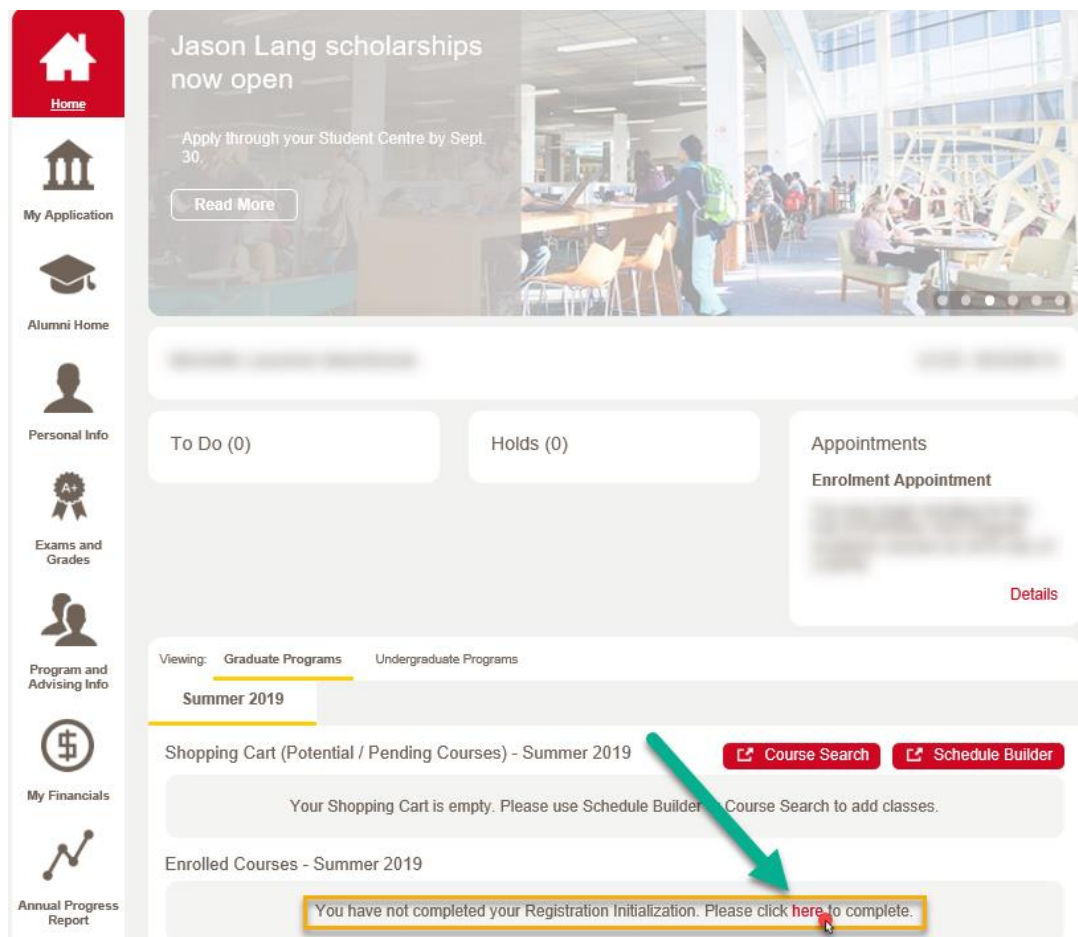


Here are some simple steps to help you successfully initialize your registration using the Student Centre:

1. Log into the MyUofC portal



2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page to the section immediately below **Enrolled Courses – (Term)** for the term you are attempting to register for and click on the section that reads "You have not completed your Registration Initialization. Please click [Here](#) to complete"



3. A new screen will appear that will allow you to initialize your registration. After reading the instructions, click on **Begin Initialization**.

Registration Initialization

1. Introduction



Step through the following pages to confirm the accuracy of the information on file for you. Select the 'refresh' button, where applicable, to display any changes you have made. Select 'begin initialization' to continue to the next page.

begin initialization

4. The first step is to confirm your preferred email address. After making sure that your email is up to date, and that your preferred email is selected, click on **Confirm**.

Registration Initialization

2. Confirm Email Address



Please confirm or correct your email address. Click the 'refresh' button to display your changes.

Email Type	Email Address	Preferred
Campus		<input checked="" type="checkbox"/>
UofC		<input type="checkbox"/>

- Click **here** if you need to create your UCalgary email address.

View step by step instructions **here**

- All University of Calgary Electronic communications (email, e-notifications) will be sent to your UCalgary email address. This is your official student email, as per the **Electronic Communications Policy**.

Note that if your preferred email address is set to UCalgary, you will not be able to change it. Additional Email Addresses will be used for emergency purposes only and can be updated at any time.

Email addresses entered will be kept confidential.

Edit Email Address

Refresh

Confirm

- Next, you will be required to review and confirm that your address and phone number are up to date. You can edit your address and your phone numbers on this screen by clicking on **Edit Address** or **Edit Phones**. Then, click on **Confirm**.

Registration Initialization

3. Confirm Address and Phone Number

Please confirm or correct your address and phone number. Click 'refresh' to display your changes. Additional future-dated addresses may be added to ensure correspondence continues to reach you in the event of a move.

Current Addresses:

Address Type	Address
Home (Mailing)	

Edit Addresses

Phones:

Phone Type	Phone Number	Extension	Preferred
Current Home			<input checked="" type="checkbox"/>

Edit Phones

Refresh

Address and phone information can be updated at anytime from the Student Center.

Confirm

- Step 4 is to confirm your emergency contacts. You can edit the name and phone number of the individual UCalgary should contact in case of emergency by clicking **Edit Emergency Contact**. If you have more than one contact, please be sure to select who your primary contact is by clicking on the box to the right. Once you are finished, click on **Confirm**.

Registration Initialization

4. Confirm Emergency Contacts

Please confirm or correct your emergency contacts. Click the 'refresh' button to display your changes.

Contact Name	Contact Phone	Other Phone	Primary Contact
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>

edit emergency contact

Refresh

Emergency contacts can be updated at anytime from the Student Center.

Confirm

- If you are a Graduate Student***, you will now be asked to indicate whether you will be attending UCalgary on a full-time or a part-time basis. Select the option that best describes your registration

future registration load. Please keep in mind that this can be altered later by contacting the Faculty of Graduate Studies.

Registration Initialization

5. Confirm Academic Load

1 2 3 4 5

Do you want to be full or part-time for the registration year starting July 2, 2019?

full-time

part-time



8. You will now be redirected to your class search screen, where you will be able to look up courses, and add them to your shopping cart. Click on the **Search** button to begin enrolling for courses. For assistance on how to register, please refer to the How-To Guide entitled "**How to Register for Courses**"

Add Classes

1 2 3

Schedule Builder

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2019 | Graduate Programs | University of Calgary

Change Term

Open

Closed

Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search



Summer 2019 Shopping Cart

Your enrollment shopping cart is empty.

My Summer 2019 Class Schedule (You ARE registered or waitlisted in these)

You are not registered for classes in this term.

End of Procedure.