and advisors gain new capacity to support you.

Log on to this service right away at https://secure3.athabascau.ca/degreeworks/ and see what DegreeWorks can do for you. DegreeWorks can also be accessed within MyAU.

Other Tips

- Student e-mail accounts with AU: If you don't already have an AU e-mail account you will receive one once you register in a course. When you activate it this becomes your primary e-mail with us. You need to check it or change it back to the e-mail you wish to use.

Office 365 for Students

- Join "The Landing"   If you have an AU login or are an invited guest, this is *your* site. You can use this site to **share**, **communicate** and **connect.** Just log in with your AU username and password to join over 10,000 other members.
    https://landing.athabascau.ca/

If you need more time to complete your program or need a break in your studies there are possibilities. See the following links and contact us to discuss what will work for you.
- Program Extension
- Program Deferral

Write Site
https://www.athabascau.ca/write-site/index.html

Any time you have a question or an issue please contact fst_grad_success@athabascau.ca and we will do our best to help or direct you to the appropriate person who can.