
Undergraduate Course Re-Registration Procedures (066a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Course Re-Registration Policy (066)
Policy Contact:	Coordinator, Enrolment, Records and Examination Services
Procedure Contact:	Coordinator, Enrolment, Records and Examination Services
Effective Date of Procedures:	December 10, 2014
Review Date:	Annually

Purpose

To define how students can re-register in a course at Athabasca University (AU).

Definitions

Course Contract Start Date	The date students officially start a course, usually the first day of the month of the course contract period or for grouped study delivery this is the date of the first scheduled class.
Course Contract End Date	The course contract end date is usually the last day of the month at the end of the course contract period. This is: <ul style="list-style-type: none">• the last day for students to complete and submit all required coursework associated with a course, or;• the date the final grade is assigned to the course (when all coursework is marked and a final grade is assigned earlier than the course contract end date).



Course Coordinator The person responsible for the normal delivery of the course in question (professor, faculty member).

Delivery mode The method by which a course is taught. Different delivery modes at AU are individualized study and grouped study.

Re-registration A re-registration is defined as a second attempt in a course.

Procedure

Determining Revision

1. Students can contact the [AU Information Centre](#) to determine if the current revision of the course on offer has changed since their original course registration.
 - a. If the current revision of the course has changed, full payment of fees (including the full learning resource fee) is required and must be received by the applicable [university registration deadlines](#) found in the [AU Calendar](#).
 - b. If the current revision of the course has not changed, students should contact the [Course Coordinator](#) via email prior to registration or the Course Contract Start Date to determine if they can carry forward any of their previously submitted coursework or examination marks.
 - i. The Course Coordinator must respond by email to the student and the [Course Assistant](#), clearly indicating the previously-completed coursework and examination results that are approved to be carried forward to the re-registration.
 - ii. Students must make the re-registration request and pay the applicable fees (less the Learning Resource Fee) according to the university deadlines found in the [AU Calendar](#).
 - c. Students should follow the Registration Process as outlined below.

Nursing Students Seeking Re-Registration in Nursing Course Practicums

2. Students must contact the [Course Coordinator](#) by email to seek professor approval.
 - a. The Course Coordinator will check for any active academic appeals related to the initial course registration within their faculty and by contacting the Registrar (registrar@athabascau.ca). If there is an active appeal, a reply to the approval request will be withheld until the appeal is resolved.
 - b. Once a decision on the re-registration request is made, the Course Coordinator will provide notice by email to the student and Enrolment Services



(enrol@athabascau.ca). This email will contain the full student name and identification number, and the course(s) and revision(s) the student is approved to re-register in.

Registration Process

3. Students must complete the undergraduate course registration process using one of the following formats:
 - a. [online](#)
 - b. by submitting an [Undergraduate Course Registration form](#) (PDF) by fax to 1-780-675-6174.
 - c. by submitting an [Undergraduate Course Registration form](#) (PDF) by mail to:

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

- d. in person at the Athabasca University Athabasca, Edmonton, or Calgary offices:

[Athabasca](#) Office
[Edmonton](#) Office
[Calgary](#) Office

The date of receipt will be based on when the completed form and full payment is received by Athabasca University.

Appeals

4. All decisions will be communicated in writing to the Appellant.

All appeals to this policy must be made to the Appeals Officer by using the Office of the Registrar's [online appeals portal](#). If the Appeals Officer has received an appeal in error, it will be redirected accordingly.

The Appeals Officer has the final decision making authority on all appeals to this policy.

Applicable Legislation and Regulations

N/A



Related References, Policies, Procedures and Forms

[Undergraduate Course Re-Registration Policy \(066\)](#)

[Undergraduate Course Withdrawal and Refund Policy - Individualized Study \(148\)](#)

[Undergraduate Course Withdrawal and Refund Procedures - Individualized Study \(148a\)](#)

[Undergraduate Course Withdrawal and Refund Policy - Grouped Study \(149\)](#)

[Undergraduate Course Withdrawal and Refund Procedures - Grouped Study \(149a\)](#)

[Undergraduate Challenge For Credit Policy \(073\)](#)

[Undergraduate Challenge for Credit Procedures \(073a\)](#)

[Course Extension Policy \(096\)](#)

[Undergraduate Course Registration form \(PDF\)](#)

[Online Student Appeals Form](#)

[Course Coordinator/Assistant Listing](#)

History

Athabasca University General Faculties Council, Motion 23-06, December 10, 2014 (associated policy approved)