

Registration Procedures for Home Students visiting Host Institutions

Western Deans' Agreement

- Review the Western Dean's Agreement (WDA) to ensure you understand all expectations and requirements. The Western Canadian Deans of Graduate Studies (WCDGS) website contains a list of all WCDGS Participating Institutions (<http://wcdgs.ca/>), as well as the official Western Canadian Deans' Agreement (<http://wcdgs.ca/western-deans-agreement.html>).

Application Deadlines

- Check the Host Institution's application deadline. Each WCDGS Host Institution has its own timeline for registration. Application Deadlines for SFU, UBC, and UNBC are listed on the WDA site. Otherwise, you may visit the respective Host Institution's website to investigate how far in advance you must submit your registration to the Host Institution.

Authorization & Course Registration

- Complete all applicable sections of the *WDA Authorization & Course Registration* form (<http://wcdgs.ca/content/dam/ex/wcdgs/Western-Deans-Agreement.pdf>). This includes all sections under STUDENT INFORMATION, as well as, Host Institution, period of study, and names of signatories under APPROVAL SIGNATURES. **NOTE:** All fillable sections of the form must be typed (not handwritten). If the form is handwritten, it may not be accepted by the Host Institution.
- Complete a TWU *WDA Transfer Credit* form, so that TWU's Office of the Registrar, Transfer Credit office, will know how to transfer the course upon receipt of your official transcript from the Host Institution.
- You and your Program Director sign the (1) *WDA Authorization & Course Registration* form and the (2) *WDA Transfer Credit* form.
- Deliver the *WDA Authorization & Course Registration* to ORGS.
- ORGS obtains the Graduate Studies Approval signature from the VP Research & Graduate Studies, and then delivers the executed *WDA Authorization & Course Registration* form to the respective Host Institution.
- Host Institution processes your request, registers you in the course (if approved), and returns the completed *WDA Authorization & Course Registration* to both you and ORGS.
- You are responsible for forwarding the Host Institution email, completed *WDA Authorization & Course Registration* form, together with the completed *WDA Transfer Credit* form, to the Office of the Registrar to complete the registration procedures at TWU.**