

REGISTRATION: 101

For newly-admitted high school students



UNIVERSITY OF
CALGARY

Welcome to the University of Calgary. We're thrilled to have you join our community this fall!

As a newly-admitted student, you probably want to know how to prepare for this fall. This guide outlines what will happen between now and your first day of classes, and provides the steps you'll need to follow to successfully register for your courses in May.

Special note for students admitted at later dates:

You're receiving this booklet because the information is still relevant to you, regardless of when you're admitted. We encourage you to read through the timeline completely to ensure you don't miss any of the steps. In the coming weeks and months, you'll receive additional communication from us that elaborates on the key aspects of registration that are specific to the month in which you're admitted.

Engineering and nursing students:

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



TIMELINE: A roadmap to registration

JANUARY AND FEBRUARY

Course registration doesn't begin until May, but you can begin familiarizing yourself now with the 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.

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 1. 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? **Find your faculty in the university calendar**; that section will contain a list of courses required for your degree program.

2. Schedule Builder (SB)

All UCalgary students are encouraged to use the **schedule builder tool (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. The videos can be found at ucalgary.ca/registrar/registration/schedule-builder.

3. 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. If you need to access support from your faculty program advisor, you should plan to do so starting in April.

STUDENT SUCCESS CENTRE

The Student Success Centre (SSC) offers a range of academic support including help choosing a major, personalized academic planning, learning support programs, 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 classes, 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.

Note: 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]).

HOW-TO GUIDES

Enrolment Services has a number of **how-to documents** you can access. They provide step-by-step instructions for some of the more common self-service features you'll find in your Student Centre (my.ucalgary.ca) such as registering for courses, accessing your schedule, requesting a transcript, and reviewing your financial account. Now would be a good time to begin familiarizing yourself with these documents as you prepare for registration in May.

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 schedule builder tool, and we recommend using the First-Year Degree Guide to help you do this.

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'll also have 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 that falls 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.

Unsure if the schedule you've generated needs adjusting? Need help choosing some of your courses? Your faculty program advisors will be available to provide some guidance starting in April.

Important Terminology

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

Registration: selecting and enrolling in the individual courses that you'll take in your first year of studies at UCalgary.

Course restrictions (these will be indicated by a purple star): 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 expire before you can register in some courses.

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 pass standing 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).

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: Courses that cannot both be taken for credit because they are too similar to each other.

Corequisite: Two courses that must both be taken at the same time.

Enrolment appointments: Your individual enrolment appointment is the exact date and time when you can begin enrolling in courses. You're eligible to enrol any time after your enrolment appointment arrives, and up until the add/swap deadline for each term.

Learn how to view your enrolment appointment here: ucalgary.ca/registrar/registration/enrolment-appointments.

Lecture: Classroom-based instruction.

Lab: Smaller course components that supplement your lectures - labs are just as important as lectures!

Tutorials: These provide opportunities for you to ask questions, discuss course and reading material, and receive additional assistance.

Waitlists: If a course is full, you may be able to join a waitlist and wait for a seat to open in the class (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*

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

This is a good time to begin thinking of questions you'd like to ask your faculty program advisors when you meet with them in April.

APRIL

This month, the advisors at your home faculty will be ready to meet with you about 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 schedule an appointment 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.

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.

MAY

Registration month! As a first-year student, you'll be able to start enrolling in courses between May 6 to 8.

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 finalize registration into the courses that you've preselected and added to your shopping cart using the schedule builder.



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: ucalgary.ca/pubs/calendar/current/academic-schedule). Make sure you register for both the fall 2020 and winter 2021 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 should begin creating potential class schedules now using SB to ensure your registration goes as smoothly as possible in May. To watch instructional videos on how SB can help you create a schedule free of timeconflicts, visit ucalgary.ca/registrar/registration/schedule-builder.

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). To learn how to directly register for courses and edit your schedule in your Student Centre, visit ucalgary.ca/registrar/student-centre/how-guides. Please keep in mind that you'll only be able to add classes to your shopping cart until your enrolment appointment arrives (after that date arrives, you can register for your classes).



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.

We hope this information has helped you learn about the steps that follow being admitted to UCalgary. We'll continue to send you additional course registration information, workshop invitations and more to help you prepare for course registration in May.

Once again, we want to congratulate you on gaining admission to UCalgary. We welcome you to our community and look forward to supporting as you pursue your degree!

Sincerely,
The Office of the Registrar