

# Next Steps Guide

Open Studies



UNIVERSITY OF  
CALGARY

# Welcome to the University of Calgary! We're excited to have you join our community and to help you plan for success.

You're receiving this Next Steps Guide because you've accepted an offer to study at UCalgary! We encourage you to read through the information completely to ensure you don't miss any of the important details.



## STEP 1. Learn about Open Studies

As an Open Studies student, you can take UCalgary credit courses without being admitted to a degree program.

There are several regulations all Open Studies students should be aware of before taking courses. These regulations are found in the Academic Calendar under **section C.1** and **section C.2**:

Important regulations to note:

- Open Studies students can take a maximum of 36 units overall
- Open Studies students who don't hold a degree can take up to 12 units per term for the fall and winter terms, and up to 6 units per term for the spring and summer terms
- Open Studies degree-holding students can take up to 18 units per term for the fall and winter terms, and 9 up to units per term for the spring and summer terms

At the end of every term there is a check on the number of units an Open Studies student has completed. Students who are at the maximum of 36 units will not be able to take further courses in Open Studies

### Academic review

At the end of every winter semester, students who have completed a minimum of nine units in Open Studies undergo an academic review. Students who have a GPA lower than 1.7 or have more than 15 units of withdrawals will no longer be able to take courses through Open Studies.

Following the academic review, students who are discontinued will receive an email that outlines the steps to appeal the decision. Students have 14 days to submit the appeal.

### Where to Learn More

The Student Success Centre offers a workshop specifically designed to help Open Studies students learn more about their program:

**Open Studies Basics:** This workshop comprehensively reviews Open Studies regulations, course registration processes, and on-campus supports and opportunities.

### DEFINITION

UNIT: a value assigned to a course. Typically, most courses at the University of Calgary are 3 units.

### STEP 1 to-do list:

- Review Open Studies calendar regulations
  - section C.1**
  - section C.2**
- Attend/watch **Open Studies Basics workshop**

## STEP 2. Familiarize yourself with registration terminology

It's important to begin familiarizing yourself with some of **the common registration-related terminology** used at UCalgary, such as:

### Requisites & restrictions

**Course restrictions:** Many courses are reserved for students who are admitted to a specific degree program. Restrictions specify who can register for the course, and when. You'll need to wait for a restriction to be lifted before you can register in some courses.

**(Restrictions are indicated by a purple star in Course Search and with a brief sentence in Schedule Builder [SB])**

**Prerequisite:** A condition that must be met before you can take a course. Examples of prerequisites can include: completion of a high school or university-level course, admission to a specific degree program, or completion of a minimum number of units at the university level. Where a prerequisite is a university level course, students must have attained a C- or higher in that course unless a specific higher grade is listed. Course prerequisite information is listed in the **Academic Calendar** and through Course Search in your Student Centre.

*Please ensure you carefully review the prerequisites for the courses you select. You'll need to complete any high school prerequisites by the document deadline for the term you've been admitted to.*

**Antirequisite:** Two courses that cannot both be taken for credit because the content that is covered is too similar.

**Corequisite:** Two courses that can be taken at the same time because the content is complementary.

### Course components

**Lecture:** Main instructional component of a course where instructors introduce and work through the topics of the course.

**Lab:** Secondary instructional component of a course where you can apply learning from lectures. The class size of lab sections is often smaller than the lecture.

**Tutorial:** Another secondary instructional component of a course where you can ask questions, discuss course and reading material, and receive additional assistance.

### Registration actions

**Add:** Add a new course to your schedule.

**Drop:** Completely remove a course from your schedule.

**Swap:** Trade or substitute one course for another.

**Edit:** Change the sub-component of a course (such as a lab or tutorial) while leaving the main component of a course (typically the lecture section) unchanged.

**Waitlist:** If a course is full, you may be able to join a waitlist and wait for a seat to open in the course (if this functionality is enabled\*). If a student drops the class, a seat will open up and be automatically filled by the first student on the waitlist.

*\*Note: waitlists aren't enabled for every class. Waitlisting yourself does not guarantee a spot in the course!*

**Withdrawal:** After the term drop deadline passes, the drop function allows you to **withdraw** from a class up until the last day of classes for the term.

### Course Delivery Options

**Multi-term course:** A multi-term course runs over both the fall and winter terms. You must register for the course in each term, and also enroll in the same class section. Multi-term courses are identified as "A" for fall and "B" for winter.

**Synchronous:** A component is scheduled at specific times. You must participate or engage at the scheduled time(s).

**Asynchronous:** A component is not scheduled at a specific time; therefore, you may engage with the course material at a time that is convenient for you.

**Hybrid:** Hybrid course components have both synchronous and asynchronous meetings.

**Blended:** A blended course means that it includes both in-person and online meetings.

**Full-time:** Students are considered full-time when they register in nine units or more per term for the fall and winter terms, and six units or more in the spring/summer terms.

**Part-time:** Students are considered part-time when they register in fewer than nine units per term for the fall and winter terms, and three units in the spring/summer terms. The exception is students who have an approved **accommodation** for a reduced course load.

#### STEP 2 to-do list:

- Review common terminology

## STEP 3. Prepare to register

### When can you register?

Find out when you can register by checking your **Open Enrolment Date** for Open Studies.

Your open enrolment date/enrolment appointment will be the exact date and time when you can begin enrolling into courses. We encourage you to register as early as your enrolment appointment allows, but you can register for courses up until the last day you're allowed to add courses for the term. You can check this and other important dates in the **Academic Calendar**.

### Choosing courses

There are a few resources available to you to help with choosing courses:

1. **The Academic Calendar** is a great reference tool for all students. Browse the courses of instruction section to view all courses offered at UCalgary, along with descriptions for each course. You can also look up different degree programs to see the courses required for completion.
2. **The First-Year Degree Guide (FYDG)** is a tool that allows you to view suggested first year course sequences for our undergraduate degree programs. If you're interested in completing an undergraduate degree program at the University of Calgary, the FYDG is a good place to get a sense of what courses students in those degree programs take in their first year of study.
3. Not sure what courses to choose? The **Student Success Centre** has resources to help Open Studies students select courses and explore undergraduate degree programs. Also check out the "Advising and Resources" section of this handbook for more services that can help.

### PLEASE NOTE

To register in a graduate-level course (typically 600-level and above), here are the steps you'll need to take:

1. After you've been admitted, the **Service Requests page** becomes available on your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)).
2. Under the Enrolment Services Request Category, and the **my registration category**, read the instructions and fill out the Request Cross Career Exception form.
3. As per the instructions, to register you'll need to get approval from the department that offers the course you want to take.

Need assistance filling out the Service Request? Connect with **Enrolment Services**



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### **Important note about prerequisites:**

Many undergraduate courses have prerequisites that must be met before you can register for the course.

As an Open Studies student, you may need permission to register for classes that have prerequisites. Here's how:

1. If you submitted your high school transcripts with your application, you should be able to register in courses with high school course prerequisites (meaning, you won't need permission from the department or faculty offering the course).
2. If you didn't submit your high school transcript with your application, email your transcripts and your UCID number to the Admissions Office ([transcripts@ucalgary.ca](mailto:transcripts@ucalgary.ca)) and request your high school courses be posted to your Open Studies file. You should then be able to register without needing permission.
3. If you completed post-secondary courses at another institution, you may be able to use those courses to satisfy a post-secondary prerequisite or in lieu of high school courses.

Once you have permission to register in a course with prerequisites, you'll be able to register through your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)). If you run into issues enrolling in the course, contact **Enrolment Services** for assistance.

**Note:** At UCalgary, a university-level course can serve as a prerequisite for further courses as long as it is completed with a grade of "C-" or better, unless otherwise specified in the **Academic Calendar**.

### **STEP 3 to-do list:**

- Log in to your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)) and initialize your account.
- Make a list of courses you are interested in taking
- Make sure your course prerequisites are in order
- Explore registration tools:
  - first-year degree guide**
  - University Calendar**



## STEP 4. Register

### How to register

Students can register for courses either through Course Search or Schedule Builder. Both of these tools are found in the Student Centre (my.ucalgary.ca).

**Schedule Builder:** If you're planning on registering in more than one course we recommend Schedule Builder (SB) to build and register in a schedule initially, but make any course changes (add, drop, swap or edit) directly through your Student Centre.

SB is an online tool you'll use to help you build potential class schedules and register for courses. We encourage you to begin familiarizing yourself with this tool by watching the instructional videos on how SB can assist you in creating a schedule free of time-conflicts. These videos can be **found here**.

**Course search:** After you've registered, it's best to make any course changes (such as adding, dropping, swapping or editing) directly through your Student Centre (my.ucalgary.ca). **View our how-to guides for information on how to register for courses and edit your schedule using Student Centre.**

We encourage you to build your schedule prior to your Enrolment Date. If you do build your schedule prior to when you can enrol, don't forget to **validate your shopping cart** to catch issues with your planned registration early.

Using the *Validate* option, you can check for potential enrolment errors and resolve them prior to beginning enrolment.

**Note:** the validate option DOES NOT result in enrolment. Once your open enrolment date arrives, you'll still need to process your enrolment even if you've successfully validated your courses.

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### **Important note for international students:**

All newly-admitted international students must apply for the appropriate immigration documents as soon as possible. You must do this so you can legally study in Canada. For more details, visit the International Student Services Immigration website. You may also email international.advice@ucalgary.ca if you require assistance.

### STEP 4 to-do list:

- Build your schedule, and load and validate your shopping cart
  - Schedule Builder videos
- Register for courses!
- After you've registered in courses, you can generate a **confirmation of registration letter** to provide proof of your course registration for anyone who requires it (such as external scholarships)

### TIP!

You can register for both fall and winter courses at the same time, or both the spring and summer at the same time! Explore schedule(s) for all terms so you're ready to register!

Be sure to initialize your account prior to enrolling for courses. Account initialization becomes available after the schedule is released and 42-78 hours after you accept your offer and pay your deposit. Instructions on how to complete account initialization are available **here**.

## STEP 5. Get help

### Advising and resources

**Student Success Centre:** The **Student Success Centre (SSC)** offers advising for Open Studies students. We can help you:

- Understand the steps to choosing courses and navigating registration.
- Assist with educational planning to help students move from Open Studies into an undergraduate degree program of their choice.
- Understand Open Studies policies and undergraduate admission procedures.
- Learn how transfer credit can apply to undergraduate degree programs.

**Check out our workshops or book an appointment.**

**Enrolment Services:** Once you've started registering for courses, our Enrolment Services advisors can help you identify and troubleshoot any registration issues you may have. The Enrolment Services Office also manages the Open Studies Academic Review process.

**Connect with an Enrolment Services Advisor.**

**Faculty advising:** Each faculty has **program advisors** you can speak to about the degree programs offered by that faculty. If you have an intended undergraduate degree program in mind, meet with a faculty program advisor for that program to discuss your course selection and overall degree planning.

**View faculty contact information and hours of operation.**

**New Student Registration Assistance:** This program is open from May through August and is available to Open Studies students taking undergraduate courses. Once you've figured out what courses you want to take, **New Student Registration Assistance (NSRA)** can help you register and build your course schedule.

**Learn more about NSRA.**

**Workshops:** There are several live and recorded workshops to help support Open Studies students through their journey. Check out the following websites for upcoming dates or to watch pre-recorded workshops:

**Registration webinars for Open Studies students**

SSC offers *Open Studies Basics*, *Transitioning to a Degree*, and *How to Choose a Major* workshops.





## STEP 6. Understand your fees

### Understanding your fees

As a student you're charged tuition and general fees each semester you are enrolled based on your citizenship status, your program of study, the number of courses you're enrolled in and your full-time/part-time status as a student. Details on tuition and general fees are available in the **University Calendar**.

**Mandatory Fees:** It's not possible to opt out of mandatory fees.

**Optional Fees:** It may be possible to opt out of optional fees such as the health and dental plan or the student donation fee.

You can use the **undergraduate student cost estimator** to roughly estimate your fees.

This helpful **how-to guide** will help you understand how to access information regarding your personal fee calculation once fees have calculated on your student account.

### University 101s

Join us for presentations every Wednesday in July and August where we take a deep dive into a topic each week ranging from understanding your fees, to applying for student loans, to updating your personal information. Details on upcoming webinars can be found **here**.

### Applying for government student loans

Before applying you'll want to determine which provincial government you should apply with. **It's important to note that some provinces don't fund Open Studies programs.** Please visit your provincial government's website to determine your eligibility for provincial loans.

Many government loan applications open over the summer months.

**Alberta Student Aid's** application typically becomes available in June and is filled out entirely online. We recommend applying early to allow ample time to process the application.

### Government student loans confirmations

After you've applied for loans and your lender approves you for funding, our role as the university is to confirm with your lender whether or not you're enrolled as a full-time or part-time student with us. This confirmation process begins 30 days before the start of the semester, you can log into your Student Centre to check the status of your confirmation on the My Financials page.

**Please note:** the section regarding your loan confirmation doesn't appear on your Student Centre until a few days after we receive notice from your lender that your loan is ready to be confirmed. Please be patient as it may take some time for your confirmation to be processed.

More details can be found on the **Student Loans** page of our website.

#### REMINDER! ★

##### Check upcoming deadlines:

Deadlines for the upcoming academic year are listed in the **University Calendar**. It's your responsibility to be aware of and adhere to these deadlines. A few important ones to watch for are:

- last day to add/swap courses
- last day to drop courses
- last day to pay your tuition and fees

## How to pay your fees

The easiest way to pay is with online banking. If you bank with a Canadian Bank account you can set it up entirely through your bank by selecting the University of Calgary as a payee, or you can use the **CIBC Student Pay**. If you have an international bank account, you can choose between **WU GlobalPay** for Students or **CIBC Student Pay**.

Credit card payment options are only available through CIBC Student Pay. Payment by major credit card is now available for all students. International students can utilize either WU GlobalPay or CIBC Student Pay to make a credit card payment, and domestic students can make a credit payment through CIBC Student Pay.

Please note: service providers charge a processing fee on all credit transactions, which is visible before finalizing the transaction.

**Detailed instructions on how to pay using the various methods of online banking can be found here.**

Online banking can take 3-5 business days to appear on your account. If it has been more than 5 business days since you started the payment, please see refer to the **Payment Issues** page for instructions on how to address a missing payment.

## Third-Party Authorization (TPA)

The third-party authorization (TPA) process allows you to grant your family access to the private information on your account. Without a TPA on file, we can't disclose private information such as the balance you're owing for your fees or your enrolment status to anyone other than you. To give someone access to the private information from your account, fill out a **Service Request Form** via your Student Centre. For the Third Party Authorization (TPA) request, first select the Enrolment Services category, then the My Student Record category. After selecting the correct categories, you should see the button to Submit Third Party Authorization.

### **A note about RESPs:**

#### **RESP forms**

Once you've finalized your schedule your **Confirmation of Registration Letter** will become available in your Student Centre, however it won't have any of your fees information until your fees are calculated. Many RESP providers require information regarding your tuition and general fees, so we recommend waiting until your fees are showing up on your Student Centre before downloading your Confirmation of Registration Letter. If your RESP provider has their own form to be completed, you can fill out a **Service Request Form** via your Student Centre. For the RESP Form Submission request, first select the Enrolment Services category, then the My Student Record category. After selecting the correct categories, you should see the button to Submit External Verification Form.

### **STEP 6 TO-DO LIST:**

- Set reminders for upcoming important dates and deadlines
- Check out resources for understanding your fees:
  - Academic Calendar**
  - Understanding your fees webpage**
  - Undergraduate student cost estimator**
- Review the instructions for online banking**
- Register for University 101s sessions**
- 30 days before the semester starts, look into opt-outs for optional fees
- At the start of the semester, double check your loan confirmation on your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca))

### **SENIOR CITIZENS!**

Students who are 65 years old prior to start of semester are not assessed tuition fees for undergraduate courses, however some general fees will still be required. More details are available in the **Academic Calendar**.

# Looking forward to have you join our campus community!

# Enrolment Services and The Office of the Registrar

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*NOTE: We offer in-person and virtual support Enrolment Services and the Office of the Registrar is available to support you through your journey at UCalgary.*

**403.210.7625**

**1.855.246.7625** (toll free Canada & U.S.)

## **HOURS**

Monday	9 a.m. - 4 p.m.
Tuesday	9 a.m. - 4 p.m.
Wednesday	9 a.m. - 4 p.m.
Thursday	10 a.m. - 4 p.m.
Friday	9 a.m. - 4 p.m.

Mackimmie Tower, Room 116  
University of Calgary  
2500 University Drive NW  
Calgary AB T2N 1N4 CANADA

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**[ucalgary.ca/registrar/contact-us](https://ucalgary.ca/registrar/contact-us)**