

Transfer your Academy of Learning diploma to Athabasca University

Your education from the Academy of Learning could be the beginning of an Athabasca University degree, diploma, or certificate.

[Athabasca University](http://AthabascaUniversity.ca)
Canada's  Open University®

 **ACADEMY OF LEARNING**
Computer & Business Career College

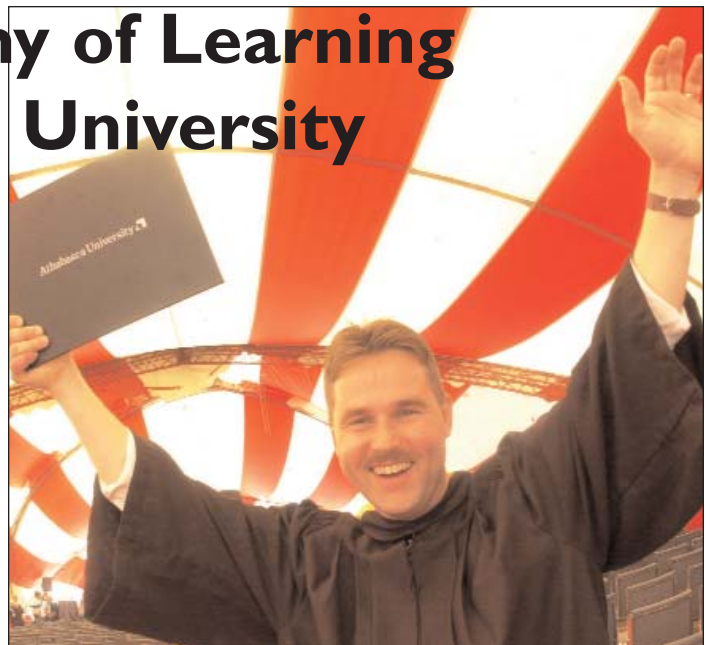
AU's online and distance learning methods mean you can complete the rest of your degree online, anywhere, anytime - an ideal solution for people who want to continue their education but have work, family, and personal commitments that make it difficult to attend courses on a campus.

How does it work?

Part of AU's mandate is to make university education more accessible to everyone, everywhere. That's why AU constantly evaluates the programs and courses of other post-secondary education providers. The results are hundreds of transfer agreements with institutions such as the Academy of Learning. These articulations allow you to transfer Academy of Learning courses smoothly and easily to AU programs.

AU will award nine transfer credits toward relevant AU degrees to graduates of the following Academy of Learning programs:

Accounting Clerk Diploma
Administrative Assistant Diploma
Call Centre Representative Diploma
Computer Service Technician Diploma
Computerized Accounting Diploma (Eastern version - Computerized Accounting Skills Diploma)
Entrepreneurial Business Application Diploma
Executive Secretary Diploma
Microcomputer Software Support Diploma
Microcomputers Business Applications Diploma
Office Administration Diploma (Eastern version - Office Clerk Diploma)
PC Specialist Diploma
Word Processing Clerk Diploma (Western version - Administrative Secretary Diploma)



AU has evaluated several Academy of Learning diplomas and considers them equivalent to three junior-level AU courses, worth three credits each, in computers and management information systems, communications, and entrepreneurship.

Therefore, graduates of several Academy of Learning diplomas are eligible to receive nine credits for three AU courses that they may apply to a variety of AU programs, as long as the courses fit the requirements of the AU program. An AU advisor can help you select an AU program and develop a program plan to make use of these credits.

Graduates of the Business Office Skills Diploma will receive nine credits for AU's Bachelor of Science (Post Diploma) degree, but they will also have to complete an approved science-related technology diploma worth 60 credits before enrolling in this program.

Graduates of the Administrative Secretary Diploma (Eastern version - Word Processing Clerk Diploma) will receive nine credits for AU's University Certificate in Public Administration.

Please note: AU will not award credits for more than one Academy of Learning diploma, and will only award credits for diplomas as a whole (not on a course-by-course basis). Also, AU's articulations only apply to Academy of Learning programs completed after certain dates, for example, 1998. And, if your diploma is more than five years old, you will not receive three credits for CMIS 245 (an AU computers and management information systems course).

For the most up-to-date information on the transfer articulations between AU and the Academy of Learning, visit AU's Credit Transfer Database: www.athabascau.ca/cgi-bin/credit_transfer.pl

About Athabasca University

With more than 32,000 students taking courses from around the world, Athabasca University (AU) is Canada's largest university specializing in distance and online education. No students take courses on-site at our central location in Athabasca, 130 km. north of Edmonton, Alberta. Instead, students have the freedom to study and live wherever they like. Convocation is often the first time we meet our students face to face.

Founded in 1970 by the Alberta government, AU has grown to offer more than 600 courses and 60 programs including bachelor's degrees, master's degrees, and university-level certificates and diplomas.

For more information about AU, go to:
www.athabascau.ca/aboutAU

Why complete a degree with Athabasca University?

AU recognizes your previous post-secondary education and prior learning so you can get a head start on your AU degree. Also, AU's **open admission policy** means you do not need to have a certain grade point average or a high school diploma to be admitted to an undergraduate program.

Choose how you learn. You can take courses through print-based distance learning, online learning, or a combination of both. AU even offers traditional classroom courses at partner institutions in some locations (outside of Ontario). For more information on AU's classroom courses, go to:

www.athabascau.ca/lso/LSO_web_new.php

Employers hire AU graduates. According to Alberta Learning's 2002 Alberta Universities and University Colleges' Graduate Employment Survey, 96% of the 373 AU graduates surveyed were employed, and had a median monthly salary of \$5,417 (full-time).

Our **extensive student support services** truly set us apart. We offer advising, counselling, computer support, an online library that sends materials to you by mail, services for students with disabilities, and more services you can access by e-mail or toll-free phone.

To find out more about AU's student services, visit:

www.athabascau.ca/main/studserv.htm

To see our service standards, go to:

www.athabascau.ca/misc/expect/index.htm

AU gives you the **flexibility** to start and finish your degree when and where you want. You can begin most courses on the first day of any month, take courses full-time or part-time, and you have the freedom to schedule your studies around work and other commitments. There are also hundreds of courses to choose from, and many degree programs allow you to tailor your degree to fit your career goals and personal interests.

AU consistently achieves **high student satisfaction ratings** on comprehensive surveys undertaken by the Alberta government. According to Alberta Learning's 2001 Alberta Universities and University Colleges' Graduatand Satisfaction Survey, 92% of AU students surveyed said they were "satisfied" or "very satisfied" with their overall AU experience, and 93% said if they could choose again, they would still choose AU.

A team of full-time faculty, subject matter experts, editors, and visual and technical designers develop AU's **high-quality courses**. AU also offers you one-to-one **personalized instruction** from a knowledgeable and qualified tutor or facilitator with whom you can communicate through toll-free phone, e-mail, and other online forms of communication. Some courses include **online interaction with students** around the world.

Save money by living at home and continuing to work as you go to school. The cost of textbooks and other learning resources are included in your course registration fee.

Getting started

1. Choose an AU program.

A complete list of AU's programs is available at:

www.athabascau.ca/calendar

For the most current information on the transfer arrangements between AU and the Academy of Learning, visit AU's Credit Transfer Database:

www.athabascau.ca/cgi-bin/credit_transfer.pl?

2. Apply for admission.

To become an AU student and apply for admission to an AU program, complete and submit an Undergraduate General Application Form by fax, mail, or online. To obtain a print copy of the form or fill it out online, go to:

<https://tux.athabascau.ca/banner/jsp/welcome.jsp>

3. Arrange for your transcripts to be evaluated by AU.

Contact all post-secondary institutions you've attended and arrange for your official transcripts to be sent directly to AU's Office of the Registrar for evaluation.

4. AU admits you to the University and your program.

AU notifies you that you have been accepted into the program and provides you with your student ID number, which you need to register for courses and access student services.

5. AU evaluates your transcripts.

AU evaluates your transcripts course by course and transfers any acceptable courses to your AU program. AU notifies you of the number of university credits you have been awarded and what AU courses you must take to meet the remaining requirements of your program.

6. Choose your courses and plan your program with an advisor.

Through e-mail or toll-free phone, you and an advisor should plan what courses you will take to complete the degree. An advisor will help you ensure your courses meet your program requirements. A complete list of courses is available at:

www.athabascau.ca/calendar

7. Register for your course(s).

To register for courses, complete and submit an Undergraduate Course Registration Form by fax, mail, or online. To obtain a print copy of the form or fill it out online, go to:

<https://tux.athabascau.ca/banner/jsp/welcome.jsp>

You can begin most courses on the first day of any month. You must register for a course by the 10th day of the month before the start date. For example, to begin a course on May 1, you must register for the course by April 10. When you are ready to begin new courses, you will need to complete and submit an Undergraduate Course Registration Form each time.

For more information

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www.athabascau.ca

www.askau.ca

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