

Next Steps Guide

High School students



UNIVERSITY OF
CALGARY

Welcome to the University of Calgary!
We're thrilled to have you join our community,
and we're excited to help you plan for a
successful beginning to your studies this fall.

HOW TO USE THIS GUIDE:

You're receiving this booklet because you have accepted an offer to study at UCalgary! Regardless of when you're admitted, the information is still relevant to you. We encourage you to read through the information completely to ensure you don't miss any of the steps.



TIMELINE: A roadmap to registration

JANUARY

Course registration begins in May. Until then, you can begin familiarizing yourself with the tools and resources available to you. This will help ensure you're prepared when the time comes for you to register for your fall and winter term courses.

Registration Tools

1. University calendar

The **university calendar** (ucalgary.ca/pubs/calendar) is a great reference tool for all students. The fall and winter course schedule is available March 8. Before then, you can browse the **courses of instruction section** to view all of the courses UCalgary offers, along with descriptions for each course.

Spend some time building a wish list of courses that interest you so you know what you might want to take when the course schedule launches. Not sure which courses you should be considering? Please see the Advising Resources at the bottom of this page.

Note: Students taking AP or IB courses in high school could get university level credits as per the **Academic Calendar**.

2. Schedule Builder (SB)

All UCalgary students are encouraged to use the **Schedule Builder (SB)** when creating their schedule. SB is a web-based 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 now by watching the instructional videos on how SB can assist you in creating a schedule free of time-conflicts. These videos can be found at ucalgary.ca/registrar/registration/schedule-builder.

3. First Year Degree Guide (FYDG)

The **First-Year Degree Guide** (ucalgary.ca/degreeguide/) is an online tool that allows you to view suggested courses you should register for in your first year of studies. In addition to required courses, you may have

JANUARY TO-DO LIST:

- Explore registration tools:
 - FYDG**
 - University calendar**
 - Schedule builder videos**

the opportunity to complete a number of option courses (these vary depending on your faculty). An option is a course that allows you to explore an area of interest which could fall outside of your chosen major or degree. At UCalgary, the first year of each program typically includes a number of options.

Since registration doesn't happen until May, it would be a good idea to write down your required courses and options. That way you'll be able to easily find them when it comes time to choose your courses and build your schedule.

Advising Resources

FACULTY ADVISING

Each faculty has program advisors you can speak to about course planning, course selection, registration, program progression and more. You can view their contact information and hours of operation at ucalgary.ca/registrar/registration/advising. Plan to access support from your faculty advisors starting in April.

STUDENT SUCCESS CENTRE

The **Student Success Centre (SSC)** offers a variety of student support including help choosing a major, personalized academic planning, learning support, and more. As a newly-admitted high school student, you can access a program called New Student Registration Assistance (NSRA) that helps you select your first-year classes and build your course schedule. NSRA is available starting in early May. To learn more about NSRA, visit ucalgary.ca/student-services/student-success/advising/nsra.

ENROLMENT ADVISING

Once you've started registering for courses, our Enrolment Services advisors can help you identify and troubleshoot any registration issues you may have. You can find their contact information at ucalgary.ca/registrar/contact-us.

FEBRUARY

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 or a particular major. Restrictions tell you who can register for the course, and when. You may need to wait for a restriction to be lifted before you can register in some courses. **(Restrictions in course search will be indicated by a purple star in Course Search and with a brief sentence in SB)**

Prerequisite: This is a course (or courses) that you must complete before you can enrol in a given course. If a course is specified as a prerequisite, you must achieve a passing grade in that prerequisite before you can take the course (unless a specific grade is indicated, in which case you need to achieve at least that grade [e.g. some courses may indicate you must achieve a grade of 80% or higher in the pre-requisite course]). Pre-requisites are listed in the course description when registering on your Student Centre and in the **Academic Calendars course descriptions**.

Please ensure you carefully review the prerequisites for the courses you select. You'll need to complete any high school pre-requisites by the end of June to retain your spot in these courses.

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

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 next 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).

FEBRUARY TO-DO LIST:

- Review registration terminology
- Mark your calendar for the March 8 launch of the fall 2021/winter 2022 schedule

Did you know?...

If a course has multiple components (lecture, lab, tutorial), all components need to be open and fit into your schedule with no time conflicts before you'll be allowed to register. You can use the SB tool to ensure you have a conflict free schedule.

Learn more about course components in your Student Centre [here](#).

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.

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

MARCH

The course schedule for fall and winter is available to view in March.

In March, you'll be able to view the schedule of courses that'll be offered in the fall and winter semesters. You can start reviewing these courses and building a schedule using the **SB tool**, and we recommend using the **First-Year Degree Guide** to help you do this.

You can begin registering for courses from your enrolment appointment date (an enrolment appointment date is the exact date and time you can begin registering for courses in the fall and winter terms. View your enrolment appointment in your Student Centre [my.ucalgary.ca]).

Unsure if the schedule you've generated needs adjusting? Need help choosing some of your courses? The **New Student Registration Assistants** will be available to provide some guidance starting in May.

In addition to the information in the first-year degree guide, you may have specific schedule blocks or cohort courses that you need to register for. You'll receive information directly from your faculty outlining the specific course(s) or schedule that you're required to complete in your first year.

Note for Engineering, Nursing and Business students:

If you were admitted to the faculties of engineering, nursing, or business, you'll receive information directly from your faculty outlining the specific courses that you're required to complete in your first year.

MARCH TO-DO LIST:

- Log in to your **my.ucalgary.ca** student portal and initialize your account
- Log in to your **my.ucalgary.ca** student portal and find your **Enrolment Appointment**
- Review the **FYDG**
- Search for classes and make a list of courses you are interested in taking
- Sign up for a registration webinar**

TIP! 💡

In May, you'll register for both fall and winter courses at the same time. Make sure you explore schedule(s) for both terms so you're ready to register!

Please ensure you initialize your account prior to enrolling for courses. Account initialization becomes available after the schedule is released on March 8 and 42-78 hours after you accept your offer and pay your deposit. Instructions on how to complete account initialization are available **here**.



APRIL

April is when you should think about accessing advising supports.

Webinars

In April, we'll be offering numerous registration-related workshops. Keep an eye out for emails from us that contain information on workshop topics, as well as details about the event dates and ways to **register** for them.

Advising Appointments

If you still have lingering questions after attending a webinar and reviewing registration tools and resources, your faculty advisors are available to meet one on one to discuss any questions you have regarding registration, course selection, and schedule planning.

They'll also be able to review the course schedules you created for yourself to ensure there aren't any issues with the courses you've selected. You can connect with an advisor from your faculty by reaching out to the faculty directly. Their contact information can be found at ucalgary.ca/registrar/registration/advising.

Find out when you can register

Visit your Student Centre (my.ucalgary.ca) to view your **enrolment appointment**, which is the exact date and time you can begin registering for your fall and winter 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 Schedule**). Make sure you register for both the fall 2021 and winter 2022 terms at the same time.

UCalgary students have the ability to register for courses either directly through their Student Centre (my.ucalgary.ca) or by using the schedule builder (SB) tool, which is also found in Student Centre. We recommend using SB to build and register in a schedule initially, but make any course changes (add, drop, swap and/or edit) directly through your Student Centre.

Registering using Schedule Builder (SB)

All UCalgary students are encouraged to use SB when creating their schedule. You can begin using SB to create potential schedules as soon as the fall and winter schedules are released in February. **Watch instructional videos on how SB can help you create a schedule free of time conflicts.**

TIP! 💡

If you haven't already done so, make sure you **initialize your account** so you're ready for course registration in May

APRIL TO-DO LIST:

- Build your fall/winter schedule
- Load and validate your shopping cart**
- Attend a **registration webinar**
- Create some potential fall and winter schedules using the **Schedule Builder** tool
- Attend a registration webinar
- Pre-load your shopping cart in preparation for May registration
- If required, **connect with a program advisor** in your faculty

Registering using the Student Centre

Although we encourage you to use SB to register for courses, you can also register using your Student Centre (my.ucalgary.ca). **Learn how to directly register for courses and edit your schedule in your Student Centre.** Please keep in mind that prior to your enrolment appointment, only the shopping cart and **validate feature** will be accessible. You can start enrolling in classes when your enrolment appointment arrives.

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.

MAY

Registration month! As a first-year student, you'll be able to start enrolling in courses between May 5 to 7.

Be sure to familiarize yourself with your Enrolment Appointment date, which is the exact date and time you can begin registering for your fall and winter classes. You can view your enrolment appointment in your Student Centre (my.ucalgary.ca).

Once your enrolment appointment date arrives in May, you'll be able to register into the courses that you've preselected and added to your shopping cart using the schedule builder.

Beginning in May, **New Student Registration Assistance** can support first year registration including help building a schedule, course selection, using registration tools, and registration troubleshooting.

Make sure to fully register in the courses in your shopping cart! Click "Finish Enrolling" to ensure your registration is complete and check for success messages or error messages.

Please ensure you initialize your account prior to registration!

MAY TO-DO LIST:

- Register for courses!
- Now that you've registered in classes, you can generate a **confirmation of registration letter** to provide proof of your course registration for anyone who requires it (such as external scholarships, etc)

Financial Fridays

Join us for presentations every Friday 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. The Financial Fridays page will be updated with a **schedule of upcoming webinars**.



JUNE/JULY

Understanding your Fees

As a student you're charged tuition and general fees 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 **Academic Calendar**.

Mandatory Fees: It is 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. Details on how to opt out are available **here**, however opt outs are typically available by July.

While we wait for fees to calculate on your Student Centre in August, the **Undergraduate Student Cost Estimator** can be a helpful tool in the interim which you can use to roughly estimate the cost per semester or per year.

Applying for Government Student Loans

Before applying you'll want to determine which provincial government you should apply with. Please visit your provincial government's website to determine your eligibility for provincial loans.

Many government loan applications open over the summer months. Particularly, **Alberta Student Aid's** application typically becomes available in June and is filled out entirely online. We recommend applying early to allow ample time for them to process the application.

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 could 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.**

JUNE/JULY TO-DO LIST:

- 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 Financial Friday Session(s)**

Third Party Authorization (TPA)

The Third Party Authorization (TPA) process allows you to grant your friends or family access to the private information on your account. Without a TPA on file, we would be unable to disclose private information such as the balance you're owing for your fees or your enrolment status to anyone other than you. If you would like to give someone access to the private information from your account, simply fill out the **Third Party Authorization form** and submit it to esdocs@ucalgary.ca.

AUGUST

Fees should now be live on your account so it's important that you're able to understand the My Financial's page of your Student Centre.

Close to the top of the page will be your outstanding balance based on your current registration in courses. Please note that if you decide to change your registration, your fees may change accordingly.

Undergraduate Student Cost Estimator

This helpful **how-to guide** will help you understand how to access information regarding your personal fee calculation.

Government Student Loans Confirmations

After you've applied for loans and your lender approves you for funding, at that point our role as the university is to confirm with your lender whether or not you are enrolled as a full-time or part-time student with us. This confirmation process begins at the start of August, you can log into your Student Centre to check the status of your confirmation throughout the month of August 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 throughout August as it may take some time for your confirmation to be processed.

Third Party Sponsorship

Sponsored students are students who have their education funded by a third party, such as a company, agency or foreign government. If you have an external organization paying some or all of your fees, please ensure you follow the instructions listed on the **third party sponsorship page** and submit your sponsorship letter well in advance of the fee payment deadline for the semester.

A note about RESPs:

RESP Forms

Once you have finalized your fall 2021 and winter 2022 schedules your **Confirmation of Registration Letter** will become available on your Student Centre, however, it will not have any of your fees information until your fees are calculated on your Student Centre. 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 email it to esdocs@ucalgary.ca using your UCalgary email address on file.

AUGUST TO-DO LIST:

- Once fees appear on your Student Centre (my.ucalgary.ca), look into opt-outs for optional fees
- Double check your loan confirmation on your Student Centre (my.ucalgary.ca)
- Set reminders for **upcoming important dates and deadlines**

REMINDER! ★

Check upcoming deadlines:

Deadlines for the upcoming 2021-2022 Academic Year are listed in the **academic calendar**. It's your responsibility as the student to be aware of and adhere to these deadlines. A few important ones to watch out for are:

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

Looking forward to seeing you in the fall!

Enrolment Services and The Office of the Registrar

NOTE: In-person advising is currently suspended due to the COVID-19 pandemic. Connect with us via our virtual reception desk and by phone during our business hours.

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

ucalgary.ca/registrar/contact-us