$\mathbf{N}$  wconline@ucalgary.ca University of Calgary Student Success Centre

## How do I register for a Student Success Centre Writing Workshop?

Step 1 Visit the Student Success Centre (SCC) website: https://www.ucalgary.ca/studentservices/student-success

Step 2 On the SSC front page, click the "Register for a workshop" button

## Step 3 Click on the "LOGIN" button





### Step 4

Login

on the student login link



# Log in as a student by clicking

### Step 5

password





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### Enter your UCALGARY username and

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### Step 6 Click on "Student Success Centre"

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		Dashboard	Co-op	C
DASHBOARD	1	Overview	My Accour	nt
Advising	~			
Connect with Career Services	~			
Leadership & Student Engagement	*			
Student Success Centre	~	Educatio	on Virtu	al (
Faculty of Arts	~	Jan. 2	26	-
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Werklund School of Education	~	20 840404	205101 - 2022	24 ZA
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### Step 7 Click on "SSC Events/Workshop



### Welcome to the Student Succe

**Booking Policies** 

The Student Success Centre is now offering all ap

Please review the policies below and select a se Late Policy:

If you are late for your appointment by more than h inquiries during peak times, you may be required t

Cancellations: For all appointments, we request that you please If you are unable to attend a seminar you are regis

Finding your appointment: Please log in to determine your appointment locati

No Shows:

If you do not attend 2 appointments or seminars w absence of extenuating circumstances, if you cont

ocuments Posting / Applications Interviews Appointments Event Registration Outcome	e Campus Connect
My Massagas My Calandar	
wy wessages wy calendar	
	Featured Job Postings
Career Fair Winter Virtual Career Fair	Workers" Compensation Board - Alberto
lanuary 28, 2021	Actuarial Analyst
9:00 AM to 4:00 PM	Workers Compensation Board of Alberta
Click here to register	App Deadline :
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9 Response for the most up to date information.	
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ess Centre's booking page!	
ppointment services in distance formats via Zoom.	
ervice to the left:	
alf of your appointment time, eg. 10 minutes in a 20 minute appointment, we will make every effort to accommodate you for the rema	ainder of your scheduled appointment. However, in order to accommodate phone and email
to book an alternative appointment.	
consider other students and cancel no later than 2 hours before the appointment.	
tion or check the confirmation email you should have received. Please check in with a staff member at the front desk when you arrive.	
vithout cancelling first, you are marked as a 'no show' in the system and will be unable to book future appointments or seminars usin	ng our online system. This restriction can be overridden at our discretion. However, in the
tinually do not attend your appointments or seminars you may not be allowed to book in the future.	



**Note:** After clicking on the "Student Success Centre" link, the Student Success Centre's appointment and events booking policy shows up.

Please familiarize yourself with the SSC's cancellation and no-show policies! Missing or forgetting to cancel your event registration(s) in a timely manner can result in a temporary block on your account which affects your ability to register for events and book appointments in the future.

To remove a block on your account, contact us at wconline@ucalgary.ca





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### Step 8

To learn more about writing events such as Graduate Writing Community, Undergraduate Writers Space, Writing Support for Indigenous Students, and Residence Writing Support, visit <u>https://www.ucalgary.ca/student-services/student-success/writing-support</u>

🛗 Calendar View	E List View		
Su	1	Mon	Tue
	27	2	3
	3		1
	10	1	1
		<ul> <li>1p Academic Integrity Workshops (calgary) - ONLINE Academic Integrity: Plagiarism and Strategies to Avoid it</li> <li>1p Academic Integrity Workshops (calgary) - What you need to know</li> </ul>	11a Exploratory Advi How to Choose a Ma 12p International Su Workshops (calgary International Conver TED Talks and Disc
		about academic integrity and learning online	1p Academic Integri (calgary) - ONLINE A Integrity: Collaboration 5p Events (calgary) to the U of C

### Step 9 Click on the "Register for this event" button located on the upper right-hand side of the page

### Click on the writing workshop or SSC event you are interested in



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need to know egrity and	9
15 () - U of C 4p First Year Scholars (calgary) - First Year Scholars (FYS) Career Night	16

**Note:** SSC Workshops and Events are colour-coded by event category (e.g., Writing Workshops or Grad Writing Community). To filter by specific event/workshop type, click the "Toggle Filters" button on the upper right-hand side of the calendar and select/deselect by the event category you're interested in.

### Register for this event



Writing Support & Writers' Space are colour-coded light purple and Grad Writing Community is colour-coded blue on the events calendar

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## How do I cancel my Writing Workshop registration?

### **Repeat Steps 1-7 then perform the following steps:**

### Step 8

### Locate the writing workshop/event you have previously registered for on the calendar and click on it

🛗 Calendar View	E List View	
Sur	Î Sere	Mon
	27	28
3		4
	10	11 <b>1p</b> Academic Integrity Workshops (calgary) - ONLINE Academic Integrity: Plagiarism and Strategies to Avoid it
		<b>1p</b> Academic Integrity Workshops (calgary) - What you need to know about academic integrity and learning online

### Step 9

Click on the "Cancel Registration" button located on the upper right-hand side of the page



Cancel Registration



### **NOTE:** As per the SSC's cancellation policy, if you are unable to attend an event you have registered for, please cancel your event registration at least 2 hours before the event is supposed to start. By doing this, you help ensure that space is available for other students who would like to attend the event. And, it allows other students to register for the event in a timely manner.

Your account will be temporarily blocked from registering for events or **booking appointments if you** miss 2 events/appointments without cancelling first.

This restriction can be removed at our discretion. To remove a block on your account, contact us at wconline@ucalgary.ca