



University of the Arctic – Circumpolar Studies Online

Online Course Registration Form – Application Deadline

(Please type)

Name & Personal Data

Mr. Mrs. Miss Ms. Dr. Other

Family/Surname/Last Name:

First Name & Middle Initial:

Preferred First Name:

Date of Birth: Day: Month: Year:

First Language: ***

Citizenship:

Email and Mailing Address

Current Mailing Address

Box #/Street & #/Apt. #:

Town/City:

Province/State:

Country:

Postal/Zip Code:

Phone Number:

Email Address (REQUIRED – MUST BE LEGIBLE):

Online Course Selection

Fall Semester (September - December)

CS 100 – Introduction to the Circumpolar World

CS 321 - Peoples and Cultures I

GEOG-CAST 2810H: Canada's People and Places

CAST 3243H: The Contemporary Canadian North in A Circumpolar Context

Winter Semester (January - April)

CS 100 – Introduction to the Circumpolar World

Fall Semester (September – December)

CS 311 - Lands and Environments I

CS 331 - Contemporary Issues I

GEOG 3904H: Reading Course in Circumpolar Studies

Winter Semester (January – April)

CS 312 - Lands and Environments II

CS 322 - Peoples and Cultures II	CS 333 - Contemporary Issues II
CS 400 - Arctic Environmental Security	CAST 3241H: Histories of the Canadian North
Summer Semester (May - July)	Summer Semester (May - July)
CS 100 – Introduction to the Circumpolar World	CS 322 - Peoples and Cultures II
GEOG 2811H: The International Arctic	

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 Online office in order that they may be sent directly to my home institution.
- I acknowledge that hard copies of my transcripts will NOT be retained by the UArctic Online office after they have been mailed 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.

*** The language of instruction is English. **Applicants whose first language is not English are normally required to submit proof of English proficiency**

* **STUDENT SIGNATURE (Required):**

Date:

This information is being collected and protected under the *Freedom of Information and Protection of Privacy Act* ("FIPPA") of Canada and will be used for registration and contact purposes only. Questions or concerns about the collection or use of this information may be directed to the IAO at circumpolarstudies@uarctic.org



University of the Arctic – Circumpolar Studies

Application Guide

CS Site Coordinator

The CS 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 CS Site Coordinator is, please email circumpolarstudies@uarctic.org

Online Circumpolar Studies Office (North America)

Registrations for UArctic's international online Circumpolar Studies offered by North American institutions are managed by the Online Circumpolar Studies Office, who 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 this office at circumpolarstudies@uarctic.org or phone +1 (705) 748 1303

CS Course Prerequisites

The Circumpolar Studies core courses have the following prerequisite requirements:

- CS 100 is the prerequisite for CS 311, 321, 322, 331, and 332
- CS 100 and CS 311 are the prerequisites for CS 312
- Students who have NOT successfully completed CS 100 or equivalent cannot register in upper year courses.
- **Space in courses is limited, and will be assigned on a first come, first served basis.**

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 CS Site Coordinator or the Online Circumpolar Studies Office (North America) can advise you further.

Course Withdrawal

To assist students in avoiding academic penalties, the Online CS Office 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. **However, it is the student's responsibility to communicate regularly with their home and host institutions.**

To prevent financial and academic penalties at your home institution, you must immediately inform your CS Site Coordinator and the Online CS Office when you have withdrawn or intend to withdraw from an international online Circumpolar Studies course. Failure to do so will result in a grade of F on transcripts and possible financial implications.

It is ALWAYS the student's responsibility to ensure that they are following the academic deadlines and policies of the host institution, as well as their home institution.

Transcripts and Credit Transfer

As UArctic is not a credit granting institution, it does not issue transcripts. The Online Office 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. In most instances, grades will be transferred as letter grades.

If you anticipate needing a transcript for graduate study application purposes, it is recommended that you request your own copy from the offering host institution.

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).

I verify that the student has the necessary pre-requisites, as well as **adequate English Language Proficiency**. 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.

Name:	Title:
Signature (REQUIRED):	Date:
Contact Email:	

CS Site Coordinators - Please submit signed forms by encrypted email to:

Facilitator of Online Circumpolar Studies Courses for UArctic, (North America)

Attn: Kate Logan circumpolarstudies@trentu.ca

Trent University 302 Champlain College 1600 West Bank Drive, Peterborough, ON Canada K9L 0G2