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3. Admission, Registration and Evaluation

In order to take courses at Athabasca University, a student must be admitted to AU. Once the student is admitted, he/she can either enrol in a program and then register in courses, or register in courses as an unclassified student.

The following section contains information related to admissions, enrolling in a program, registering in courses, evaluations and transfer credit and university regulations.

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3.1 Admission

As an open university, Athabasca University admits students 16 years of age or older. Students may be of any nationality and reside anywhere in the world.

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3.1.1 Past Academic Performance

While past academic performance at other post-secondary institutions does not prevent you from being admitted to AU, it may be considered if you are enrolling in a particular program (e.g., Bachelor of Nursing). If you were suspended or dismissed from another post-secondary institution for reasons of academic misconduct, you may be refused admission or enrolment at AU until the period of suspension or dismissal has elapsed.

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3.1.2 Non-Canadian Students

Athabasca University welcomes non-Canadian students.

You need a study permit if:

- you are a non-Canadian with a work permit and are living temporarily in Canada while enrolled in the Bachelor of Nursing degree program.
- you are a non-Canadian student enrolled in an AU program at an institution with which the University has a collaboration agreement.

You do not need a study permit if you are a non-Canadian AU student living outside Canada.

In the case of a dispute over an individual's status within Canada, Citizenship and Immigration Canada (CIC) regulations will apply.

Citizenship and Immigration Canada
1.888.242.2100

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3.1.3 Returning Students

To remain an active AU student you must be registered in an AU course, or you must have completed an AU course in the last 12 months. The 12-month period is based on the most recent course contract date, course completion date, or the date of withdrawal from an AU course.

Students who complete courses on a Letter of Permission from AU also retain their active status. If you complete courses at other institutions without first obtaining a Letter of Permission from AU, you may be designated inactive and forfeit your enrolment status and risk not receiving credit for the course.

If you are a returning student and you have never accessed the myAU portal, you will need to log into the portal using your AU Student ID number.

If you are a returning student with an active AU account, you can proceed to course registrations.

If you are a returning student with an inactive AU account, you need to reactivate your active status by selecting 'Change Your Program' found under the

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'Manage Your Program' header under the 'Student Record' section of the myAU portal.

Reactivation Form

myAU portal

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3.1.4 New Students

All new AU students require a student identification number. To obtain a student ID number, you must apply for admission to AU.

Complete and submit the online Undergraduate General Application Form and pay the one-time, non-refundable application fee. Before you apply online, you will need to determine if you are applying as a program student or as an unclassified (non-program/visiting) student.

Note: International students residing in Canada must apply using the paper General Application Form, and submit it along with payment to AU.

3.1.4.1 Unclassified (Non-Program/Visiting) Students

Unclassified students are not enrolled in an AU credential program, but are either planning to take or are currently registered in AU courses only. There is no limit to the total number of courses that can be taken; however, the maximum active course load at any one time is six.

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The AU unclassified category includes visiting students from other post secondary institutions who are taking AU courses for admission or transfer purposes to another institution. Visiting students are encouraged to obtain a Letter of Permission from their home institution before registering in an AU course. This will ensure the home university will accept the AU course in the visiting student's program.

NOTE: It is important to note that AU does not evaluate previous post-secondary education or award transfer credit for students in the unclassified category. If a student wishes to change from the unclassified category to a program student category, a request for evaluation of any previously completed post secondary courses can be made any time after declaring an AU program.

Visiting students must request a transcript to be sent to their home institution once they have completed the course(s). This can be done online through myAU.

3.1.4.2 Procedure

If you are applying to become an unclassified student (a non-program or visiting student) from the "Undergraduate General Application" page, choose, "No, I only want to take some courses right now". Follow the prompts to complete/submit and pay for the application.

After being admitted online to AU, you will be immediately assigned an AU student ID number to confirm your admission.

Confirmation of your enrolment as an unclassified student will be available in your myAU portal the next day. To access

your confirmation e-Letter, log into your myAU portal using your ID number.

You can immediately register in courses once you are enrolled as an AU unclassified student.

3.1.4.3 Program Students

Program students are enrolled in any of the undergraduate degrees, diplomas, or certificates offered by AU. Students who change from the unclassified (non-program/visiting) to a program category may use credits earned while in the unclassified (non-program/visiting) category provided the course(s) meets the requirements of the program, including any restrictions on the age of a course, if applicable. There is no application deadline for enrolling in an undergraduate degree program. Applications are accepted year round.

Because program regulations can change, students are required to complete the program regulations in effect at the time of their enrolment. Students who are admitted to a program that has any entrance requirements for admission will follow the degree regulations in effect upon completion of the transfer credit evaluation.

Although most of the undergraduate credentials have are open admission, there are some that require documentation be provided and assessed prior to admission (refer to the specific program regulations). In these cases, students will be admitted to a pre-admission category until documentation is assessed. Once this process is complete,

students will be advised of their admission status. See Procedure below for assessment process.

3.1.4.4 Procedure

If you are applying to become an undergraduate program student (you wish to complete a credential such as a degree, diploma, or certificate at AU) you need to apply using the ApplyAlberta form that has been designed for this purpose.

ApplyAlberta is a secure online application and transcript exchange system that students will use to:

- apply to one or more of Alberta's public post-secondary institutions through one portal, and
- authorize institution(s) to request the transfer of their Alberta high school and post-secondary transcripts.

Student personal and academic information is entered only once—it is filled in automatically on each application submitted to a post-secondary institution.

Once you have completed and submitted your personal information via the ApplyAlberta site, you will be forwarded to AU's Office of the Registrar Online System (OROS) to finalize your application of admission with AU. Be prepared to indicate the program you are interested prior to submitting your application and paying the one-time non-refundable application fee. If you need help selecting a program, contact Counselling Services prior to submitting an Undergraduate General Application Form.

After being admitted online to AU, you will be immediately assigned an AU student ID number to confirm your admission.

Confirmation of your enrolment as a program student with no evaluation of previous course work will be available in your myAU portal the day after your application is processed. To access your confirmation e-Letter, log into your myAU portal using your ID number.

Confirmation of your enrolment as a program student with a request for an evaluation of previous course work will be mailed to you after your application is processed (typically within 10 business days).

If you enrol in a program at AU, you are responsible for selecting courses that meet the program regulations and requirements in effect on the date you enrol.
If you need help selecting courses for the program you have selected, contact Advising Services.

NOTE: Students may not enrol in an AU undergraduate degree program while they are enrolled in another degree program at another post-secondary institution. Those students may take courses as unclassified (non-program/visiting) students until they have either completed or withdrawn from the other program.

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3.1.5 Admission Classifications

3.1.5.1 Active Students

Active students are those who are currently registered in an AU course or who have completed or withdrawn from an AU course within the last 12 months. The 12-month period is based on the most recent course contract date, course completion date, or the date of withdrawal from an AU course.

Students who complete courses on a Letter of Permission from AU also retain their active status.

Active students must log in to myAU where they have access to personal information such as library accounts, assignment marks, and course grades, or take care of administrative matters such as registering for courses, booking examinations, or applying for extensions.

Changing Programs/Status

Active students who wish to change their enrolment from the unclassified (non-program/visiting) status to an undergraduate program, or change from one undergraduate program to another

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undergraduate program, must log in to myAU and select “Change Your Program” found under “Manage Your Program” in the Student Record section of myAU.

If you are an inactive student, you will be required to reactivate your file and then complete the “Change Your Program” form. The form will ask if you require an evaluation of previous post-secondary studies. A fee is required for this service if it wasn’t submitted previously.

You are required to fulfill the program regulations in effect at the time of your enrolment. Course work completed previously will be assessed toward the new credential.

3.1.5.2 Inactive Students

Inactive students are those who have not registered in an AU course within 12 months of the most recent course contract end date or the date of withdrawal from their last AU course.

If you are a returning student with an inactive AU account, you need to log into myAU and reactivate your active status by selecting “Change your Program” found under “Manage Your Program” under the Student Record section of myAU.

To re-enrol and before you continue to take courses, you must complete and submit a new Undergraduate General Application Form. Access myAU and follow the reactivation procedure.

You are required to fulfill the program regulations in effect at the time of your re-enrolment. You will also require a new evaluation of your previous post-

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secondary course work. A fee is required for this service if it wasn't submitted previously.

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3.1.6 Enrolment Status

3.1.6.1 Part-Time Students

Those who are registered in less than 60 per cent of a full course load with AU. For taxation or Government Student Loan purposes, students who register in less than four, three-credit courses over six months are considered part-time.

3.1.6.2 Full-Time Students

Full-time students are enrolled in a minimum of 60 per cent of a full course load. At the undergraduate level a full course load is defined as 3.75 credits per month at AU. The minimum requirement for full-time status is 2 credits per month.

Example: If you are on student financial aid, full time enrolment is 9 credits over 4 months with the same start date. If you are taking courses via individualized study over 6 months, you require 12 credits to be full time with the same start date.

For more detailed information on funded and non-funded students, visit the AU Student Financial Aid Information page.

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3.2 Evaluations and Transfer Credit

In general, Athabasca University will review your previous post-secondary education toward your credential. A one-time Evaluation Fee will be charged for this service. Please note this fee is non-refundable once an evaluation has been completed. For detailed information regarding the awarding of transfer credit please refer to the Undergraduate Transfer Credit Policy.

AU has articulated courses and programs from more than 240 institutions and organizations. These decisions can be searched on our online database.

If you are a continuing student, log in to myAU and complete and submit the online Change of Program Form.

Non-Canadian students who will be presenting international credentials for possible transfer credit to an AU program must refer to Foreign Transcript Evaluation.

myAU

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3.2.1 Block Transfer Credit/College Diploma

AU accepts many college diplomas and other credentials as blocks of transfer credit toward AU programs. In these cases, the student's transcript is reviewed, and transfer credit is awarded as a block of credit rather than on a course-by-course basis.

Block transfer arrangements are most often associated with specific programs and may not be applicable to all AU credentials. If a decision has not been previously made, your prior education will be assessed on an individual basis.

Transfer Credit Search website:

Transfer Credit Search

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3.2.2 Procedure

If you are a new student and wish to apply to an AU program, you must enrol in a specific program by completing the online Undergraduate General Application Form, and submit the one time, non-refundable application fee.

Undergraduate General Application Form

Students with International Credentials

Unclassified/visiting students

If you are an unclassified/visiting or inactive student and you would like to enrol in an AU program, log into your myAU account and complete and submit the online Change of Program form. You will be required to submit the evaluation fee if you have not done so previously, but as a previously admitted student you are not required to resubmit the general application fee again.

Undergraduate General Application Form

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Arrange to have official transcripts of your previous education—from each institution that you formerly attended—sent directly to AU, Enrolment Services, Office of the Registrar. AU will evaluate all post-secondary course work completed within Canada and the United States. In some cases, additional supporting documentation may also be required in order to begin the evaluation.

Documents received in support of an application for admission become the property of AU. Copies of your foreign documents submitted may be sent to you upon request (please notify Enrolment Services). Ensure the correct mailing address is provided or the documents will be sent by registered mail to the most recent address on file. AU does not assume responsibility for lost documents.

Questions regarding sending AU transcripts can be forwarded to: enrol@athabascau.ca.

Mailing Address:

Athabasca University
Enrolment Services
Office of the Registrar
1 University Drive
Athabasca, AB T9S 3A3

Course Outlines

This information will be of use to students who want to have unassigned credit changed to direct equivalency credit, as well as to students who wish to have courses evaluated which have not been granted transfer credit.

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For either of the above type cases, the student must present detailed course outlines* to Transfer Credit Services, Office of the Registrar. Calendar descriptions will not suffice.

The information in the detailed course outlines should include:

- Institution name
- Course name, number, and year completed
- A statement of the course objectives
- A detailed outline for the course
- The number of weeks of duration
- Hours per week of lecture (laboratory/tutorial/seminar/studio work)
- The method of evaluation and grading
- The textbooks used
- Content of assignments and assignment weighing
- Credential of instructor(s)
- Course title of prerequisite or corequisite courses (if any)
- Credit value

Some departments or faculties may require students to provide copies of examinations and/or assignments. When this information is received, it will be reviewed by the appropriate department. You will be notified of the results in writing.

* Course outlines for courses other than language courses must be presented in English. If the course was taken in a language other than English, the original outline must be presented with the translated version.

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Questions regarding detailed course outlines can be directed to: eval@athabascau.ca.

Mailing Address:

Athabasca University
Transfer Credit Services
Office of the Registrar
1 University Drive
Athabasca, AB T9S 3A3

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3.2.3 Foreign Transcript Evaluations

Students presenting non-Canadian/non-United States credentials for possible transfer credit to an AU program must obtain an evaluation of post-secondary course work from an international assessment agency, for example, the International Qualifications Assessment Service (IQAS). The credential assessment agency will assess each student's international educational documents and compare them to educational credentials in Canada.

All assessments, regardless of the agency used, must be completed using original documents or certified copies—official documents issued directly from the sending institution are preferred. AU only accepts detailed course-by-course assessments. Students must also submit copies of all foreign transcripts used in the assessment to AU. Please note AU reserves the right to request that official documents be sent directly from the institution to AU.

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If you elect not to use an assessment agency, you may not obtain any transfer credit for your course work towards an AU program.

There are a number of other foreign credential evaluating services whose assessments may be accepted. In Canada, refer to the Alliance of Credential Evaluation Services of Canada.

AU can also accept assessments from the U.S. from members of the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service (AACRAO).

- Alliance of Credential Evaluation Services of Canada
- National Association of Credential Evaluation Services
- American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service

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3.2.4 Timeline for Evaluation Completion

Evaluations take time. When Transfer Credit Services receives all the transcripts, supporting documents, and required fees, your evaluation request enters a queue. It can take from six (6) to eight (8) weeks to complete your evaluation. If additional information is required, or AU is experiencing high volumes of requests, it may take longer. In addition to official transcripts, supporting documentation, such as course and program descriptions, may be required from the sending institution.

Failure to provide this information when it is requested will impede the evaluation process. When the evaluation is complete, you will be notified what transfer credit has been awarded and how it applies to your program of study.

Current processing time: 5 weeks

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3.2.5 Course Registration While Waiting for Evaluation Completion

While you wait for your evaluation of previous education to be completed, you may register in courses. If your course duplicates course work already completed, you can only receive credit for one of the courses. AU cannot officially approve any courses as being applicable to your program until your evaluation is complete.

If you register in a course and are subsequently given transfer credit for a similar course completed previously, you have the option of withdrawing from the course. Refer to Course Withdrawal – Individualized Study and Course Withdrawal – Grouped Study.

Course selection assistance may be obtained from an AU student advisor by submitting an Information Request Form.

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3.2.6 Notification of Evaluation

Once your evaluation is complete, Transfer Credit Services will notify you that your assessment is completed and tell you where you can access the results. Examine the transfer credit awarded closely and see how it has been applied to your program of study.

If you have questions resulting from the evaluation or as to why a course did not receive transfer credit, contact Transfer Credit Services immediately.

If you require assistance with program planning and choosing courses, please contact a student advisor.

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3.2.7 Transfer Credit Time Limits

Usually, courses will be considered for transfer credit regardless of when they were completed. There are some exceptions.

Depending on the program, AU will not award transfer credit for some administrative studies courses (e.g., law, senior-level accounting, management science, marketing or finance courses), information systems courses, or science courses that were completed more than 10 years ago.

Athabasca University will not award transfer credit in the following programs for nursing courses that were completed more than seven (7) years ago, or for non-nursing courses that were completed more than 10 years ago:

- Post-RN Bachelor of Nursing Degree Program
- Post-LPN Bachelor of Nursing Degree Program

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In addition, AU will not grant transfer credit in the following programs for computer science courses that were completed more than five years ago:

- Bachelor of Arts concentration and major in Information Systems
- Bachelor of Science in Computing Information Systems
- Bachelor of Science in Computing Information Systems (Post Diploma)
- University Certificate in Computing Information Systems

Students transferring credit completed within a Canadian Information Processing Society (CIPS) accredited diploma or who have completed a science-related diploma program from a college or technical institute, and who are enrolling in the Bachelor of Science Program, may not be eligible for a block transfer of credit if the diploma is more than five (5) years old.

Consequently, if student diplomas are more than five (5) years old and students are currently active in their field of study, they should arrange to provide evidence of this activity to Transfer Credit Services (e.g., a letter from their employer, a copy of professional membership etc.).

Students who choose to change programs may ask a student advisor for help in determining whether courses they have completed through AU will be accepted into the new program.

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3.2.8 Appeal Process Concerning Transfer Credit

Students can appeal a transfer credit decision by following details in the Student Code of Conduct and Right to Appeal Regulations.

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3.2.9 Transferring AU Courses to Another Institution

Generally, AU courses are transferable to other Canadian degree-granting institutions.

AU is unable to advise you on which of its courses would transfer into a program at another institution. The decision to accept courses for transferability lies exclusively with the home institution.

If you are in a program at another post-secondary institution and wish to take an AU course, you are advised to obtain a Letter of Permission from your home institution before taking the AU course. If you do not obtain permission you may not receive credit for the course at your home institution.

Alberta Transfer Guide

Students wishing to transfer courses or programs to another institution should refer to the Alberta Transfer Guide, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, the Northwest

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Territories, and Nunavut. Students wishing to transfer credit for courses or programs to British Columbia post-secondary institutions should refer to the British Columbia Transfer Guide. These guides and other transfer information are available online or by contacting:

Alberta Council on Admission and Transfer
11th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB
T5J 4L5
Phone: 780.422.9021 or 310.0000 toll-free
Email: acat@gov.ab.ca

Alberta Transfer Guide

British Columbia Council on Admission and Transfer
709 – 555 Seymour Street
Vancouver, BC
V6B 3H6
Phone: 604.412.7700
Fax: 604.683.0576
Email: bctransferguide@bccat.ca

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3.3 Letter of Permission

A Letter of Permission is a document issued by the post-secondary institution the student is enrolled in a program at. It permits a credential student to take one or more courses at another institution to be used towards their credential. The Letter of Permission is a means of tracking the courses you take at other institutions. The letter also indicates to the external institution that you are a visiting student and provides you information regarding the transfer credit that will be awarded for external courses.

There are two types of Letter of Permission: Outgoing and Incoming.

Letter of Permission Request Form

If you wish to take a distance course listed on the Canadian Virtual University (CVU) website, Letter of Permission and Visiting Student Admission fees may be waived. For details, visit the CVU Letter of Permission Form page.

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3.3.1 Outgoing Letter of Permission: Before You Register

Before you register in courses for credit at another post-secondary institution towards your Athabasca University credential, you must request the Letter of Permission from Transfer Credit Services, Office of the Registrar. It is important to remember that credit cannot be applied to your program if you do not first obtain a Letter of Permission and make arrangements for an official transcript to be submitted to AU that indicates successful completion of the course(s). Please check your program carefully to ensure the proposed transfer credit fits into your credential. If you need assistance in determining if the credit will fit, contact a student advisor.

The Letter of Permission is valid for one year and maintains your active program status if you are not registered in any AU courses at the same time.

Request the Letter of Permission a minimum of six weeks before the course registration date. This will allow AU time to process, approve, and forward the letter. There is no fee for this service.

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open. online.
everywhere.

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3.3.2 Incoming Letter of Permission: Visiting Students

Visiting students can take courses at AU for transfer credit to other post-secondary institutions. Before you register in a course at AU, you are advised to obtain a Letter of Permission from your home institution that indicates it will accept the AU course in your program. This is for your own records and is not a requirement of AU.

Make sure you are aware of any special considerations that your home institution has related to course completion, course withdrawal, course extensions, supplemental exams, and delivery mode. For example, some institutions require that their students complete the course within specified timelines, will not accept a grade if a supplemental exam has been written, or will not accept a grade if it was taken by Challenge for Credit.

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3.4 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) allows you to demonstrate the university-level knowledge that you have gained informally through work or life experiences. By preparing a detailed portfolio or e-portfolio for assessment, you may receive up to a maximum amount of credit within your AU program.

You will be asked to submit your PLAR application and PLAR fee after you have been assigned to a mentor.

Contact the Centre for Learning Accreditation for information or visit the Prior Learning Assessment and Recognition website.

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3.5 Graduation

AU approves and awards credentials every month. For consideration to graduate, all students must submit an Application for Graduation form to the Office of the Registrar. All requirements for the credential (final grades; including grades for courses on Letter of Permission) must be received and processed by the Office of the Registrar by the 15th of the month in order to be submitted for approval the following month. For example, students who complete all requirements by September 15th will have their names forwarded at the October meeting.

EXCEPTION: for Convocation in June 2018, Applications for Graduation must be submitted by April 30, and all requirements must be met by May 4, 2018.

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3.5.1 Procedure

In order to be considered for graduation please note the following:

- Students must be active in a credential at AU.
- Students are required to return a completed Application for Graduation form to the Office of the Registrar. All requirements for the credential must be in progress or completed before submitting the form.
- Upon receipt of an Application for Graduation form, the Office of the Registrar will monitor your progress in AU courses until all final grades are received and advise you by letter that you are eligible to graduate. It is the student's responsibility to submit transcripts for course work completed at other institutions.
- In order to be considered for graduation awards and to be included in the Convocation ceremony program, all final grades, including transcripts for courses completed on letter of permission must be received by May 4, 2018.
- Your name, as it is recorded on your student academic record, will be displayed on the parchment. If you

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have recently changed your name, or would like to make changes to what we have recorded on your student file, you must officially notify the Office of the Registrar by completing and submitting the Student Change of Information form.

Parchments will be mailed to the student after the graduation date using the address appearing on the Application for Graduation. If a change of address has been submitted after applying, please contact the Office of the Registrar at 1-800-788-9041, ext. 6393, to update the address on your application.

Students will be required to reapply to graduate if at any time they become inactive or are not in enough courses to complete the requirements of the credential.

Students must arrange to settle all outstanding accounts with AU (monies owing, return of library materials, etc.).

All students who receive graduate or undergraduate degrees are invited to attend the convocation ceremonies held by AU in June of each year. Graduates of university certificate or university diploma programs are listed in the convocation program, but do not participate in the ceremonies. Additional information about the convocation ceremonies may be found on the convocation website.

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3.5.2 Parchment Replacement

AU reissues parchments that are lost or stolen, have been damaged, which reflect a change of name, or for professional display purposes. You are required to complete and submit a Parchment Replacement/Duplication Request Form and fee.

Students requesting to replace a parchment that has been lost, stolen, or damaged, or who wish a second parchment for display purposes, are required to sign and date a declaration.

Parchment Replacement Form and fee.

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3.6 Registration

After being admitted to Athabasca University and enrolled as either an unclassified (non-program/visiting) or program student, you will be able to register in courses.

If you enrol in a program, you are responsible for selecting courses that meet the program regulations and requirements in effect on the day you enrolled. If you enrol in a program that has entrance requirements for admission, you will follow the degree regulations in effect upon completion of the transfer credit evaluation.

This section will give you information on the registration process.

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3.6.1 Prerequisites

Prerequisites ensure that you have the required background to successfully complete your course. Before you register, you should ensure that you have met all course prerequisite and corequisite requirements in accordance with the Prerequisite Declaration Form and the registration process.

Undergraduate Course Registration Form (PDF)

Undergraduate Course Registration Form (HTML)

3.6.1.1 Professor Approval

If you feel a prerequisite should be waived for non-academic reasons (e.g., work experience), you must contact the course professor with the authority to waive the prerequisite before you register in the course. If you did not complete the prerequisite through AU, you must ensure that the Prerequisite Waiver Declaration Form has been completed. Next, submit this form and the Course Registration Form, to Enrolment Services, Office of the Registrar.

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Form (PDF)
Undergraduate Course Registration Form (HTML)

Students who register in a course that is a prerequisite to a second course, must obtain professor approval before their registration in the second course can be processed.

Before registering in Reading Courses, you must contact the course professor to obtain registration approval.

Some courses require professor approval and other course-related prerequisites. Failure to obtain these pre-registration requirements will result in your registration being delayed or refused.

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3.6.2 Requests for Exception

All written requests for exception to course registration policies and associated procedures should be submitted via the online student appeals form. To lessen delays associated with appeals, student should submit any supporting documentation to the regappeal email address once the online appeal has been submitted.

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3.6.3 Auditing a Course

Audit students register in a course for interest but do not wish to receive credit. As an audit student, you will receive the same tutorial support, have access to all other services provided to AU students, and pay the same fees. Audit students are ineligible to request and write examinations, and a final grade is not provided.

When you register, indicate whether it is your intention to audit the course.

3.6.3.1 Changing Status

If you are auditing a course and wish to change to credit status, you must apply in writing to the Office of the Registrar before the mid-point of the original course contract period.

If you are taking a course for credit and you have not yet written any examinations, you may change from credit to audit status. You must do so before the mid-point of your original course contract period, and you must apply in writing to the Office of the Registrar.

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3.6.4 Zero-Credit Courses

Non-credit or zero-credit courses (for example, ENGL 144 and ENGL 149) do not fulfill any requirement towards a credential.

Students in zero-credit courses receive the same tutorial support and have access to all other services provided to AU students. They pay the same fees as they would for a three-credit course (minus the Students' Union and Alumni fees). Course extension regulations also apply to zero-credit individualized study courses.

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3.6.5 Individualized Study/Online Courses

Individualized study is the most common method of teaching and learning at Athabasca University.

At AU, courses begin the first day of each month provided you register by the 10th day of the previous month. You will have six months to complete zero-, one-, three-, or four-credit courses and 12 months to complete six-credit courses.

Course fees include all learning resources needed for the course. See Learning Resources below for more information.

You may be required to purchase additional items such as stationery, binders, calculators, etc. Most courses have required computer components (refer to Computer Requirements in the Glossary).

Online Courses

3.6.5.1 Maximum Course Load

Students may be actively registered in one to six courses at a time. To ensure that you do not overburden yourself, AU limits your

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course load to a maximum of six active registrations. If you have a full-time job or are new to distance learning, we suggest you start with one course.

3.6.5.2 Pre-Registration – Individualized Study

You may pre-register in an individualized study course up to five months before the course start date. Pre-registration guarantees you that tutorial support will be available for a specific start date. When you pre-register, you will be paying the fee that is effective the date your course begins. Should you alter your pre-registration, you will be charged a fee.

You will receive your learning resources shortly after your pre-registration. Tutorial support will not begin until your official course start date. Your tutor introductory letter will arrive approximately one week before your course start date.

3.6.5.3 Registration Process – Individualized Study

Once you are admitted to AU and you have received your student ID number, you may register in courses. When you have selected a course, ensure that it is available by viewing the online course syllabus and the Course Availability List. Also ensure that you have the required prerequisites.

Log in to myAU to complete and submit the Undergraduate Course Registration Form along with the appropriate payment. If you are an inactive student, you will still have access to myAU. Follow the instructions to reactive your status. Confirmation of course registration by e-

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Letter will be available within 48 hours of the course registration in your myAU portal (use your student ID number to log in).

The request for a learning resources package will be sent as soon as your course registration is processed. A tutor will also be assigned after you register in a course; however, the tutor's support will not be in effect until the course contract start date.

- myAU
- Course syllabi
- Course fees
- Course Availability List
- Undergraduate General Application Form
- Undergraduate Course Registration Form

3.6.5.4 Registration Deadlines

AU's individualized study courses begin the first day of the month, and are offered year-round. You can register online via the online registration system. You must request and pay for courses by the 10th day of the month prior to the requested course start date. For example, if you wish to start your course on November 1, you must register for the course by requesting and paying for it by no later than October 10.

For students without access to the online registration system, the Office of the Registrar will process paper course registration requests and payments that are received by the 10th day of the month before your requested start dates.

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Remember to consider postal, courier, and processing times when a particular start date is desired. Students living overseas are generally assigned course start dates one month later that students living in North America.

Overseas Students' Course Start Dates
Courier Recovery Fees

3.6.5.5 Overseas Students' Course Start Dates

Course start dates for students living overseas (those living outside Canada and the continental United States) depend on the arrival of the course package. To reduce postal delays, AU will courier your course package but you must provide a street address (not a Post Office box address) and telephone number. Overseas students are required to register for their courses two months prior to the intended course contract start dates.

3.6.5.6 Course Contract Period/Dates

Each individualized study course has a specific course contract start date and end date. You will have six months to complete a zero-, one-, three-, or four-credit course, and 12 months to complete a six-credit course. Your course contract end date is the last day of your individualized study course. Course contract end dates fall on the last day of a month.

Course extensions are available, if required. See Course-Related Regulations for more information.

You are considered actively registered in your course until you have completed the course, the course contract date expires, or you withdraw. Your learning resources package will be sent as soon as your registration or pre-registration request is processed, however, tutor support, submission of coursework, and the writing of examinations cannot begin until the official course contract start date. See Early Access to Courses below.

Course Extensions
Financial Assistance

3.6.5.7 Early Access to Courses

Early access to individualized study courses in the Moodle learning management system varies based on individual course design. Prior to the course contract start date, student access may not be provided to some assignments and will not be provided to quizzes or exams. (Note: In some courses, early access is not provided at all.) Students cannot submit assignments and quizzes, nor write exams until their course contract period commences. Tutorial and faculty access will not be provided until the course contract period begins.

3.6.5.8 Studying Courses While Residing Outside Canada

All students studying outside of Canada must comply with the regulations governing the normal course contract period. Extensions beyond the normal course contract period in individualized study courses are available to all students. Refer to Course Extensions – Individualized Study below.

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3.6.5.9 Learning Resources

The payment of course registration fees entitles you to receive most of your individualized study course learning resources. Learning resources include, but are not limited to, textbooks, student manuals, study guides, tutorial assistance where provided, access to online materials and other instructional materials required to complete the course for the period of active registration. Additional lab fees may be required for some Faculty of Science courses. You may be required to pay for additional small items such as binders, calculators, home lab materials, and so on.

Some AU courses introduce students to a more specialized course in the same field. These courses often reference the same textbook. Please retain the textbook from the previous course as a duplicate textbook will not be shipped.

Your course package will include various learning resources that are identified in the online course syllabus. In some courses, the learning resources are available entirely online. In others, the resources may be a combination of offline materials such as a textbook(s), CDs, and/or DVDs, and the balance of course materials is accessed online. And in others, the entire learning resources package is print-based and is mailed or couriered.

Your course materials will arrive before your official start date. If for some reason the materials don't arrive on time, contact Materials Management at AU as soon as possible (1.780.675.6366).

3.6.5.10 Shipping/Receiving Your Print Learning Resources

In many courses, the learning resources are available either online or in print, or a combination of both formats. If a course has print learning resources, they will be sent shortly after your course registration has been processed.

Shipping Within North America

Students living in Canada will receive their print learning resources through Canada Post. Students who live in the U.S. or Mexico will receive their print learning resources by courier. Please allow two weeks or longer to receive the material.

Shipping Overseas

Various methods are used to ship print course materials overseas. AU's Materials Management department determines the most efficient and appropriate method. If you live overseas, please allow up to one month to receive your course materials.

Overseas Students' Course Start Dates

Materials Management

1.800.788.9041 ext. 6366
cmat@athabascau.ca

3.6.5.11 Your Tutor

After you register in an individualized study course, an e-Letter containing your tutor's name, address, email address, phone number, and tutor hours will be posted in your student myAU portal approximately ten days before your course contract start date. The default method of student information delivery is e-Letter. (Print letters are still available by filling out the Print Letter Request form and paying the associated fee.) If you have

not received your tutor letter one week before your course start date, or if you have misplaced your letter, contact Learning Services Tutorial as soon as possible.

Your tutor will assist you throughout your course either by phone or email. Tutors offer subject-matter assistance, engage in scholarly discussion, mark assignments, provide feedback, and help prepare you for your examinations. Never feel reluctant to contact your tutor. He or she is your main link with AU.

You may contact your tutor on the course start date, but not before. You may phone your tutor toll-free from anywhere in Canada or the US during established tutor hours, or you can leave a voicemail or email message at any time.

Most of the AU Faculty of Business and Faculty of Science and Technology courses provide access to a Student Success Centre and academic experts. Before your course starts, you will receive a letter with the centre's toll-free telephone number.

Because of vacation time, normally during the summer months, your tutor may not be available for up to ten business days. In case of absences of longer than 10 business days, other arrangements will be made for you.

Learning Services Tutorial

3.6.5.12 Course Extensions – Individualized Study

If you are unable to complete your individualized study course during the course contract period, you may apply for and purchase up to three, two-month

extensions at Athabasca University. Course extensions apply to individualized study courses only. You may not extend a grouped study course.

A course extension must be requested and purchased online (via your myAU portal using your student ID number to log in) a minimum of one month before your course contract end date. Requests for second and third extensions must be received a minimum of one month before the expiry of the previous extension.

The extension begins on the first day of the month following your course contract end date. If you fail to complete your course and you do not apply for an extension by the required deadline, you will receive a grade of F (Failure) for the course. If you wish to obtain credit for the course, you may re-register and pay a fee. Both the original registration and the re-registration will appear on your transcript.

Students receiving financial assistance may be restricted by shorter time limits.

- Course contract period
- Extension Request Form
- Extension fee
- Financial Assistance
- myAU

3.6.5.13 Course Withdrawal – Individualized Study

You may withdraw from an individualized study course at any time within the course contract period. In order to meet specific academic record and refund criteria, you must adhere to the following timelines. You cannot withdraw from a course after your course contract end date, once the

final examination is deemed to have been written (or if all course work is deemed to have been submitted for marking, for courses that do not have a final exam requirement), or during disciplinary proceedings.

Withdrawal procedures do not apply to courses being challenged for credit.

a. Impact of Course Withdrawal on Academic Record

Withdrawal timeframes have an impact on your academic record. If you withdraw:

1. **prior to and up to 30 days after the course contract start date:** The course will not appear on your transcript.
2. **after 30 days and on or before the course contract end date:** Your transcript will indicate a "W" (Withdrawal) and credit will not be awarded for the course.
3. **after the course contract end date:** You cannot withdraw after the course contract end date. If no course work has been completed, a grade of "F" (Failure) will be assigned and recorded on the transcript.

Nursing students: Please consult the Undergraduate Course Withdrawal and Refund Policy – Individualized Study for academic impact of a withdrawal from a nursing clinical and for the process that must be followed.

b. Procedure

Withdrawal requests should be submitted online via the myAU portal and are subject to the Undergraduate Course Withdrawal Policy and Procedures – Individualized Study.

c. Refunds and Returns

Students are responsible for the cost of returning any learning resources to Athabasca University. For more information on refunds and returns, refer to Refunds: Individualized Study Course Tuition.

3.6.5.14 Re-Registration – Individualized Study

At Athabasca University, students are permitted one registration and one re-registration in each individualized study course. You may re-register in an undergraduate course provided you are eligible to register in the current revision of the course and that you have not previously re-registered in the course.

In order to carry forward any completed coursework and examination results, you must first obtain written approval from the course professor/course coordinator. To carry the results forward, you must re-register in the course within one year from the course contract end date of your original registration.

a. Procedure

1. You must re-register in the current revision of the course. Contact AU and determine whether the current revision of the course has changed since your original registration. If the current revision has changed from your original registration, you will be required to pay the learning resources fee.
2. Complete the undergraduate course registration process using one of the following methods:

online (also available via print PDF)

complete and submit the Undergraduate Course Registration Form. Fax: 1.780.675.6174 or mail.

c. in person at the Athabasca, Edmonton, or Calgary offices.

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3.6.6 Grouped Study Courses

Athabasca University's term for courses taken by students together in either a classroom or online setting. Students progress through the course at the same pace. Because grouped study courses follow a set timeframe, extensions are not allowed.

Not all courses identified as grouped study in the print and online Calendars are available every year. It is important that you check to confirm the course is available at a specific location.

To determine whether there is a grouped study course available to you, please visit:

Partnerships

For more information about partnership courses, degrees, and transfer credit, please refer to the following websites:

Learning Services Collaborations
Available Grouped Study Courses

3.6.6.1 Registration Process – Grouped Study

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You will register in person at the partner institution that offers the AU course or use the grouped study course registration form specific to the institution at which the course is being offered.

3.6.6.2 Registration Deadlines

Year-round registration is not available for grouped study courses. Because of scheduling restrictions, the courses are generally offered at selected sites and times. Course availability is dependent upon the number of registrations. Learning resources are generally distributed to students at the first group session. Courses offered at another institution may have different fees and regulations. Please consult the collaborating institution that offers the course.

3.6.6.3 Course Withdrawal – Grouped Study

You may withdraw from a grouped study course before your course contract period expires. In order to meet specific academic record and refund criteria, however, you must adhere to specific timelines described in this section. You cannot withdraw from a grouped study course after your contract end date, once the final exam is deemed to have been written (or if all course work is deemed to have been submitted for marking, for courses that do not have a final exam requirement), or during disciplinary proceedings.

a. Impact of Course Withdrawal on Academic Record

Withdrawal timeframes have an impact on your academic record. If you withdraw:

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1. **prior to and up to 15 days after the course contract start date:** The course will not appear on the transcript.
2. **after 15 days and on or before the course contract end date:** Your transcript will indicate a "W" (Withdrawal) and credit will not be awarded for the course.
3. **after the course contract end date:** You cannot withdraw after the course contract end date. If no course work has been completed, a grade of "F" (Failure) will be assigned and recorded on the transcript.

Nursing students: Please consult the Undergraduate Course Withdrawal and Refund Policy – Grouped Study for academic impact of a withdrawal from a nursing clinical and for the process that must be followed.

b. Procedure

All requests to withdraw from a grouped study course must be made by completing and submitting Grouped Study Course Withdrawal Request Form in writing to the Office of the Registrar.

The date you withdraw from your course will be the postmark on the envelope, the date the emailed submission is received, or the University date stamp if the form is hand-delivered or faxed (780.675.6174).

Grouped Study Course Withdrawal Request Form

c. Refunds

For information on refunds, refer to Refunds: Grouped Study Course Tuition.

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3.6.7 Challenge for Credit

The challenge for credit process allows you to demonstrate that you are proficient in the subject matter of a specific AU course without having to complete the entire course. Using a predetermined process, this option allows you to challenge courses based on your knowledge of the course content. Not all courses are available for challenge.

Not all post-secondary institutions recognize the challenge for credit process. If you are a visiting student, find out first whether your home institution will accept credit obtained by challenge prior to registration.

1. Determine your subject-matter knowledge and the method of challenge evaluation by reviewing the online syllabus.
2. You must obtain approval to challenge a course from the faculty or designate who is responsible for the AU course. Faculty contact information may be found online.
3. Fill out the challenge for credit registration form and submit with payment.

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Commencing on January 1, 2012 and later (term 201201), any courses take via the challenge for credit process will not meet AU residency requirements.

Some important facts regarding challenging a course:

- There are no provisions to withdraw (cancel) from or extend the challenge for credit process.
- The Course Coordinator determines the components of evaluation for the challenge for credit process, noted on the challenge evaluation section of the course syllabus.
- If the challenge involves an examination, you may write only once. (See Challenge for Credit Examinations for more information.) There are no provisions to write a supplemental or multiple examinations.
- You must complete the challenge for credit process within three months.
- Prerequisites must be satisfied unless the Course Coordinator waives them. After completing a challenge for credit process successfully, you may not challenge a prerequisite to that challenge.
- In some challenge for credit processes, you must complete the assignments within six weeks of receiving the material.
- Tutor support is not available during a challenge.
- Learning Resources for Challenge for Credit can be purchased from Course Materials or can be purchased separately. (see following section for more information.)
- You have one opportunity to challenge a course. If you do not complete, or you fail your challenge for credit

process, you are not permitted to challenge the material a second time. You must register in the course and complete it successfully in order to receive credit.

If you do not complete, or you fail the challenge for credit process, you will be assigned a system grade of F three months after the challenge end date.

Funding for courses taken via the challenge for credit process is not available through student financial aid.

Challenge for Credit Policy

Challenge for Credit Procedures

3.6.7.1 AU Learning Resource Materials – Challenge for Credit

Students registering for challenge for credit will have access to AU printed learning resource materials, limited to textbooks and readings, available for purchase at full cost. Any fees assessed for learning resource materials are not refundable.

Students may purchase the associated print learning resources, limited to bound textbooks and print readings as follows:

by contacting AU's Materials Management Unit via email at cmat@athabascau.ca. All materials will be charged at full cost (defined as AU's full purchase cost, plus shipping, plus a 20 per cent handling fee) or;

by accessing the list of materials from the course syllabus and sourcing the materials via a book store, online book retailer, or other means.

Note: Students will not be provided access to the online individualized course site, the student manual, eTextbooks, or course study guide for a course taken via the challenge for credit process. If an eTextbook is offered for the course, it must be purchased from the publisher or a third-party vendor.

Undergraduate Challenge for Credit Registration Form

3.6.7.2 Courses Unavailable for Challenge

Students may not request to challenge AU courses:

- for which they have already received transfer credit as a direct AU course designation;
- for which they have received a "Do Not Register" designation;
- for which an exemption has been granted;
- which they have already successfully completed at AU;
- for which they have received credit through Undergraduate Prior Learning Assessment and Recognition (PLAR);
- for which they have received a failing grade; or
- which are at the preparatory (100) level.

3.6.7.3 Registration Process – Challenge for Credit

Determine that the course is available for challenge and the method of evaluation by checking the course syllabus. Determine if you will be purchasing the related textbook and readings, and what the cost

of these items will be for the course(s) you are interested in challenging by contacting AU's Materials Management Unit at 1-800-788-9041, extension 6366, or via email at cmat@athabascau.ca.

You must be eligible to challenge the course. Check with the appropriate faculty member or designate to ensure you have completed the prerequisites, discuss your level of skill and knowledge required for the course, and secure their approval. Faculty contact information may be found online.

If you haven't done so already, complete and submit the Undergraduate General Application Form accompanied by the appropriate fee.

Complete and submit the Undergraduate Challenge for Credit Registration Form accompanied by the appropriate fee. You must register for the challenge and receive permission to challenge before the tenth day of the month in order to start your challenge on the first day of the following month. The Office of the Registrar will process a completed Undergraduate Challenge for Credit Registration Form received by 4:30 p.m. MT on the tenth day of the month. Remember to consider postal, courier, and processing times when a particular start date is desired.

For challenges that require the completion of an exam, students must request the exam within the guidelines for making examination requests as stated in the Undergraduate Exam Request and Completion Policy and its associated procedures. No supplemental exams are permitted.

Undergraduate Courses

examunit@athabascau.ca

Undergraduate General Application Form

Undergraduate Challenge for Credit Course Registration Form

Invigilators

Courier Recovery Fees

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