
Undergraduate Course Re-Registration Policy

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| Policy Sponsor: | Office of the Registrar |
| Policy Contact: | Coordinator, Enrolment, Records and Examination Services |
| Policy Number: | 066 |
| Effective Date: | December 10, 2014 |
| Approval Group: | General Faculties Council |
| Approval Date: | December 10, 2014, Motion # 23-06 |
| Review Date: | Annually |
| Procedure: | Undergraduate Course Re-Registration Procedures (066a) |

Purpose

To define the conditions under which students can re-register in a course at Athabasca University (AU).

Definitions

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| 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 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 subsequent registration in the same course, regardless of delivery mode. |



Policy Statements

1. Students are allowed one re-registration per course. An attempt at a course does not include previous withdrawal(s) from the course or a previous audit registration, regardless of delivery mode.
 - a. Nursing students seeking re-registration in a clinical course must obtain professor approval for the re-registration. Approval will not be considered if there is an active academic appeal of the initial registration.
2. Students cannot re-register in a course that has been temporarily or permanently closed.
3. Students cannot re-register in a course if they are actively registered in the same course, regardless of delivery mode.
4. Students can only re-register in the current revision of the course, which may differ from their original course revision.
5. If the current revision of the course has changed from the original registration, students must pay the applicable learning resource fee for the current learning resources package.
6. Approval to carry forward completed coursework and examination results is at the discretion of the Course Coordinator. Coursework and examination results can only be carried forward if they have been completed in the same revision of the course and approval has been sought from the Course Coordinator prior to the Course Contract Start Date of the re-registration.
7. For a course taken initially via the Challenge for Credit process, re-registration in the same course cannot be taken via the Challenge for Credit process again. Coursework and examination results completed in a course completed via the Challenge for Credit process cannot be carried forward to a re-registration.
8. All re-registration requests and payment must be received by the applicable university registration deadlines.
9. The re-registration process is subject to the appropriate Undergraduate Withdrawal and Refund Policy and the [Course Extension Policy](#).
10. All appeals related to this policy must be made in accordance to the procedures of the [Undergraduate Course Re-Registration Procedures](#).

Applicable Legislation and Regulations

N/A



Related References, Policies, Procedures and Forms

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

[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 Registration Services](#)

[Online Student Appeals Form](#)

[Course Coordinator/Assistant Listing](#)

History

Athabasca University General Faculties Council, Motion 23-06 December 10, 2014 (revised)

Athabasca University Academic Council, September 26, 2007, Motion # 205-5

Athabasca University Academic Council, January 21, 1992

Athabasca University Academic Council, November 19, 1991 (approved)