



## **Welcome to all new and continuing Open Studies Degree Holder, Non Degree, and Visiting Student applicants to the U of C**

Before you submit your Open Studies Application and Registration form to Enrolment Services, please ensure you have met the following criteria and are presenting all required documents.

1. English Language Proficiency
2. Transcripts from all post secondary institutions that you have attended.
3. High school transcripts
4. Letter of Permission from your home institution (if you are applying as a Visiting Student)
5. Non-refundable \$35.00 application fee (if applicable)
6. Application/Registration form completed in full
7. Department and/or Faculty course approval (if required)

### **Special Note for Open Studies Students taking Engineering courses:**

- New Engineering Open Studies Students require a Cover Sheet to be completed by the Engineering Office approving their course registration
- Students wishing to take engineering courses as Open Studies Students need to obtain the following course approvals:
  - for 200 or 300 level courses - Permission from the Engineering Undergraduate Studies Office only (engginfo@ucalgary.ca)
  - for 400 or 500 level courses - Permission from the particular department offering the course, then from the Engineering Undergraduate Studies Office
  - for 600 or 700 level courses - Permission only from the particular department offering the course

If you have not met the above criteria, we request that you submit your application to Enrolment Services only when you have been able to obtain all required documentation and course approvals and we will be happy to assist you at that time. You may submit your form in-person or by mail or fax, (403) 289-1253.

### **Details on Requirements - Please provide:**

1. Proof of English Language Proficiency - If you have met this requirement through a test (e.g. TOEFL) you must present this proof at the time of setting up your file. For further information on this requirement, please see <http://www.ucalgary.ca/admissions/elp>  
Engineering Open Studies Students who have concerns regarding this requirement may address their questions to the department and/or faculty authorized to approve the specific course registration.
2. Copies of transcripts from all post secondary institutions that you have attended. They may be official or unofficial. Web based transcripts are not accepted. If you have been awarded a degree, the date and degree awarded must be reflected on the document. If you have attended credit courses at the U of C, you need not supply us with that transcript as we have it on file already.
3. Copies of your high school transcript if you are registering for a course that has a high school pre-requisite or you need to provide proof of English Language Proficiency. It may be official or unofficial. Web based transcripts are not accepted.
4. Letter of Permission from your home institution (if you are attending as a Visiting Student). It should state that you may specifically attend the U of C and for what particular time period and/or terms. It is strongly recommended that the specific course(s) you wish to take are on this document but it is not mandatory.
5. A \$35.00 application fee. Please note that this fee is non-refundable. This may be paid by Visa, Mastercard, Debit, cash, or cheque (cheques are made payable to the University of Calgary). If you have applied and paid the application fee for admission into a degree program for a future term, you will not have to pay the \$35.00 application fee under this category. You are also exempt from paying this fee if you have already taken U of C credit courses in previous terms and have received a grade for the course(s).
6. A fully completed application/registration form. Please ensure you have noted your full legal name as it appears on your birth certificate and/or passport. Please remember to sign and date your form.
7. Departmental and/or faculty course approval if you lack the specific pre-requisite for a course or the course has a restriction in which you require an approval before registering. You may wish to seek this approval before you submit your Open Studies Application and Registration form so that an Enrolment Service Advisor may register you immediately in the course at the time of processing your application form.

**DEADLINES: The deadline to submit your application as an Open Studies Student is the last business day prior to classes beginning for a particular term.**

# OPEN STUDIES STUDENT APPLICATION AND REGISTRATION

An open studies student is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma. **No assurance is given that courses taken as an open studies student will be credited if the student subsequently seeks admission to a degree or diploma program.**

Students who are currently under suspension (required to withdraw from a faculty or from another post-secondary institution within the last 12 months) are not permitted to register.

To be eligible for registration under this category students must be holders of an approved Bachelor's degree from an accredited institution with a minimum of three years of recognized university level course work **or** 18 years of age or older **or** holders of the Alberta High School diploma or equivalent; and meet the English Language Proficiency requirement (see below).

Non-degree students (Persons who do not possess a university degree but are 18 years of age or older or holders of the Alberta High School diploma or equivalent.)

Effective September 2007 open studies students who are not degree holders are limited to registering in a maximum of **three** courses (9 units) per session to a total maximum of ten courses (30 units) (including withdrawals). Students who wish to complete more than ten courses must apply for admission to a specific faculty by the deadlines noted in the University's Academic Schedule and meet all of the requirements for admission.

**Open studies non-degree students are allowed only one D or D+ grade. Students who obtain an F grade or a second D or D+ grade will be refused further registration under this category.**

Non-degree students normally will not be permitted to register in high demand undergraduate courses until the dates noted in the Course Registration and Planning Guide, and only at the discretion of the department. Non-degree students are not permitted to register in 700-level or higher courses.

## **Degree holders**

Holder(s) of a recognized degree are not restricted to the maximum number of courses stated above.

## **English Language Proficiency**

All applicants must demonstrate English language proficiency for purposes of admission.

Information about meeting this requirement can be found at: <http://www.ucalgary.ca/admissions/elp>

## **PROCEDURES**

This form is used for both application and registration. Upon receipt of the completed form and the items noted below, your eligibility as an open studies student will be determined.

1. Fill in this form carefully and completely. Please print clearly.
2. Complete the credit card information or enclose a cheque or money order for the **\$35.00** non-refundable application fee if you have not previously attended this University. Fee information is available in the University Calendar or from Enrolment Services.
3. **Required Transcripts (web-based transcripts not accepted):**
  - (a) If you do not possess a University degree you must submit high school transcripts and, if applicable, transcripts from all post-secondary institutions attended (colleges, universities, schools of nursing, technical institutes).
  - (b) Holders of a University degree must enclose University transcripts showing the degree and the date awarded and transcripts from any other post secondary institutions attended. High school transcripts are required only if registering in courses with high school prerequisites.

If your most current transcripts are already on file at Enrolment Services, you do not have to submit them.

4. Obtain approval if required. Students registering in senior level courses (numbered '300' or higher) may be required to obtain the approval of the Faculty/Department offering the course before submitting this form to Enrolment Services. Inquiries may be directed to Enrolment Services.
5. **Deadline:** The deadline to submit the completed application form with all enclosures to Enrolment Services is the last business day prior to the beginning of lectures for the session to which applied. See the University's Academic Schedule ([www.ucalgary.ca/pubs/calendar](http://www.ucalgary.ca/pubs/calendar)).

International student deadlines:

Fall - June 1

Winter - October 15

Spring/Summer - March 1

**No form will be accepted unless completed in full and accompanied by all required items. Open studies students may register in undergraduate courses using the Student Center. Contact Enrolment Service for further information.**