|  |
| --- |
| **UArctic_letterheadlogo_bw**University of the Arctic – Circumpolar StudiesInternational Online Course Registration Form(**Please type or print VERY clearly**) |
| **Name & Personal Data** |
| Mr. [ ]  Mrs. [ ]  Miss  [ ]  Ms. [ ]  Dr. [ ]  |
| Family/Surname/Last Name:       |
| First Name & Middle Initial:        | Preferred First Name:       |
| Date of Birth: Day:      Month:      Year:       | Gender/Sex: Female [ ]  Male [ ]  |
| Country of Birth:       | Current Citizenship:       |
| Are you a Northerner? Yes [ ]  No [ ]   | First Language:       |
| **Voluntary:** Married or equivalent  [ ]   Single  [ ]   | **Voluntary:** Number of Dependents:       |
| **Voluntary:** Are you an Indigenous person? Yes [ ]  No [ ]  What group/people?       |

|  |
| --- |
| **Email and Mailing Address**  |
| **Current Mailing Address** | **Permanent Mailing Address** (Only if different than Current) |
| Box #/Street & #/Apt. #: | Box #/Street & #/Apt. #: |
| Town/City:       | Town/City:       |
| Province/State:       | Province/State:       |
| Country:       | Country:       |
| Postal/Zip Code:       | Postal/Zip Code:       |
| Phone Number:       | Phone Number:       |
| Fax Number:       | Fax Number:       |
| **Email Address (REQUIRED):**       |

|  |
| --- |
| **Online Course Selection** |
| **Winter Semester (February 1 – April 29, 2016)**[ ]  GEOG 3390 – Introduction to Circumpolar Climate Change & Its Causes (SPECIAL TOPIC hosted by University of Manitoba) |

|  |
| --- |
| **Student Declaration** |
| * I hereby certify that I have read and understand all information on this application form and the *Application Guide* and that all statements made in connection to this application are true and complete.
* I authorize the staff of the offering institution, my home institution, or staff of the University of the Arctic to register and withdraw me in the above checked course(s) and to sign on my behalf for any other institutional requirements.
* I authorize the release of my transcript(s) to the UArctic IAO in order that they may be sent directly to my home institution.
* I authorize my student information to be shared among UArctic member institutions and the International Academic Office for record keeping and statistical purposes.
 |
| **\* STUDENT SIGNATURE (Required):**  | **Date:**  |

|  |
| --- |
| **HOME INSTITUTION PERMISSION --- FOR INTERNAL USE ONLY** I verify that this student is accepted/registered at  and is approved to attend University of the Arctic and enroll in the above chosen course(s). |
| Name:       | Title:       |
| Signature (REQUIRED):       | Date:       |

BCS Site Coordinators - Please submit signed forms by email/mail/fax to:

Academic Coordinator, International Academic Office, University of the Arctic

P.O. Box 509, La Ronge, SK S0J 1L0 Canada - Fax: +1-306-425-2696 - iao@uarctic.org

University of the Arctic – Circumpolar Studies

Application Guide

|  |
| --- |
| **BCS Site Coordinator** |
| The BCS Site Coordinator is your main contact person at your home institution for UArctic’s Circumpolar Studies courses. You must submit your registration form to your site coordinator to receive permission to enroll in UArctic classes and they will forward the form to UArctic on your behalf. To determine who your BCS Site Coordinator is, please email iao@uarctic.org  |

|  |
| --- |
| **The International Academic Office** |
| Registrations for UArctic’s international online Circumpolar Studies are managed by the International Academic Office (IAO). The Academic Coordinator at the IAO will register you in your course at the offering institution, keep a record of completed UArctic coursework, and may assist with credit transfer issues. If you encounter any problems, you can contact the IAO at iao@uarctic.org or phone +1 (306) 425-4694 |

|  |
| --- |
| **Course Prerequisites** |
| UArctic sponsored SPECIAL TOPIC courses have the following prerequisite requirements:* BCS 100 and BCS 311 are the prerequisites for GEOG 3390
 |

|  |
| --- |
| **Tuition** |
| If applicable, tuition will be paid only to your home institution at the same rate as other courses offered by your home institution. Your BCS Site Coordinator or the IAO can advise you further. |

|  |
| --- |
| **Course Withdrawal** |
| To assist students in avoiding academic penalties, the IAO may act on your behalf to withdraw you if you have failed to log on to your class website for 14 days without prior approval from your instructor. To prevent financial and academic penalties at your home institution, you must immediately inform your BCS Site Coordinator and the IAO when you have withdrawn or intend to withdraw from a course. Students who choose to withdraw from the course must email their request to the IAO at iao@uarctic.org by March 20, 2014 to avoid academic penalty |

|  |
| --- |
| **Transcripts and Credit Transfer** |
| As UArctic is not a credit granting institution, it does not issue transcripts. The IAO forwards your transcripts from the institutions that hosted your Circumpolar Studies courses to your home institution.As the student, it is your responsibility to ensure you will receive credit for the successful completion of online Circumpolar Studies courses. Please be aware that interpretation of grades upon transfer is at the discretion of your home institution.\*\* Transcripts are forwarded 6-8 weeks after the course end date. Receipt of transcripts before that time is not expected. |

|  |
| --- |
| **Language Requirement** |
| All international online Circumpolar Studies courses and web discussions are held in English. English language skills must be at a level to enable a student to comprehend readings and participate fully in the course. In some cases, arrangements may be made with your BCS Site Coordinator to deliver assignments and write exams in your native language. |