UNIVERSITY OF CALGARY

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.
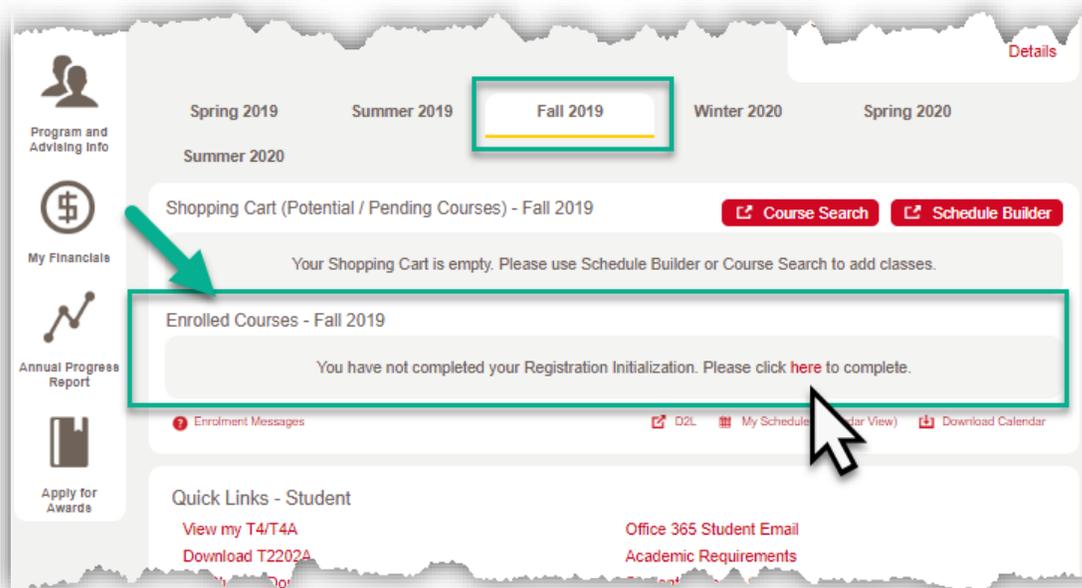
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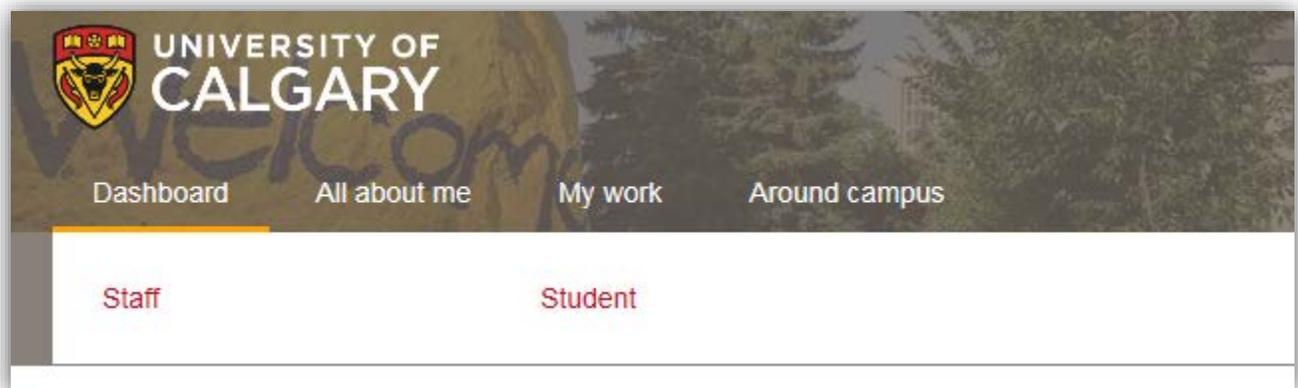
3.   When on the **Home** tab of your Student Centre, scroll down to select the anniversary term (e.g. Fall 2019).
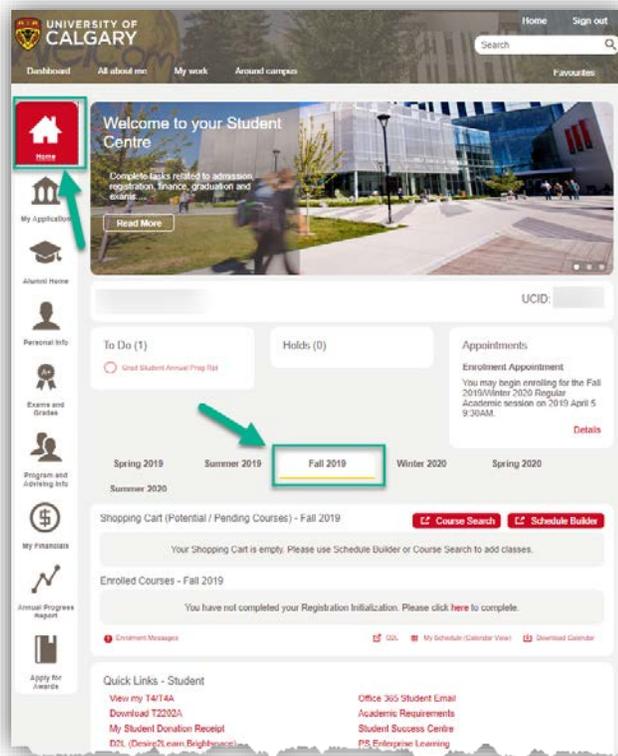
4.   If you need to initialize your registration, under Enrolled Courses – Fall 2019 it will indicate; "You have not completed your Registration Initialization. Please click here to complete." Click on **here** to begin the process.

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**.

8. 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.

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).

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.**

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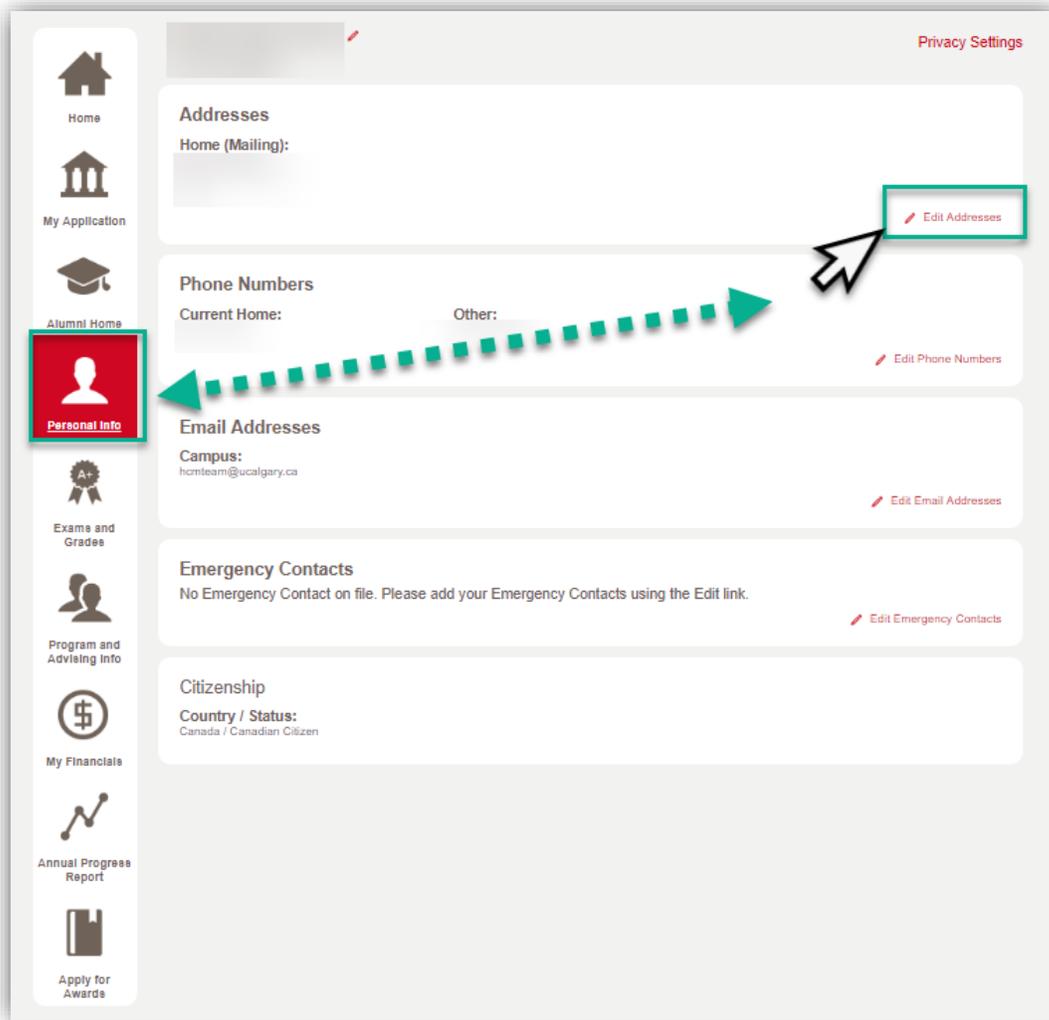
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12.   Clicking on Edit Addresses will open a new window to edit the current address or add a new address.

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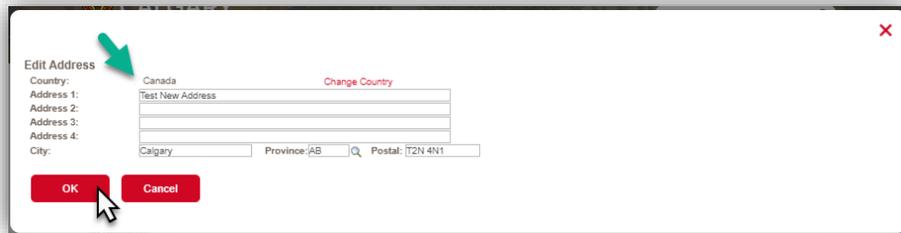
13. Confirm the date the new address takes effect. The date automatically defaults to the current date but a future date may also be entered. Click the **Save** button and then **OK.** Close the new window or tab to return to the registration initialization.
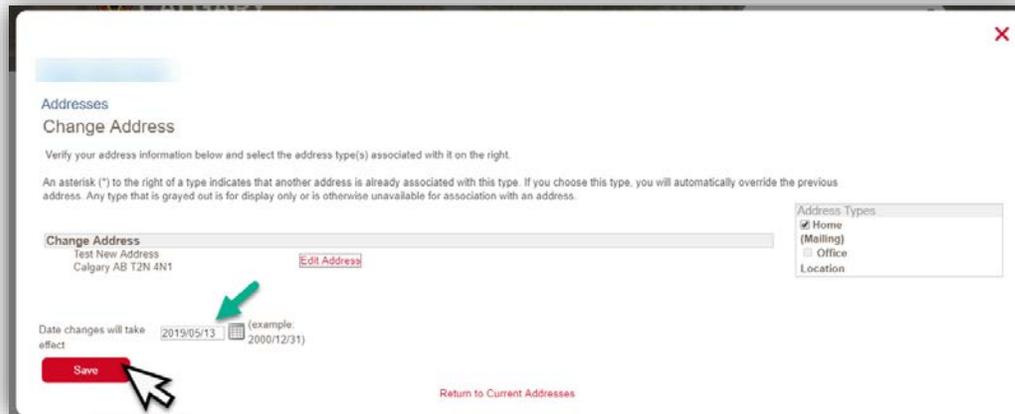
14. You can edit the Phone Number by clicking **Edit Phones** to correct or update phone information. A new tab or window will open to **Personal Info** in the Student Centre. Click on **Edit Phone Numbers**.
A new window will open to edit the current phone number or add additional phone numbers; for instance an Emergency Text message number. When completed press **Save.**
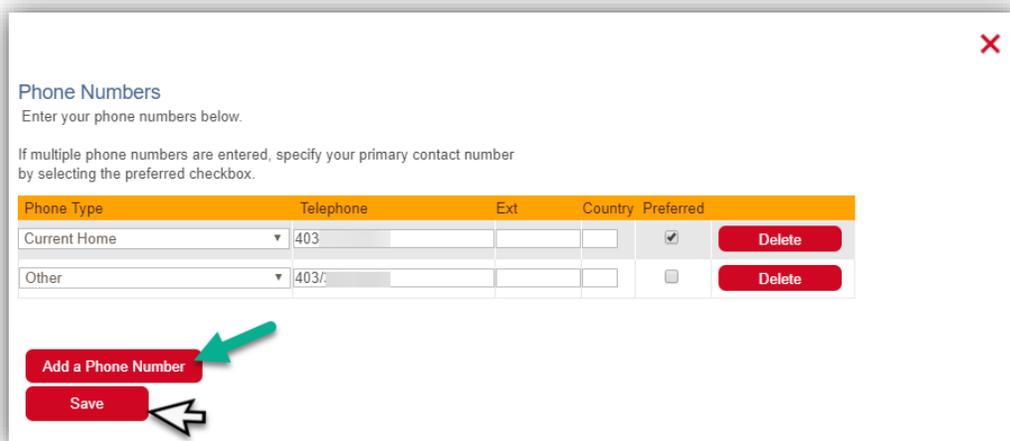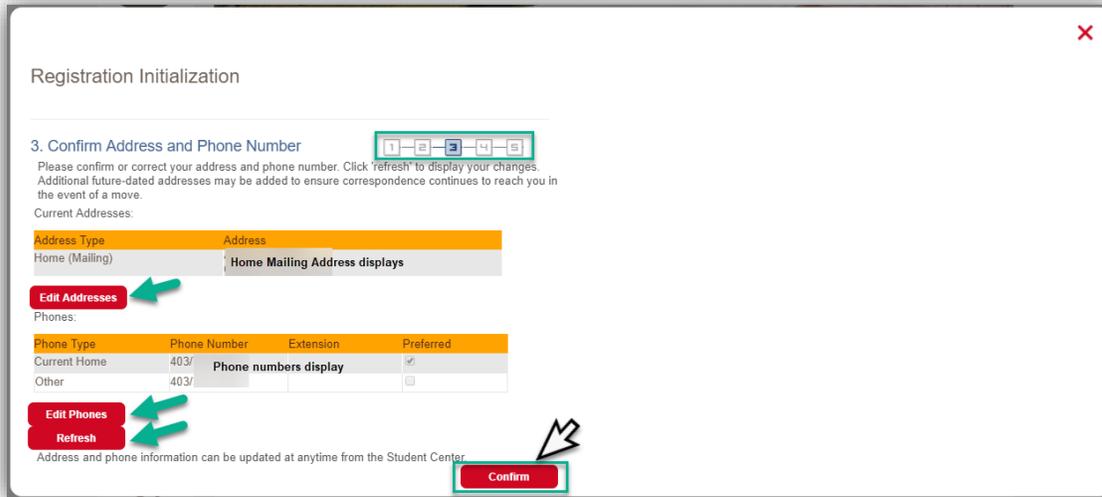
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15. Close the new window or tab to return to the registration initialization. Click refresh to update the Addresses and Phone information that is shown. If the information is correct, click confirm.

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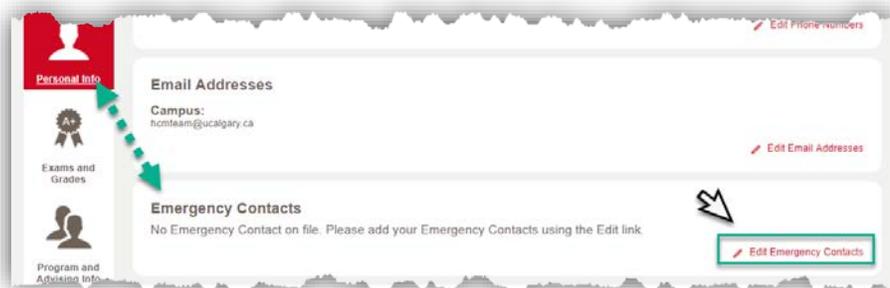
18.   Click on **Add an Emergency Contact**.

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

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.

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.

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.
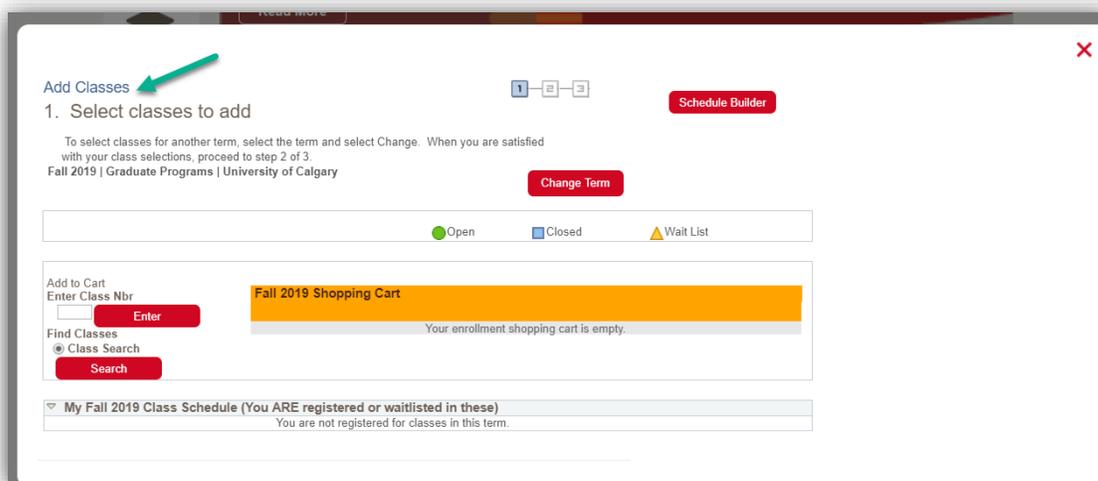

22.   When the Registration Process is completed the page navigates to **Add Classes**. Graduate students may close the window or enroll in courses if registration has opened.

End of Procedure