

## CENTRE FOR NURSING AND HEALTH STUDIES STUDENTS

### Important Program Requirement Reminder:

Program students must successfully complete two graduate courses during each academic year from September 1<sup>st</sup> to August 31<sup>st</sup> (Fall, Winter, Spring). The Fall session is the first term in the academic year.

### Important Course Registration Reminder:

Course registrations are considered finalized when payment has been submitted. Students who withdraw from a course **any time from registration** until one month after the course start date will have the record of registration deleted from their official transcript. Students withdrawing **any time from registration** until one month after the course start date will be refunded the course tuition less an Administrative fee. Do not return the course materials, as there will be no additional refund.

PLEASE READ THIS DOCUMENT FOR INFORMATION REGARDING COURSE REGISTRATIONS.

The deadlines for course registrations remain consistent from year to year, and are as follows:

Session	Deadline
Fall Session (September to December)	June 1 <sup>st</sup>
Winter Session (January to April)	October 1 <sup>st</sup>
Spring Session (May to August)	February 1 <sup>st</sup>

All program and Non Program students must register and pay for courses online\*. You will be able to register online during the four week period prior each to registration deadline, until midnight MST of the deadline date.

\* The only exception to registering online is if your payment is made by a third party (sponsor, WDA, etc.), by money order, or by cheque. However, the deadline for registration/payment will still apply.

**NOTE:** Technical support from Computing Services Help Desk is not available on Saturdays or Sundays. After the deadline, you will no longer be able to register online. Ensure that you complete the registration process well in advance of this deadline to avoid potential last minute issues.

**NO FAXED COURSE REGISTRATIONS:** Faxed course registrations WILL NOT be accepted. Program and Non Program students are expected to register online. However, if payment is being made by cheque, money order, or a sponsor, then you need to submit both the course registration form (available at <http://fhd.athabascau.ca/resources/forms/> and payment by mail. Cheques and money orders will be processed as they are received. If you are submitting documents by mail, ensure that the course registration form and payment / sponsor documentation are received in our Centre for Nursing and Health Studies office by the deadline. Registration will not be accepted unless payment / sponsor documentation is received. Late registrations will not be accepted. Telephone confirmation will not be provided for course registrations.

**ON-LINE COURSE REGISTRATION:** You can access the "Office of the Registrar Online Services" registration site by clicking on the Course Registration link provided at [http://calendar.athabascau.ca/grad/current/health\\_02\\_05.php](http://calendar.athabascau.ca/grad/current/health_02_05.php) under the heading **Course Registration Procedures**. Please remember to use the Login button on the **left** side of the screen only (not through the "Login to My AU" link at the top of the page). Online registration is activated during the four-week period before the above noted registration deadlines. Registration must be completed and fees received by the University by the deadline.

**LOGGING IN TO OFFICE OF THE REGISTRAR ONLINE SERVICES SITE:** When you access the Office of the Registrar On-line Services site, you will see a "Welcome" page. To access the online registration system, log in (using the Login button on the **left** side of the screen) with your AU Student ID number as your User ID, and your Password.



Access to courses will require the same password as Students would use to access the "Welcome" page. If you are unable to log in, you may select the link to "Reset Your Password". There is also a link available with additional information - "Help for Students". You may also contact the Computing Services HelpDesk directly. If you contact our office, expect that you will be directed to contact Computing Services because we do not have the expertise to deal with technical issues.

**CONTACT INFORMATION:** After you have logged in, verify that your mailing address, email address, and phone numbers are correct on your personalized "Welcome" page. Your course materials will be shipped to the address contained in your student record at time of registration. If any of the information is incorrect, then use the "View/Modify Personal Info" button on the left side of the screen to make any corrections. If you want to include two email addresses, separate them with a comma. When you select the "Submit" button, the changes are immediately updated in the AU records. Use this link at any time during the year to update your record when your contact information changes.

**COURSE REGISTRATION:** Each student will be responsible for his/her own registration. Note that some courses in your menu may not be applicable to your program. It is your responsibility to select the appropriate course(s). Before registering, ensure that you are eligible to register in the course(s) you have selected. Do not register in a course if you have not met the prerequisite or professor approval (if applicable) requirements by the deadline. If you register in a course that you are not eligible for, then your registration will be cancelled and your tuition will be refunded. Our office will not change or transfer registrations cancelled due to ineligibility. You will have to register again prior to the deadline. Therefore, review program requirements very carefully before finalizing your registration online. If you receive any messages regarding being placed in a queue, or on a wait list for materials, simply indicate yes and continue on with your online registration.

**PROGRAM/COURSE REQUIREMENTS:** Program regulations as well as Course regulations and procedures for our Nursing programs are available on the Graduate calendar at <http://calendar.athabascau.ca/grad/current/fhd/index.php>.

MN:NP and PMD:NP students – If you require assistance with course selection, refer to the online NP guide for course and program information. If you still have questions, contact your Academic Student Advisor, Graduate Programs at [cnhsgradadvise@athabascau.ca](mailto:cnhsgradadvise@athabascau.ca) / 800-788-9041 extension 6300.

MHS and MN:GEN students – If you require assistance with course selection, contact an Academic Student Advisor, Graduate Programs at [cnhsgradadvise@athabascau.ca](mailto:cnhsgradadvise@athabascau.ca) / 800-788-9041 extension 3297.

**REGISTRATION PROCESS:** During the active registration period, you can register in one or more courses by selecting the "Register for a Course" option in the Office of the Registrar On-line Services Site. You can confirm courses that are available for registration.

**NOTE:** Some of the courses in your menu may not be applicable to your program. It is **your** responsibility to select the appropriate course(s).

**PROFESSOR APPROVAL, PREREQUISITE REQUIREMENTS AND RECOMMENDATIONS:** ALL "available" courses will allow for immediate registration but you must ensure that you have fulfilled the prerequisite requirements or your registration will be cancelled.

For NP Students, registration in a Practicum course will not be finalized unless a Preceptor Request form and Release and Indemnity form (as applicable) have been received six months before the course start date. For continuing students – if you have a practicum arrangement in place, then new forms are not required. Refer to the NP guide for details about the required forms.

The Preceptor Request form and the Release and Indemnity forms are not required by MN:GEN or MHS students.

**COURSE MATERIALS:** If you are asked to queue your registration until materials become available, indicate "Yes". Materials will be shipped as soon as they are available. If you do not indicate "Yes", then you will not receive a course materials package. If you are re-registering in a course you will be asked if you require course materials. Again, indicate "Yes" to ensure that you receive the most current course materials package. Materials will be shipped to you before the course start date, and as soon as they are available. It is not possible to request early shipment of materials. If you have not received your course material package by two



weeks before the course start date, contact the Course Materials department at 800-788-9041 extension 6366, or send an email to [cmat@athabascau.ca](mailto:cmat@athabascau.ca).

**COURSE TUITION PAYMENTS:** To complete the on-line registration process, a credit card payment must be made in full. Go to [http://www.athabascau.ca/cnhs/grad\\_fees.php](http://www.athabascau.ca/cnhs/grad_fees.php) for a schedule of fees.

**COURSE REGISTRATION ELECTRONIC RECEIPT:** After the online transaction is completed, you will be sent an electronic receipt. Print your receipt as proof of your registration. The CNHS office will receive notification of your registration(s) so you do not need to contact us. Note: Our CNHS office does not issue receipts. If you need additional information about receipts, contact Financial Services at [finar@athabascau.ca](mailto:finar@athabascau.ca).

**SUCCESSFUL ONLINE COURSE REGISTRATIONS:** If you successfully complete the course registration process, then this course information will also be displayed in your student record on your personalized Welcome page in the Office of the Registrar Services Site. If your course does not appear, then your registration was not completed.

**HELPSDESK:** If you require technical assistance with the online course registration process, do not contact the CNHS office because your inquiry will be transferred to someone who works in the Computing Services department. Contact the Computing Services HelpDesk directly at [helpdesk@athabascau.ca](mailto:helpdesk@athabascau.ca) or by telephone as noted below.

Hours: Monday to Thursday from 8:30 am to 8:00 pm, Friday from 8:30 am to 4:30 pm

Telephone: 780-675-6405, Fax: 780-675-6333

Toll Free: 1-800-788-9041 extension 6405 (within North America)

Web site: <http://www.athabascau.ca/html/depts/compserv/helpdesk/helpdesk.htm>

Thank you for your attention to this important information.