



University of the Arctic – Circumpolar Studies
International Online Course Registration Form
(Please type, or print VERY clearly)

Name & Personal Data

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/>	
Family/Surname/Last Name:	
First Name & Middle Initial:	Preferred First Name:
Date of Birth: Day: Month: Year:	Gender/Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Country of Birth:	Current Citizenship:
Are you a Northerner? Yes <input type="checkbox"/> No <input type="checkbox"/>	First Language:
Voluntary: Married or equivalent <input type="checkbox"/> Single <input type="checkbox"/>	Voluntary: Number of Dependents:
Voluntary: Are you an Indigenous person? Yes <input type="checkbox"/> No <input type="checkbox"/> What group/people?	

Email and Mailing Address

Email Address:	
Current Mailing Address	Permanent Mailing Address (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:

Online Course Selection

Fall Semester (September 14 – December 11, 2009)	Spring Semester (February 1 – April 23, 2010)
<input type="checkbox"/> BCS 100 – Introduction to the Circumpolar World	<input type="checkbox"/> BCS 100 – Introduction to the Circumpolar World
<input type="checkbox"/> BCS 311 – Land and Environment of the CP World I	<input type="checkbox"/> BCS 311 – Land and Environment of the CP World I
<input type="checkbox"/> BCS 312 – Land and Environment of the CP World II	<input type="checkbox"/> BCS 312 – Land and Environment of the CP World II
<input type="checkbox"/> BCS 321 – Peoples and Cultures of the CP World I	<input type="checkbox"/> BCS 322 – Peoples and Cultures of the CP World II
<input type="checkbox"/> BCS 331 – Contemporary Issues of the CP World I	<input type="checkbox"/> BCS 332 – Contemporary Issues of the CP World II

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:
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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 mail or 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



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 University of the Arctic Circumpolar Studies online courses 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

BCS Course Prerequisites

The Circumpolar Studies core courses have the following prerequisite requirements:

- BCS 100 is the prerequisite for BCS 311, 321, 331, and 332
- BCS 100 and BCS 311 are the prerequisites for BCS 312
- BCS 100 and BCS 321 are the prerequisites for BCS 322

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 International Academic 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.

To prevent financial and academic penalties at your home institution, you must immediately inform your BCS Site Coordinator and the Academic Coordinator at the IAO when you have withdrawn or intend to withdraw from an online Circumpolar Studies course.

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 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.