

REGISTRAR'S OFFICE

1407 14 Avenue NW
Calgary, Alberta T2N 4R3

T: 403.284.7634
F: 403.284.7644

E: registrar@auarts.ca
www.auarts.ca

I.D.#: _____

(NAME)

MAJOR: _____

(ADDRESS)

street/box office

TELEPHONE: _____

city / province / postal code

POST SECONDARY INSTITUTION ATTENDED/TO BE ATTENDED: _____

SEMESTER/SESSION ATTENDED/TO BE ATTENDED: _____

COURSES COMPLETED/TO BE COMPLETED

PLEASE LEAVE BLANK – OFFICE USE ONLY

COURSE CODE, NUMBER AND TITLE	CREDIT WEIGHT	GRADE OBTAINED	RECOMMENDED AUArts EQUIVALENT	PROGRAM APPROVAL	BANNER ENTRY
1.					
2.					
3.					
What course(s) are you seeking transfer credit for?	Comments to student:				

NOTE TO STUDENT:

AUArts will consider for transfer credit eligible course(s) completed at a recognized post-secondary institution with a final grade of "C" or better. Along with completion of this request form, it is the student's responsibility to provide detailed course descriptions for each course from the calendar of the institution the student wishes to attend. When the AUArts Letter of Permission is approved and the official letter is issued (original mailed to institution, copy scanned and emailed to student) the student is required to make arrangements with the external institution to enroll in approved course(s). On successful completion of the approved course(s) the student must arrange with the external institution to provide the AUArts Registrar's Office with an official transcript indicating the final grade(s) for the approved course(s).

STUDENT SIGNATURE: _____ DATE: _____

\$30 (per institutional per semester request) Fee will be added to the student's account when the letter of permission is issued.

AUTHORIZATION

REGISTRAR'S OFFICE: _____ DATE: _____

COMMENTS: _____ DATE: _____

OFFICE USE ONLY

Before course is completed:

- Excel OR New Course Approved by Chair
- DATE: _____ and add to Excel
- Update PPG N drive SPACMNT LOP excel N:
- Email PPG + LoP to Student
- Send original LoP to External Institution
- Assess \$30 fee TSAAREV
- Update SPACMNT Notes
- Update Student File

When official transcripts are received from external institution if grades are C or higher:

- Add notation to SHATRNS
- Update PPG N drive
- Email PPG to Student
- update SPACMNT
- update LOP excel N:

ACADEMIC SUBJECTS

Humanities	Social Sciences	Natural + Applied Sciences	Career Related Subjects
Art History	Anthropology*	Anthropology*	Art Therapy
Classics	Archaeology*	Archaeology *	Business/Management
English Literature + Composition	Canadian Studies	Astronomy	Engineering
Dance History + Criticism	Communications Studies	Biology	Law
Dramatic Literature, Criticism, History + Theory	Economics	Botany	Medicine
History	Educational Psychology, Sociology + History	Biochemistry	Nursing
Languages	Gender Studies	Chemistry	Social Work
Music History + Literature	Geography*	Computer Science	
Philosophy	Linguistics	Geography*	
Religious Studies	Political Psychology*	Geology	
Romance Studies	Sociology	Geophysics	
		Mathematics	
		Physics	
		Psychology	
		Statistics	
		Zoology	

**Depending on the nature of the course content, a course in any of these subjects may represent either a Social Science or a Natural/Applied Science offering. Such courses must be evaluated by the Registrar's Office before their category may be confirmed.*