

TRU-OL Course Registration Request Form

FOR INTERNATIONAL STUDENTS UNDER THE FLAT FEE RATE



* Mandatory fields – your request will **not** be processed if information is missing

PERSONAL DATA

TRU ID*	PROGRAM / MAJOR*
LAST NAME*	
FIRST NAME*	
EMAIL ADDRESS*	PHONE NUMBER*

COURSE SELECTION

- Browse courses:** Search your courses here: <https://www.tru.ca/distance/courses/>
 - If your course is labelled "Online, self paced", registrations must be submitted by the [add/drop deadline](#) to ireg@tru.ca or in-person at IB 3035.
 - If your course is labelled "Online, paced", it has a scheduled start and end date. Registration forms must be submitted before the scheduled start of the class and prior our [add/drop deadline](#) to ireg@tru.ca or in-person at IB 3035.
- Get textbooks:** Your course does **not** automatically include course textbooks and materials. If you decide you need the course textbooks or materials, please contact an Open Learning representative at student@tru.ca or 250-852-7000 option #1.
- Fill out form:** Complete all the mandatory fields below to ensure your course registration will be processed efficiently.

COURSE LETTER CODE*	COURSE NUMBER*	COURSE TITLE*	CRN	SEMESTER* (e.g. "Winter 2024")

ACCESSIBILITY SERVICES REQUIREMENT*

Do you have a pre-determined accommodation agreement set up with TRU's Student Affairs office?

YES

NO

If yes, please contact studentaffairs@tru.ca.

DECLARATION

I understand that by submitting this form, I agree to the following:

- I confirm that I have met with my Academic Advisor to discuss the potential impact of this course registration on my future course planning.
- Prior to submitting this form, I acknowledge that it is my responsibility to ensure that full tuition and general fees are paid.
- To be included as part of my flat fee tuition, I must submit this form to ireg@tru.ca prior to the [add/drop deadline](#).
- Tuition is not returned/refunded if I choose to drop an Open Learning course, which was part of the flat fee.
- If I choose to register myself outside of the flat fee, I may incur additional charges.

I hereby certify that the information I have submitted on this form is true and correct. Completion of this signed form permits Thompson Rivers University, Open Learning to request and/or confirm any information necessary to support my registration. Falsification of any documents or information submitted will result in the immediate cancellation of registration at Thompson Rivers University, Open Learning and this information will be shared with other educational institutions in signing this form I understand that the information collected on this form is collected under the authority of the Thompson Rivers University Act (BC). The information provided will be used for the sole purposes of registration, consistent with the educational mandate of Thompson Rivers University and may be shared with those educational institutions that offer programs in association with or in collaboration with Thompson Rivers University, Open Learning. Information placed in my student record will be used for the purpose of admission, registration, record keeping, including release to the TRU Foundation and the TRU Alumni Association for use in affinity programs or for a uses consistent with these purposes.

STUDENT'S SIGNATURE* _____

DATE* _____