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# How to Register for Courses at the University of Alberta

...if you are not currently a UAlberta student

## University of Alberta Open Studies – taking courses for credit

Through Open Studies you can take university-level credit courses on a part-time basis without being admitted or committed to a degree or diploma program. People of any age and varied educational backgrounds choose this route. You may want to take credit courses for: professional development, upgrading postsecondary qualifications, or general interest. Any courses you take through Open Studies are credit courses, and they may be considered toward a future degree or diploma. Admission requirements and application deadlines:

<http://www.registrarsoffice.ualberta.ca/Special-Registrations/Open-Studies.aspx>

Applicants complete and submit an **undergraduate application for admission, whether they are registering for a 300, 400 or 500-level course**. Course registration for Open Studies students is permitted the last week in August.

### **Deadlines to apply to Open Studies:**

Spring Term 2017: Apr 30, 2017  
Summer Term 2017: June 30, 2017  
Fall Term 2017: Aug 25, 2017  
Winter Term 2018: Dec 15, 2017

| <b>Sample Course Tuition for Canadian Open Studies students 2017-2018 and *Mandatory Student Fees</b>   |                        |
|---|------------------------|
| <a href="http://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees/Undergraduate-Tuition/Open-Studies-Work-Experience-Audit-Fees.aspx">http://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees/Undergraduate-Tuition/Open-Studies-Work-Experience-Audit-Fees.aspx</a> |                        |
| Tuition   | \$ 532.08              |
| Student Health and Wellness   | 17.13                  |
| Student Academic Support  | 126.09                 |
| Students' Union Membership Fees   | 22.37                  |
| Students' Union Dedicated Fees  | 40.82                  |
| Students' Union Health Plan   | 129.80                 |
| Students' Union Dental Plan   | 128.15                 |
| PAW Centre Fee  | Optional               |
| U-Pass  | Variable               |
| Athletics and Recreation  | Optional               |
| Total   | Approximately \$996.44 |

\* to see which of the fees above are optional, go to:

<http://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees/Noninstructional-Fees.aspx>

## University of Alberta Auditing – taking courses for interest only

Those who wish to attend classes on a purely informational non-credit basis can apply to audit courses. Guidelines and policies relating to auditing a course:

<http://www.registrarsoffice.ualberta.ca/Special-Registrations/Auditor.aspx>

If you are not currently a student at the University of Alberta, you may fill out and submit the Course Audit form—you do not have to apply to a Faculty to audit. Course Audit forms are available in the Forms Cabinet (see link above). The permission and signature of the course instructor must be obtained and noted on the Course Audit form. A completed copy of the Course Audit form must be submitted to Student Connect, in the Administration Building.

### **Course Audit forms are accepted only on these dates:**

Summer Term 2017: July 10-13, 2017  
Fall Term 2017: Sep 19-25, 2017  
Winter Term 2018: Jan 22-26, 2018

The level of participation in audited courses is determined by what is deemed appropriate by the instructor.

| <b>Course Tuition 2017-2018 for Auditing (Canadian students)</b> |          |
|--|----------|
| Course Tuition fee (audit) is half the credit fee                | \$266.04 |

### **Contact Information for Inquiries about Open Studies or Auditing**

Office of the Registrar  
University of Alberta  
Edmonton, AB T6G 2M7  
Phone: 780-492-3856

For in-person service, please visit <http://www.registrarsoffice.ualberta.ca/Student-Connect.aspx>.