



# Alexander College

Office of the Registrar

Email: registrar@alexandercollege.ca

Tel.: (604) 435-5815

Fax: (604) 435-5895

## COURSE-IN-PROGRESS REGISTRATION

### Student Information

#### STUDENT INFORMATION

First Name	Last Name	Application or Student ID
Email Address		Telephone Number

#### REQUEST DETAILS

##### Prerequisite Course-in-Progress (Other School)

Institution Name	Course Number and Title <i>(e.g. ECON 1250 Introduction to Microeconomics)</i>

##### Requested Course(s) (Alexander College)

Course Number and Title <i>(e.g. ECON 1250 Introduction to Microeconomics)</i>

#### TERMS AND CONDITIONS

A transcript indicating the final grade(s) of the in-progress course(s) must be submitted to the Office of the Registrar prior to the first day of classes in a given term. If the student is unable to provide the final grade, or receives a failing grade for the course, he/she is expected to drop the course(s). If the final grade is not provided to the Office of the Registrar prior to the first day of classes, the student will be automatically withdrawn from the course(s) without further notice. **For Spring 2021 term, this deadline is April 30th, 2021 (4:00pm).**

##### Refunds

If the course(s) are dropped prior to the end of the Regular Registration period, the student will receive a 100% refund, less applicable administrative fees. If the course(s) are dropped during the Late Registration period, or are dropped by the College prior to the first day of term, the student will receive a 75% refund, less applicable administrative fees, per the College's refund Policy. The full Refund Policy is available at: <http://alexandercollege.ca/admissions-and-registration/tuition-fees-and-refunds/>

#### DECLARATION

- I have read and understand of the terms and conditions of registration with an external course-in-progress at Alexander College.
- I understand that it is my responsibility to provide the final grade for the course-in-progress prior to the first day of classes.

Student Signature	Date
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#### OFFICE USE ONLY

Authorized Staff Signature:	Date
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