

Before a student adds their first course for a term, they must complete an initialization process. This process is used to verify graduate student biographic and demographic data as well as confirm academic load.

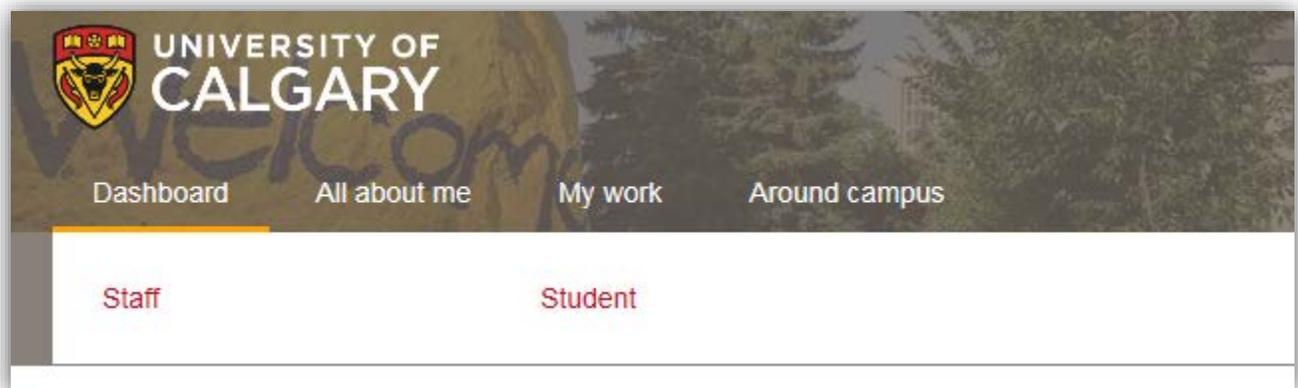
Thesis based students who do not plan to take courses are still required to complete the registration initialization process to confirm their registration and academic load.

Completing the registration initialization process is only required once per year on a graduate student's anniversary month. Registration Initialization consists of five steps; verify e-mail address, mailing address, phone information, emergency contact and academic load.

1. Log into the MyUCalgary Portal with your student credentials:



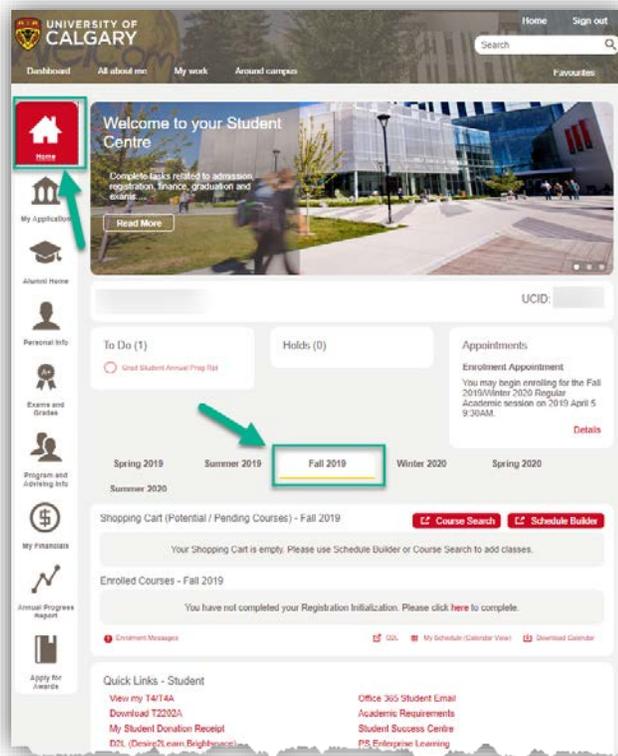
2. Navigate to your Student Centre. If you have a single role with the University, your Student Centre should open automatically. If you have multiple roles with the University (e.g. Teaching), you may need to click the "Dashboard" link, and select your student profile.



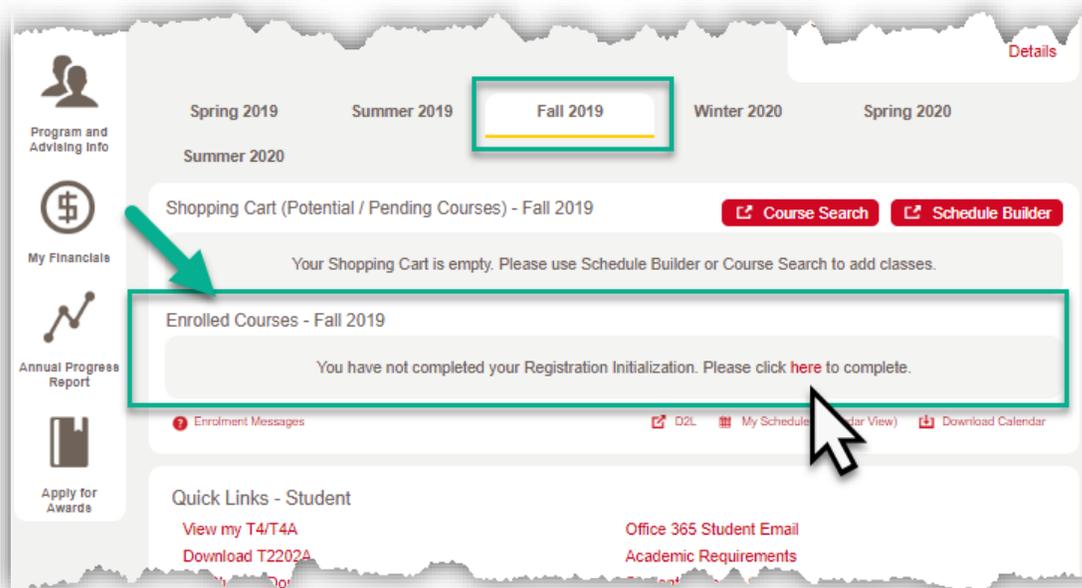
Registration Initialization (Student)

GS – Annual Progress Report

3. When on the **Home** tab of your Student Centre, scroll down to select the anniversary term (e.g. Fall 2019).



4. If you need to initialize your registration, under Enrolled Courses – Fall 2019 it will indicate; “You have not completed your Registration Initialization. Please click **here** to complete.” Click on **here** to begin the process.



5. A Registration Initialization window will open. Click **begin initialization**.



6. Confirm Email Address allows you to confirm the existing email address and continue to the next step by pressing **Confirm**. All email correspondence from the University of Calgary will be sent to your UCalgary email address. For FOIP reasons the email has been altered.



7. Otherwise, you can edit the information by clicking **Edit Email Addresses** to correct or update address information. A new window or tab will open to **Personal Info** in the Student Centre. Click on **Edit Email Addresses**.

Registration Initialization (Student)

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UCID

Addresses

Home (Mailing):

Phone Numbers

Current Home: Other:

Email Addresses

Emergency Contacts

Contact	Relationship	Primary	Phone	Address
		✓		

- Close the new window or tab to return to the registration initialization. Click refresh to update the email address information that is shown. Click **Confirm** to confirm the updated email address information and proceed to the next step.

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	hcmteam@ucalgary.ca	<input checked="" type="checkbox"/>

• Click [here](#) if you need to create your UCalgary email address. View step by step instructions [here](#).

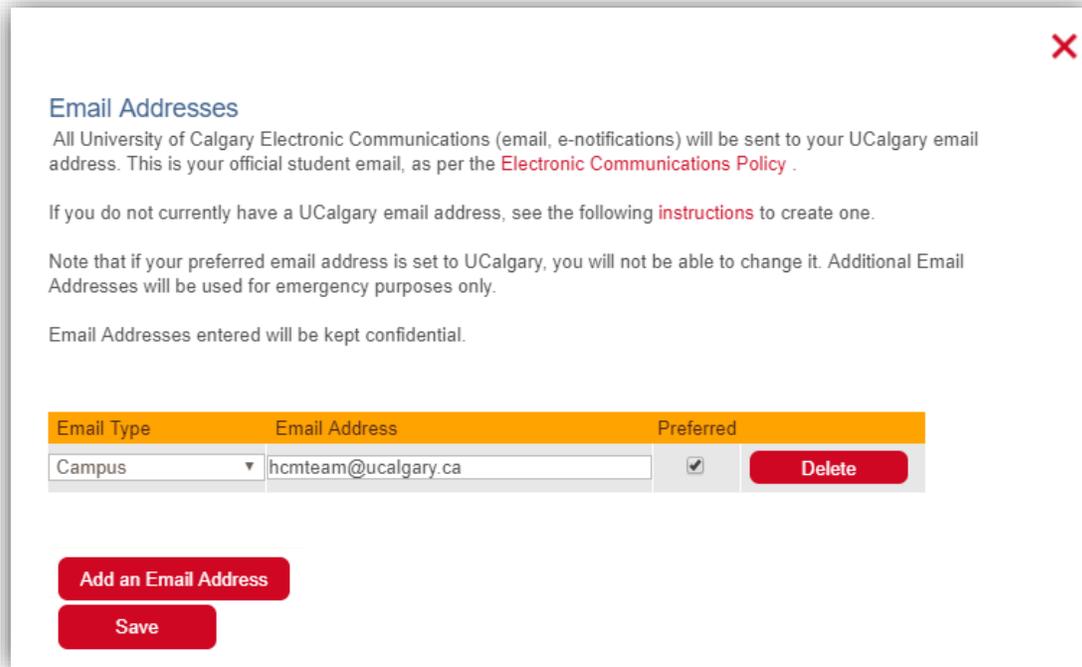
• All University of Calgary Electronic communications (email, e-notifications) will be sent to your UCalgary email address. This is your official student email, as per the [Electronic Communications Policy](#).

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 Addresses](#) [Refresh](#) [Confirm](#)

9. A new window will open to edit the email address. When completed press **Save**. If you do not have a UCalgary email account created then you can follow the steps to create one (not shown).



Email Addresses

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](#).

If you do not currently have a UCalgary email address, see the following [instructions](#) to create one.

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.

Email Addresses entered will be kept confidential.

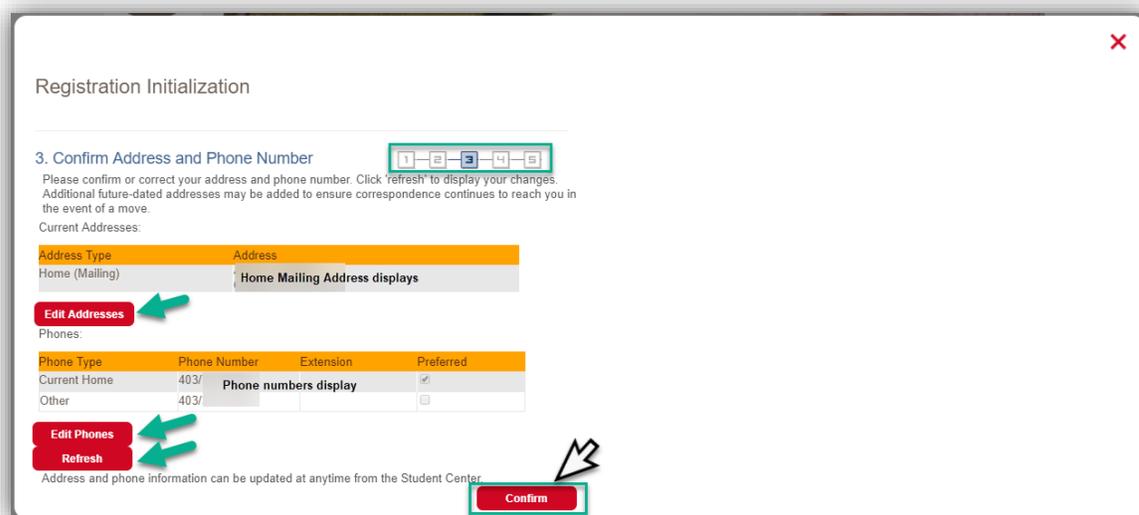
Email Type	Email Address	Preferred
Campus	hcmteam@ucalgary.ca	<input checked="" type="checkbox"/>

Delete

Add an Email Address

Save

10. Confirm Address and Phone number allows you to confirm existing address and phone number(s) and continue to the next step by pressing **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)	Home Mailing Address displays

Edit Addresses

Phones:

Phone Type	Phone Number	Extension	Preferred
Current Home	403/	Phone numbers display	<input checked="" type="checkbox"/>
Other	403/		<input type="checkbox"/>

Edit Phones

Refresh

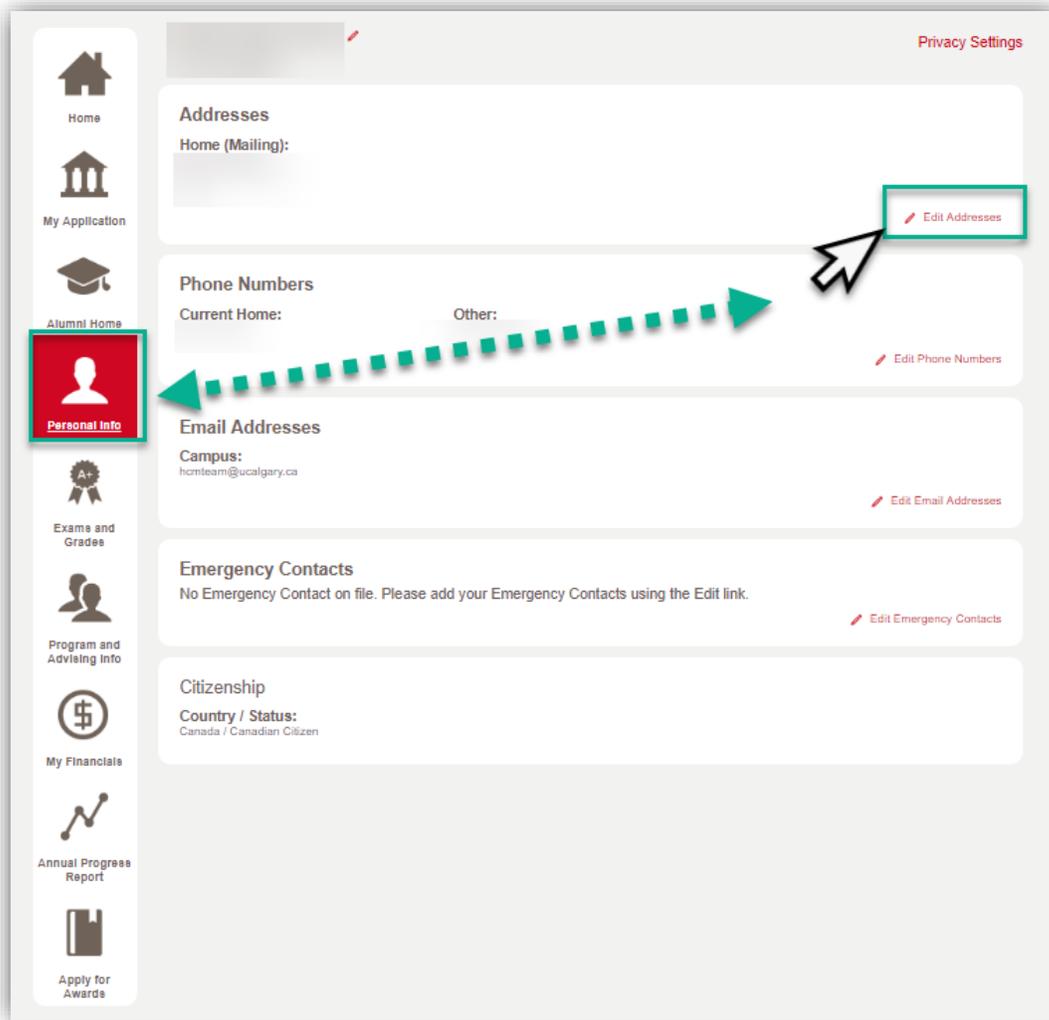
Address and phone information can be updated at anytime from the Student Center.

Confirm

11. Otherwise, you can edit the information by clicking **Edit Addresses** to correct or update address information. A new tab or window will open to **Personal Info** in the Student Centre. Click on **Edit Addresses**.

Registration Initialization (Student)

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Privacy Settings

Home

My Application

Alumni Home

Personal Info

Exams and Grades

Program and Advising Info

My Financials

Annual Progress Report

Apply for Awards

Addresses

Home (Mailing):

[Edit Addresses](#)

Phone Numbers

Current Home: Other:

[Edit Phone Numbers](#)

Email Addresses

Campus: hcmteam@ucalgary.ca

[Edit Email Addresses](#)

Emergency Contacts

No Emergency Contact on file. Please add your Emergency Contacts using the Edit link.

[Edit Emergency Contacts](#)

Citizenship

Country / Status: Canada / Canadian Citizen

12. Clicking on Edit Addresses will open a new window to edit the current address or add a new address.

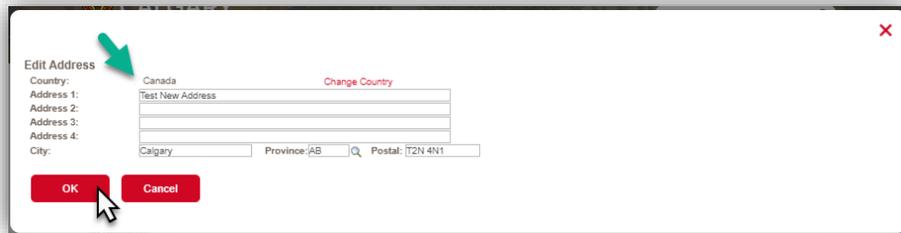


Addresses

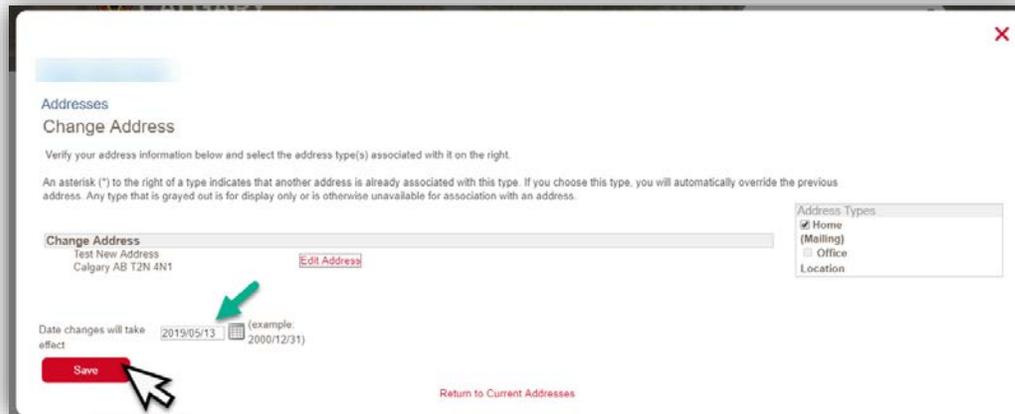
View, add, change or delete an address.

Address Type	Address	
Home (Mailing)	Home Mailing Address Displays	Edit

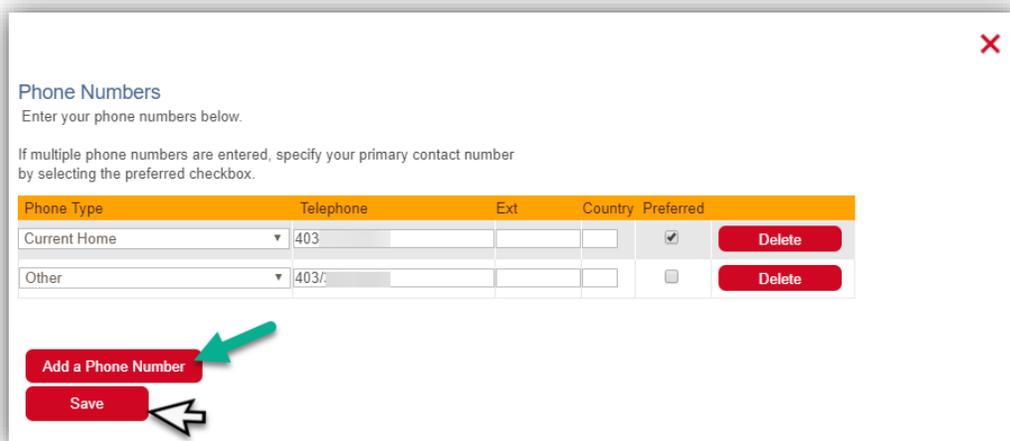
[Add a new address](#)



13. Confirm the date the new address takes effect. The date automatically defaults to the current date but a future date may also be entered. Click the **Save** button and then **OK**. Close the new window or tab to return to the registration initialization.



14. You can edit the Phone Number by clicking **Edit Phones** to correct or update phone information. A new tab or window will open to **Personal Info** in the Student Centre. Click on **Edit Phone Numbers**. A new window will open to edit the current phone number or add additional phone numbers; for instance an Emergency Text message number. When completed press **Save**.

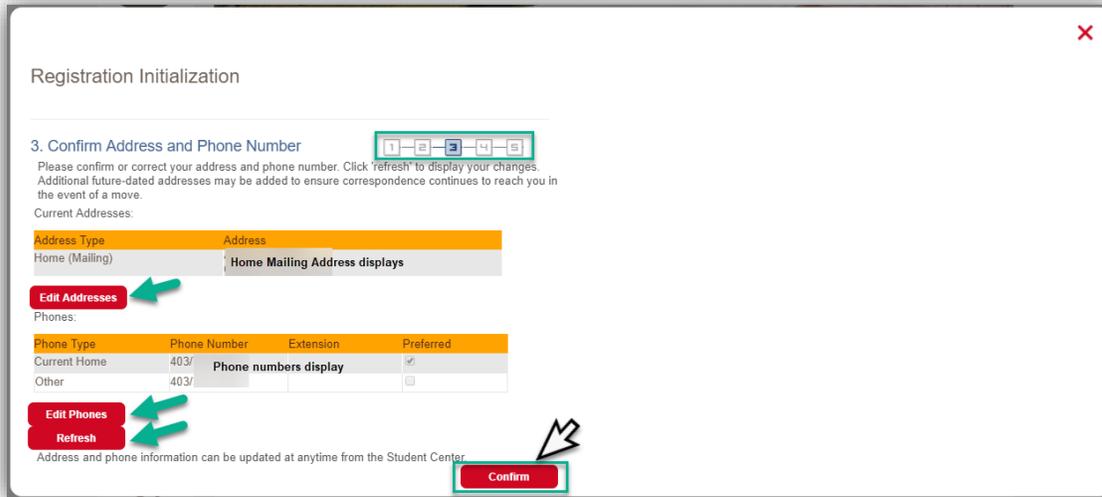


Phone Type	Telephone	Ext	Country	Preferred	
Current Home	403			<input checked="" type="checkbox"/>	Delete
Other	403			<input type="checkbox"/>	Delete

Registration Initialization (Student)

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15. Close the new window or tab to return to the registration initialization. Click refresh to update the Addresses and Phone information that is shown. If the information is correct, click 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)	Home Mailing Address displays

[Edit Addresses](#)

Phones:

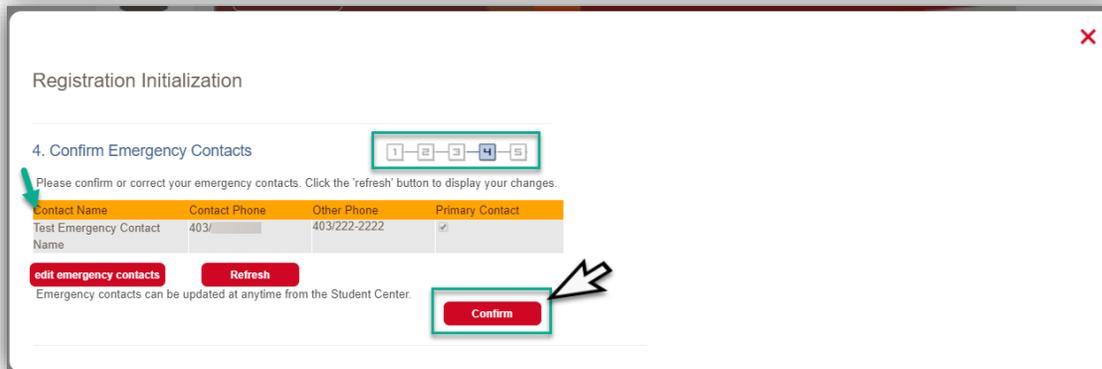
Phone Type	Phone Number	Extension	Preferred
Current Home	403/	Phone numbers display	<input checked="" type="checkbox"/>
Other	403/		<input type="checkbox"/>

[Edit Phones](#) [Refresh](#)

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

[Confirm](#)

16. Confirm Emergency Contact allows you to confirm existing emergency contact(s) and continue to the next step by pressing **Confirm**.



Registration Initialization

4. Confirm Emergency Contacts

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

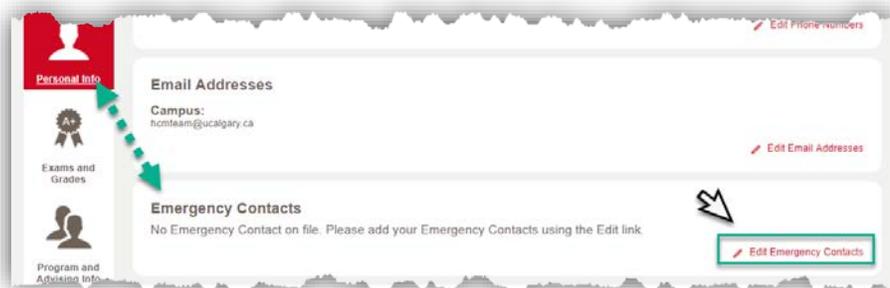
Contact Name	Contact Phone	Other Phone	Primary Contact
Test Emergency Contact Name	403/	403/222-2222	<input checked="" type="checkbox"/>

[edit emergency contacts](#) [Refresh](#)

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

[Confirm](#)

17. Otherwise, you can edit the information by clicking **Edit Emergency Contacts** to correct or update emergency contact information. A new tab or window will open to **Personal Info** in the Student Centre. Click on **Edit Emergency Contacts**.



Personal Info

Exams and Grades

Program and Advising Info

Email Addresses

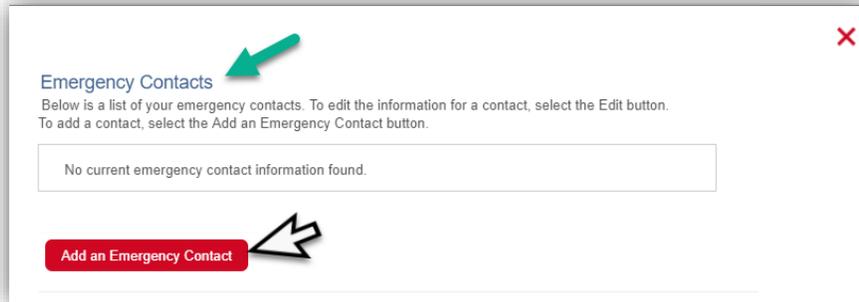
Campus: hcmteam@ucalgary.ca

Emergency Contacts

No Emergency Contact on file. Please add your Emergency Contacts using the Edit link.

[Edit Emergency Contacts](#)

18. Click on **Add an Emergency Contact**.



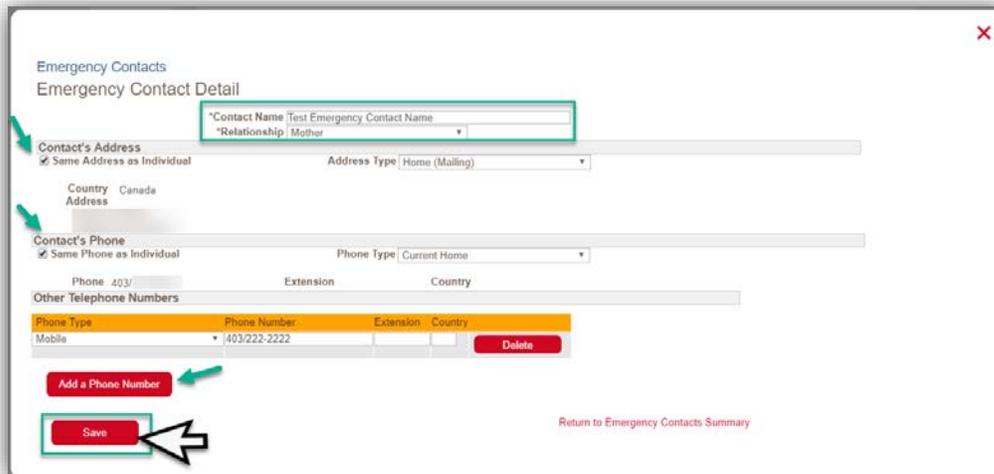
Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

Add an Emergency Contact

19. Enter applicable information; Contact Name, Relationship, Address, Phone Number and any additional phone number(s). When completed press **Save**.



Emergency Contacts
Emergency Contact Detail

*Contact Name Test Emergency Contact Name
*Relationship Mother

Country Canada
Address

Address Type Home (Mailing)

Phone Type Current Home
Phone 403/ Extension Country

Other Telephone Numbers

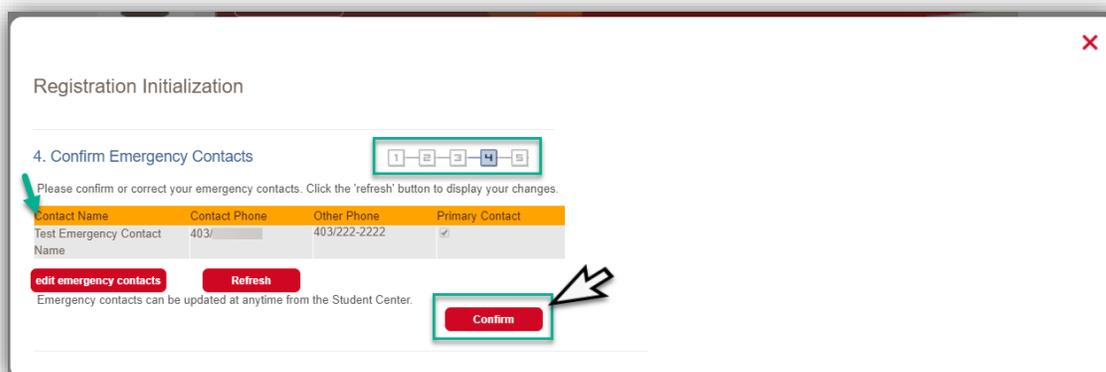
Phone Type	Phone Number	Extension	Country
Mobile	403/222-2222		

Add a Phone Number

Save

[Return to Emergency Contacts Summary](#)

20. Close the new window or tab to return to the registration initialization. Click refresh to update the Emergency Contact information that is shown. If the information is correct, click 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
Test Emergency Contact Name	403/	403/222-2222	<input checked="" type="checkbox"/>

edit emergency contacts **Refresh**

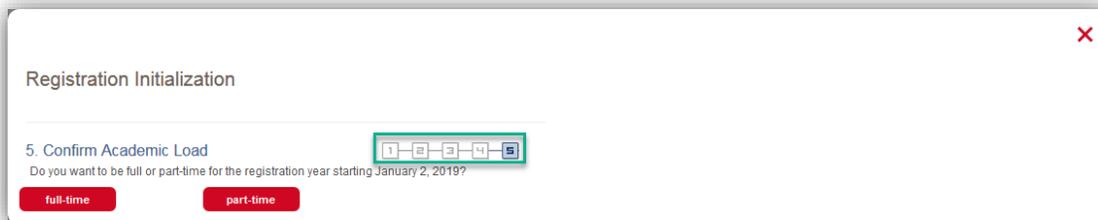
Emergency contacts can be updated at anytime from the Student Center.

Confirm

21. The final step completes the Registration Initialization process. Click the appropriate **full-time** or **part-time** button to verify the Academic Load for the registration year.

Registration Initialization (Student)

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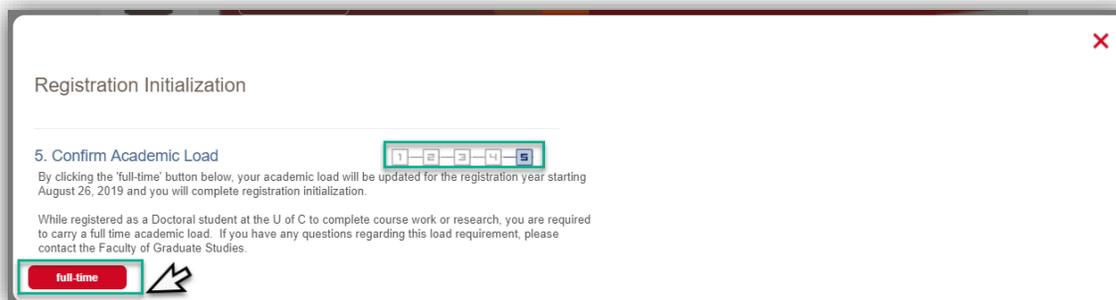
Registration Initialization

5. Confirm Academic Load

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

full-time part-time

Note: the option to select part-time varies according to the academic program registered in. Doctoral, Master's Thesis-based students are automatically registered as full-time, Master's Course-based students have the option to select full or part-time registration. Thesis based students who wish to register part-time must obtain approval from their graduate program to do so prior to the registration deadline. Changes to registration status must be submitted to the Faculty of Graduate Studies on a Change of Program or Status Form.



Registration Initialization

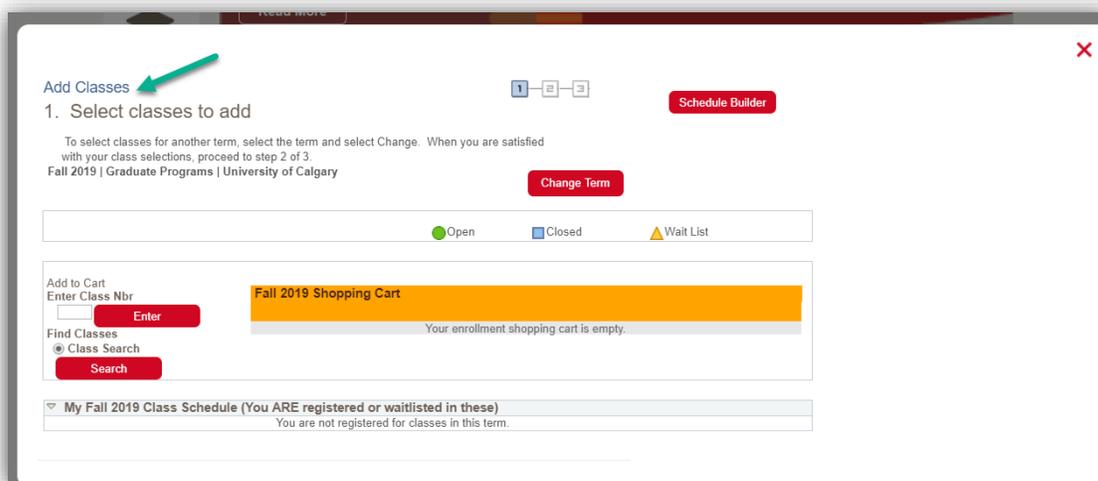
5. Confirm Academic Load

By clicking the 'full-time' button below, your academic load will be updated for the registration year starting August 26, 2019 and you will complete registration initialization.

While registered as a Doctoral student at the U of C to complete course work or research, you are required to carry a full time academic load. If you have any questions regarding this load requirement, please contact the Faculty of Graduate Studies.

full-time part-time

22. When the Registration Process is completed the page navigates to **Add Classes**. Graduate students may close the window or enroll in courses if registration has opened.



Add Classes

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.

Fall 2019 | Graduate Programs | University of Calgary

Change Term Schedule Builder

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search

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

Your enrollment shopping cart is empty.

End of Procedure