



St. Stephen's College

University of Alberta Campus
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How to Register for Courses at the University of Alberta (2018-2019)

...if you are not currently a UAlberta student

University of Alberta credit courses offered through St. Stephen's College have a course number that begins with 'CH RTP'

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.**

Deadlines to apply to Open Studies:

Spring Term 2018 courses: April 30, 2018
Summer Term 2018 courses: June 30, 2018
Fall Term 2018 courses: Aug 25, 2018
Winter Term 2019 courses: Dec 15, 2018

Sample Course Tuition for Canadian Open Studies students 2018-2019

<http://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees/Undergraduate-Tuition/Open-Studies-Work-Experience-Audit-Fees.aspx>

Tuition	\$ 532.08
Student Health and Wellness	30.66
Student Academic Support	126.09
Students' Union Membership Fees	29.77
Students' Union Dedicated Fees	42.79
Students' Union Health Plan	136.50
Students' Union Dental Plan	147.20
PAW Centre Fee	27.00
U-Pass	148.00
Athletics and Recreation	41.00
Total	\$1,261.09

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 (see link above) – you do not have to apply to a Faculty to audit. 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:

Spring Term 2018 courses: May 7-10, 2018
Summer Term 2018 courses: July 9-12, 2018
Fall Term 2018 courses: Sep 18-24, 2018
Winter Term 2019 courses: Jan 21-25, 2019

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

Course Tuition 2018-2019 for Auditing (Canadian students)	
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>.