UNIVERSITY OF CALGARY

**Student Administration
Campus Community
PeopleSoft**

Student Services Centre Guide

May 2019

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Student Services Centre

The Student Services Centre provides information about a student's record in one central location. Individuals can view a student's timetable, exam schedule (when available), positive and negative service indicators (Holds), contact information, grades, financial information, the To Do List (Checklist), enrollment appointment dates and times plus many other features. This guide will include navigation to this time saving information.

Student Services View As:

Please consult the guide: ***Student Services View As Guide (New)*** to use the View As component to navigate in the Student Centre to view as an undergraduate, graduate, alumni or applicant student and also use View As simulating viewing on a mobile device. As the Student Centre interface has a different look when launched by the student, this function allows you to see the screen as it presents to the student which is different than Campus Community > Student Services Centre.

The Student Centre is where students access information about their student record. They can review To Do lists, register in courses, check grades, review their student financial account, accept awards, apply for a change program, obtain enrolment verification letters, and more. The **View As** component provides staff **read-only access** to the student's view of the Student Centre.

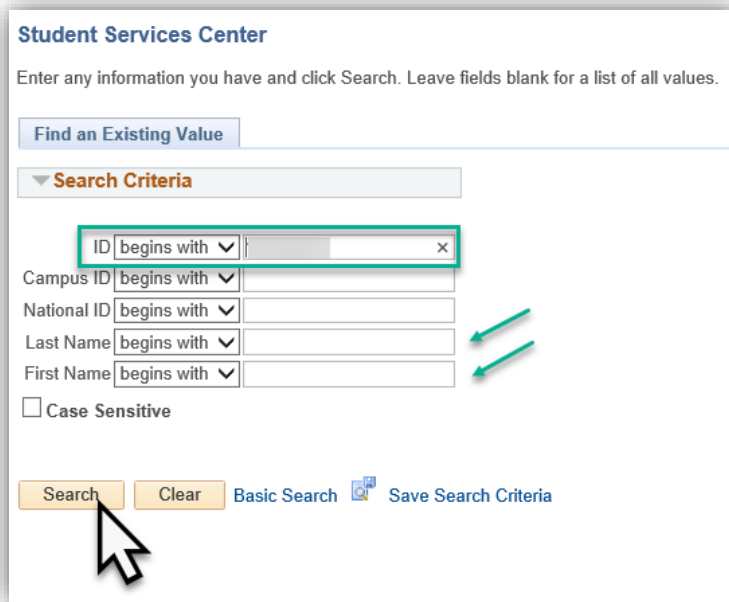> **Navigation: Campus Community > Student Services Centre**

1. Click the **Campus Community** link.

   ▸ Campus Community

2. Click the **Student Services Center** link.

   Student Services Center

3. Enter the student id (ID), Last Name and/or First Name and press Enter or Search. *For FOIP reasons some information has been removed.* Click the **Search** button.
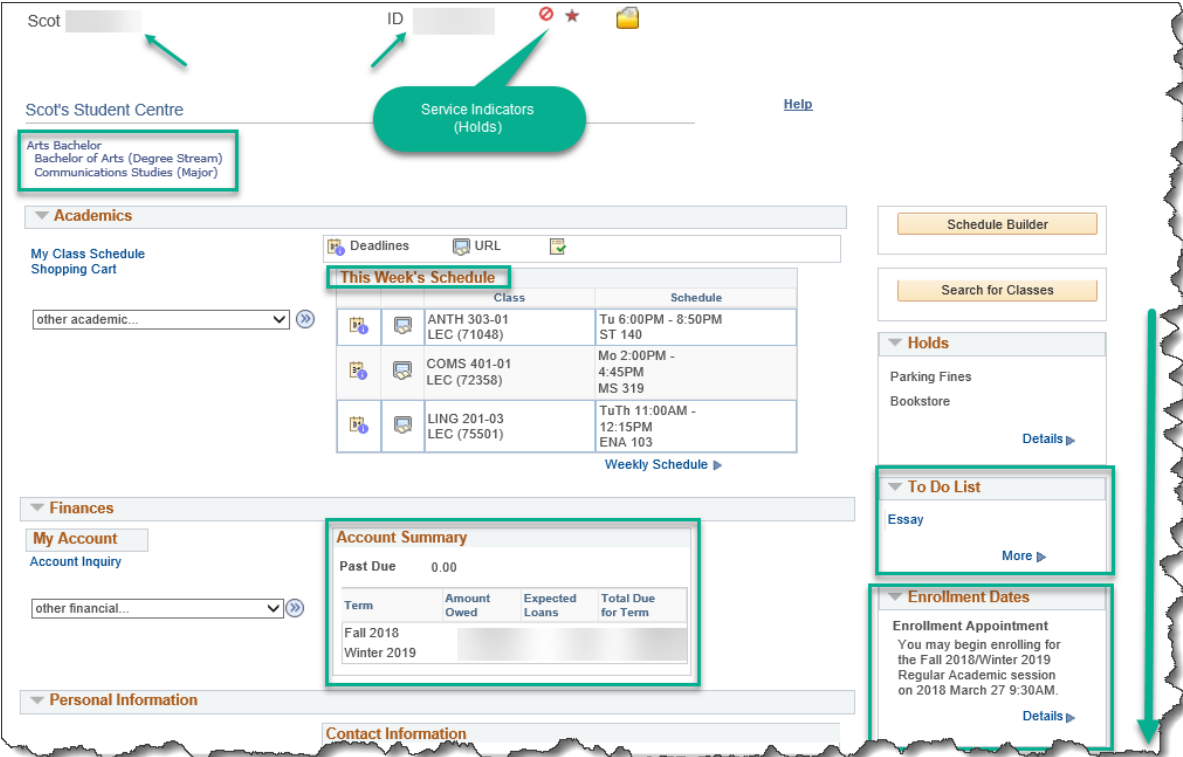

4. The top portion of the Student Services Centre displays:
   - the student's name (for FOIP reasons) removed
   - student ID number
   - any service indicators (Holds)
   - their academic program
   - current week's schedule
   - Account Summary
   - To Do List (Checklist)
   - enrollment date and time when student can begin to enroll

   Scroll down to view the lower portion of the page with additional details.

5. The lower portion of the Student Services Centre displays personal information including contact information. *For FOIP reasons the information is scrambled.* Also available are quick links to Enrolment Services, Student Fees and Finances as well as other time saving links.
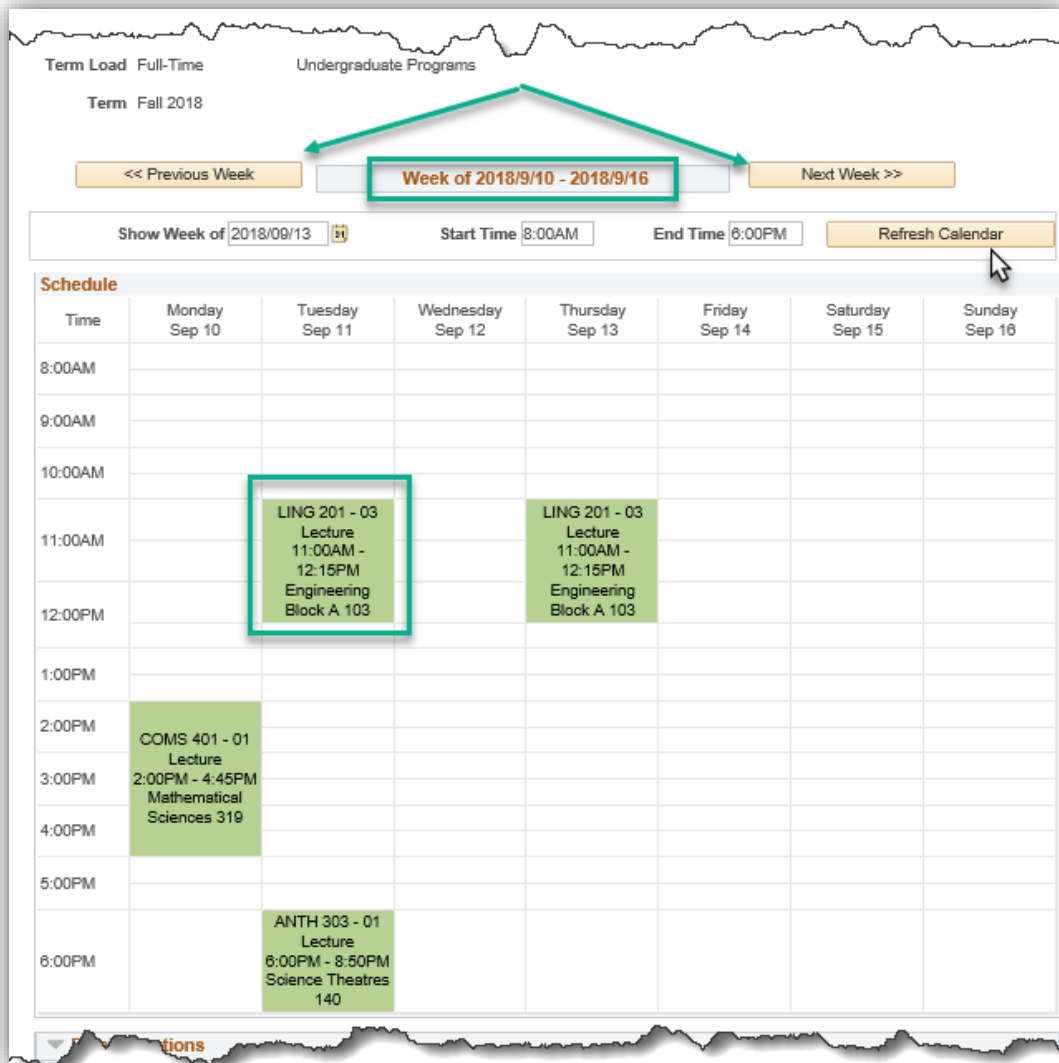
Weekly Schedule

Use the weekly schedule to view the student's schedule and locate a student in case of an emergency.

1. As a default the student's current week's schedule displays. For additional views (previous terms or other weeks); click on weekly schedule. Click the **Weekly Schedule** link.

    Weekly Schedule

2. The weekly view will display the name, time and location of the class. Use the navigation buttons to advance to the previous week or next week.

3. The lower portion of the page displays options available to include additional information or remove specific days of the week. For this example Saturday and Sunday have been deselected. Use the calendar chooser for quicker navigation to specific terms if desired. Click the **Refresh Calendar** button.
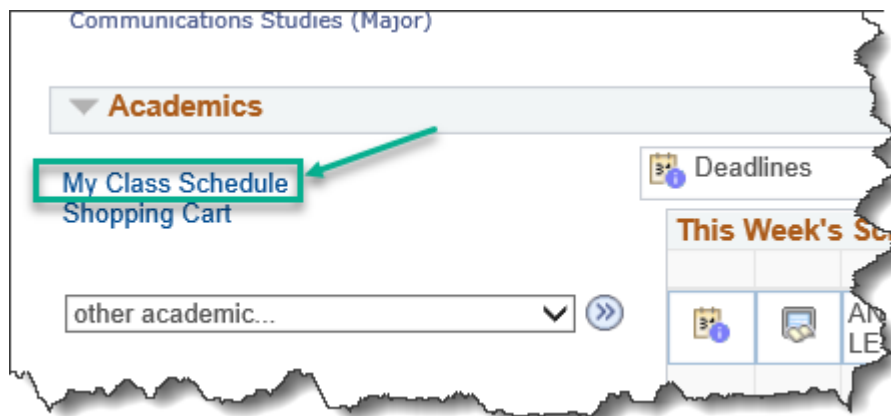
Refresh Calendar

4. To navigate back to the Student Services Centre click the Cancel button. Click the **Cancel** button.

Cancel

5.   From the Student Services Centre, My Class Schedule is another way to view the class schedule. Click the **My Class Schedule** link.

6.   Select the applicable term (e.g. Fall 2018). Click the **Term** option and click the **Continue** button.

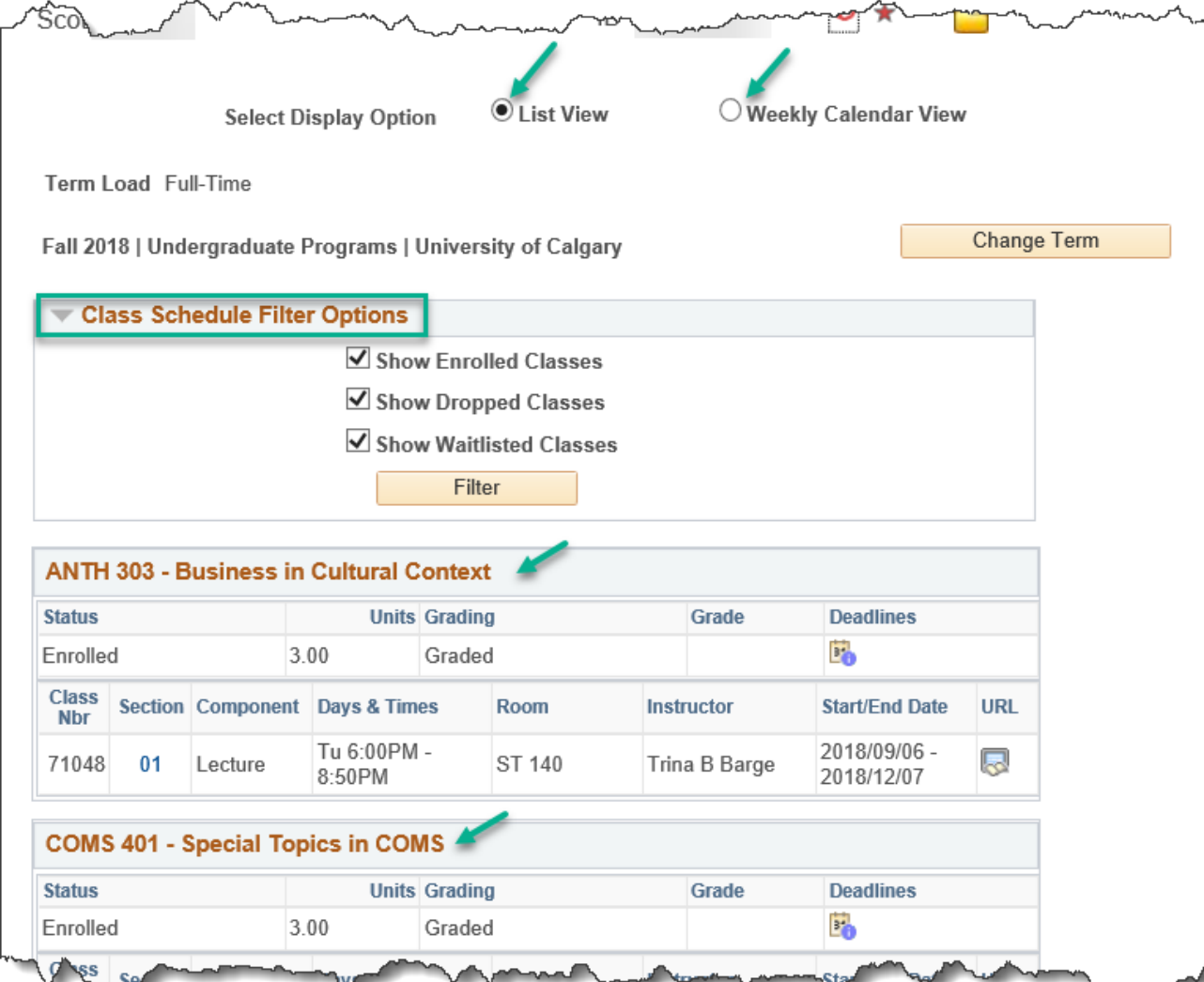7. The top portion of **My Class Schedule** allows additional display options (List View or Weekly Calendar View). Class Schedule Filter Options allow specific filtered views when selected. My Class Schedule allows you to view a detailed list of the classes students are enrolled in, waitlisted or classes that have been dropped. Classes that students drop prior to the add/drop date will be completely removed from the student's record. *Note the instructor names are scrambled for FOIP reasons.* For ease of viewing, click the **Collapse section Class Schedule Filter Options** link.

8. The Weekly Calendar View is exactly the same as navigating to weekly view from the previous link on the Student Services Centre. Click the **List View** option.

9.   To view the class details click on any highlighted links in the section. For example, click the **03** link.

10. The Class details display:
- Class Number
- Number of Units
- Class Components
- Meeting Information
- Instructor Name
- Enrollment Requirements (Prerequisites, etc.)
- Class Attributes
- Class Availability
- Description of the class including any pre/co/anti-requisites.

Click the **Return to My Class Schedule** link.

LING 201 - 03 Introduction to Linguistics I
University of Calgary | Fall 2018 | Lecture

Class Details

Status	Open ●	Course ID	125511
Class Number	75501	Offer Nbr	1
Session	Regular Academic	Career	Undergraduate Programs
Units	3 units	Dates	2018/9/6 - 2018/12/7
Class Components	Lecture Required	Grading	Graded
		Location	Main UofC Campus
		Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	ENA 103	Terry Yu	2018/09/06 - 2018/12/07

Enrollment Information

Enrollment Requirements (Please see Calendar Description for more information)

Class Attributes Half-Course
GFC Hours (3-0)

Class Availability

Class Capacity	100	Wait List Capacity	20
Enrollment Total	59	Wait List Total	0
Available Seats	41		

Description

Introduction to the scientific study of language, including the analysis of word, sentence, and sound structure, and the exploration of language as a human, biological, social, and historical phenomenon.

Antirequisite(s): Credit for Linguistics 201 and either 205 or 207 will not be allowed.

Textbook/Other Materials

Textbooks to be determined

Return to My Class Schedule

11. The lower portion of the page displays additional courses and components for this student. To navigate to the Student Services Centre Press the cancel button (avoid using the browser back button). Click the **Cancel** button.

   Cancel

12. The Academic Calendar Deadlines can be viewed from the Student Centre. Click the **Academic Calendar Deadlines** button.

This Week's Schedule			
		Class	Schedule
		ANTH 303-01 LEC (71048)	Tu 6:00PM - 8:50PM ST 140
		COMS 401-01 LEC (72358)	Mo 2:00PM - 4:45PM MS 319
		LING 201-03 LEC (75501)	TuTh 11:00AM - 12:15PM ENA 103

13. The class name, start/end dates, drop date and cancel and withdrawal details display. Click the **Return to Student Center** link.

Return to Student Center
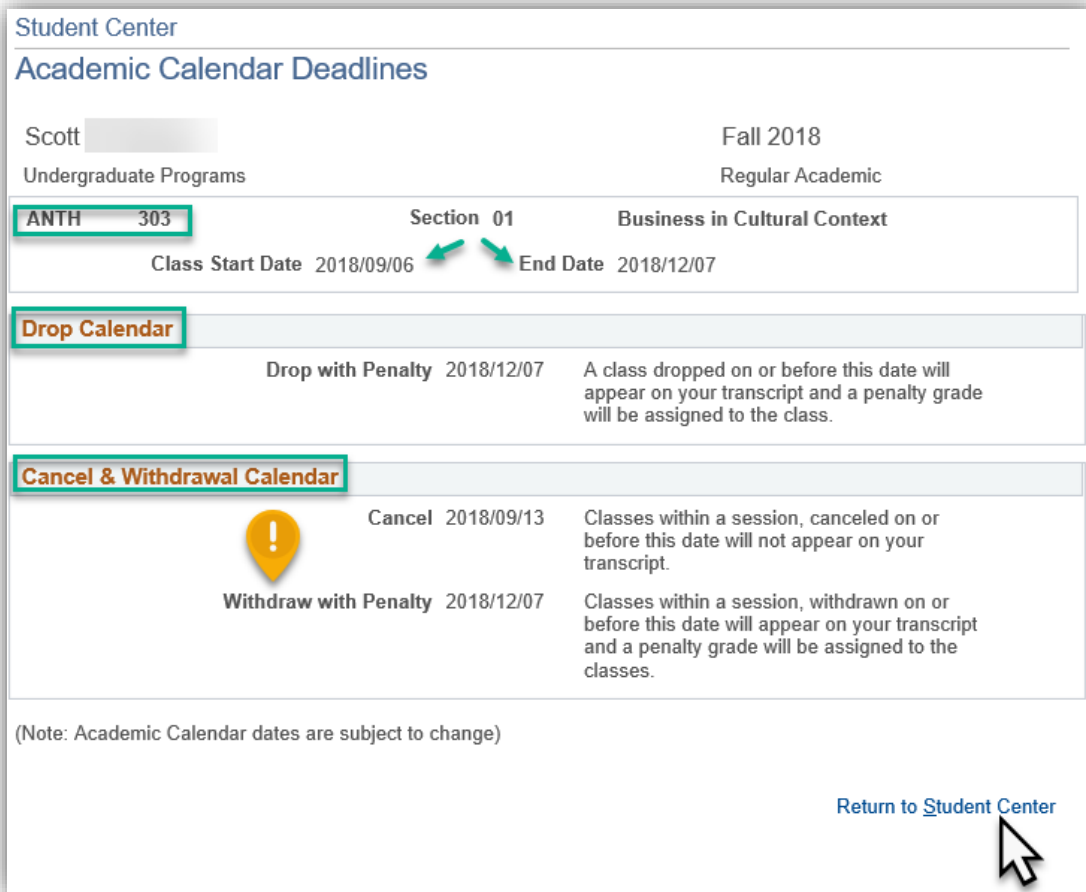
Student Center

Academic Calendar Deadlines

Scott _____   Fall 2018

Undergraduate Programs   Regular Academic

ANTH 303	Section 01	Business in Cultural Context

Class Start Date 2018/09/06 ➡️⬅️ End Date 2018/12/07

Drop Calendar

Drop with Penalty 2018/12/07   A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

Cancel & Withdrawal Calendar

⚠️   Cancel 2018/09/13   Classes within a session, canceled on or before this date will not appear on your transcript.

Withdraw with Penalty 2018/12/07   Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)

Return to Student Center

14. **Important:** There are several options available on the other academic drop down menu. Click the **Drop Down** list.

⌄

Communications - Studies (COMM)

Academic Requirements
Exam Schedule
GPA Calculator
Grades
Letter of Permission
T2202A Tax Form Data
Transfer Credit: Report
What-if Report
other academic...
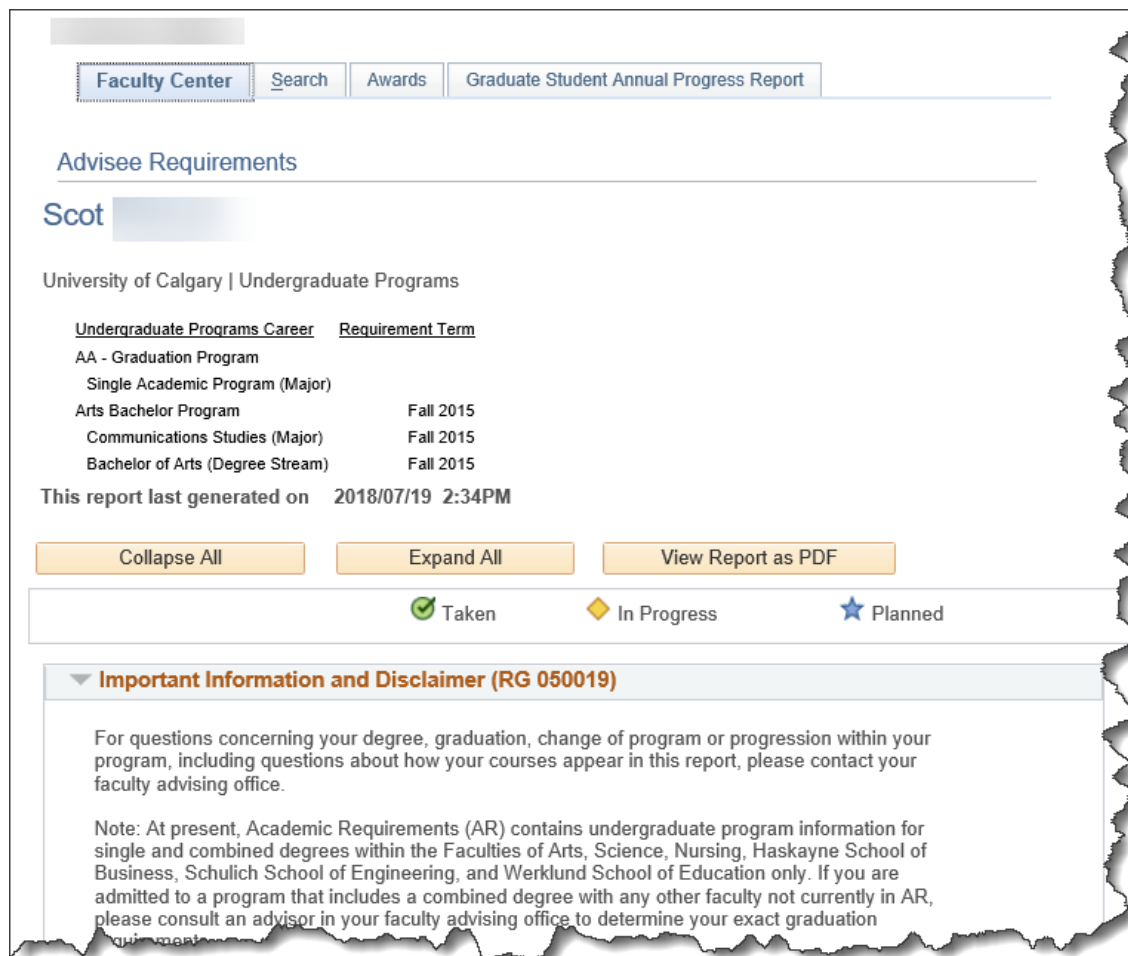
Academic Requirements

An advisement report is used to aid in performing a degree audit for undergraduate students. Direct navigation to Academic Advisement can be completed from the drop down menu.

1. Click the **Academic Requirements** list item and Click the Go button.

2. Academic Requirements will navigate to the Academic Advisement Report. *For more information on using the Academic Advisement component consult www.ucalgary.ca/itrraining.*

Exam Schedule

When available, you can view the student's scheduled final exams.

1. From Student Services Centre, Click the **Drop Down** list. Click the **Exam Schedule** list item and click the Go button.

2. Select the desired term (e.g. Fall 2018) and click the **Continue** button.

Select a term then select Continue.

	Term	Institution
○	Fall 2018	University of Calgary
○	Winter 2019	University of Calgary

Continue

Cancel

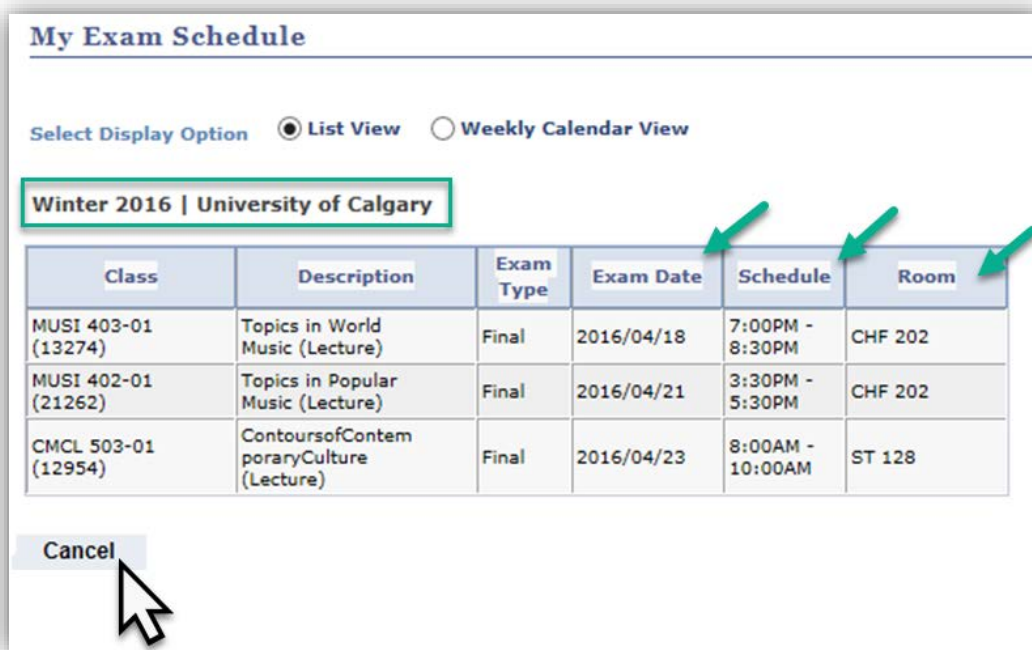3. Any scheduled final exams will display including the class name, description, exam date, time and location (Note: this is a different term; however the results are the same). Clicking **Cancel** returns to the Student Services Centre.

My Exam Schedule

Select Display Option   ◉ List View   ○ Weekly Calendar View

Winter 2016 | University of Calgary

Class	Description	Exam Type	Exam Date	Schedule	Room
MUSI 403-01 (13274)	Topics in World Music (Lecture)	Final	2016/04/18	7:00PM - 8:30PM	CHF 202
MUSI 402-01 (21262)	Topics in Popular Music (Lecture)	Final	2016/04/21	3:30PM - 5:30PM	CHF 202
CMCL 503-01 (12954)	ContoursofContemporaryCulture (Lecture)	Final	2016/04/23	8:00AM - 10:00AM	ST 128

Cancel

4. When outside the exam period no exams will be displayed. If no exams are scheduled a message will appear indicating when they will be posted. Click the **Cancel** button.
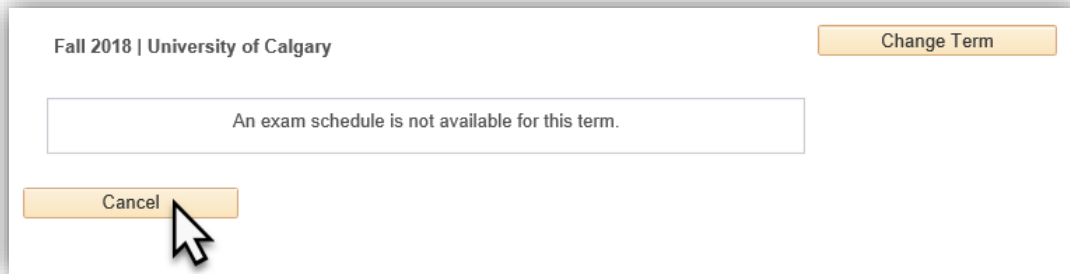
GPA Calculator

Term grade point averages are calculated and recorded on the transcript at the end of each term (e.g. Fall, Winter, Spring, and Summer). The U of C does not record cumulative or any other GPA's on the transcript. This calculator is provided for your convenience, but the resulting GPA's are not to be considered official.

1. From the Student Services Centre, click the **Drop Down** list and select **GPA Calculator** and click the **Go** button.

2. The GPA calculator is also available for GPA manipulation purposes. Note the GPA details Included Units = 66 current GPA is 3.532. Click the **Manual Selection** button.

Manual Selection

3. For this example deselect COMS 481. Click the **Checkbox** option and Click the **Recalculate GPA** button.

4. Note the GPA has been recalculated reflecting the removal of COMS 481. When completed click the Cancel button to navigate back to Student Services Centre.

Grades:

This is a handy location to view all the students' grades for previous terms.

1. From Student Services Centre click the **Drop Down** list, click the **Grades** list item and click the **Go** button.

2.   Select the applicable term (e.g. Winter 2018) and click the **Continue** button.

3. Grades displayed provide details on a term-by-term basis of the student's grades. Note that units identifies the weighting of the course (3 units = half course; 6 units = full course; etc.). You may also navigate to a different term by using the Change Term button. *For FOIP reasons all grades have been removed.* When completed click the **Cancel** button.

Letter of Permission

A letter of permission is required to enable a student to take a limited number of courses at another university or college while working toward a program at the University of Calgary.

1. From Student Services Centre, click the **Drop Down l**ist then click the **Letter of Permission** list item and press the **Go** button.

2.   Submitting a Letter of Permission is completed here. Select the applicable term (e.g. Winter 2019). Click the **Winter 2019** link.

Letter of Permission

A Letter of Permission is required to enable you to take a limited number of courses at another university or college while working toward a program at the U. of C.

Application Status

You do not currently have any Letter of Permission applications available to view.

Apply

To apply for a Letter of Permission, click the link for an appropriate term below:

Fall 2017
Winter 2018
Spring 2018
Summer 2018
Fall 2018
Winter 2019
Spring 2019
Summer 2019
Fall 2019
Winter 2020
Spring 2020
Summer 2020

3. Instructions for submitting a Letter of Permission display. Please read all information. For this example we will not complete a Letter of Permission. Scroll down to view additional information. Click the **Cancel** button.

CANCEL

Letter of Permission

1. Application Form

1—2—3

Request for Winter 2019

Please read the important information below

The information on your LOP application is collected under the authority of the Post-secondary Learning Act. It is required to process your request. If you have any questions about the collection or use of this information please contact your Faculty office.

For institutions outside of Alberta, calendar descriptions of all courses you are requesting and information about the weight and level of the courses at the host institution must be submitted by fax, e-mail or in-person. Click [here] for contact information).
Your request will not be processed until this information is received.

- Please note, you may submit a maximum of 1 application for this time-frame. If you require a second letter, or any revisions to an existing letter, please contact your faculty.

- As long as you are studying at another institution with our permission, you do not have to apply for readmission to the University of Calgary to resume your studies upon your return. If you did not apply for permission prior to taking a course elsewhere, please contact your faculty office to determine whether you may be issued a retroactive letter.

- **There may be some conditions under which you cannot apply for a letter of permission on-line. Please read these guidelines before submitting an application.**

☐ **I have read the above information.**

Host institution you wish to attend

To enter 'Course Name' details, click on the 'select course name' button to choose from a list of defined values. If you are not able to find the course name that you are interested in, please type it in manually to the right of the 'select course name' button.

To enter 'Course Number' details, click on the 'select course number' button to choose from a list of defined values for the 'Course Name' entered. If you are not able to find the course number that you are interested in, please type it in manually to the right of the 'select course number' button.

Course(s) you intend to take at the host institution

		Course Name		Course Number	From Month	To Month
1	select course name		select course number		∨	∨
2	select course name		select course number		∨	∨
3	select course name		select course number		∨	∨
4	select course name		select course number		∨	∨
5	select course name		select course number		∨	∨
6	select course name		select course number		∨	∨
7	select course name		select course number		∨	∨
8	select course name		select course number		∨	∨
9	select course name		select course number		∨	∨
10	select course name		select course number		∨	∨

CANCEL   NEXT

4. When navigating back to Student Services Centre you will be prompted. Click the **Yes** button.

YES

Letter of Permission

⚠ **Canceling will exit the Letter of Permission process. Cancel?**

YES   NO

5. Click the **Cancel** button.

T2202A Tax Form Data

In February each year, the T2202A Tax Form receipt will be available for viewing and download.

1. From Student Services Centre, click the **Drop Down** list, click the **T2202A Tax Form Data** list item and click the **Go** button.

2. Follow the links to print .pdf form. Note this is an example of a different tax year; however the information is the same.

3. This is an example of the message you will receive when the T2202A Tax Receipt is not available yet. Click the **Cancel** button.

Cancel

Transfer Credit Report

The Transfer Credit Report details any external credits that are transferred to the UofC.

1. From Student Services Centre, click the **Drop Down** list select **Transfer Credit Report** and click the **Go** button.

2. Transfer Credit information will be displayed. The top portion of this page provides information on the Transfer Credit (course, test, other) awarded to the student. The middle portion of the Transfer Credit page details any external credits that are transferred to the UofC.

Course Credits

Model Nbr	2	Posted			
Institution	University of Calgary		**Credit Source Type**	External	
Career	Undergraduate Programs		**Source Institution**	Chinook Learning Services	
Program	Arts Bachelor				

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2015	PMAT 30	5.00		Posted	PMAT HS030	0.000	

Student-Specific Comment(s)

- The Faculty, to which you have been Admitted, will review the transfer credits (if any) granted by the Admissions Office to determine if they are appropriate to your current degree program. You will be advised if there are any revisions as a result of the Faculty's review. In the interim, if you wish to know how these credits will be applied to your current or any other program at the University of Calgary, please consult the Degree Navigator computer program by clicking on the appropriate link in the myUofC Portal menu available on our web site at www.my.ucalgary.ca

- Some of the transfer credit awarded may have generic numbers (containing an XX eg 2XX, 9XX) rather than specific university of Calgary numbers because, while the university recognizes them as university level courses, they have not been established as exact equivalents to courses offered at the University of Calgary. If you have been awarded this kind of credit and you need to use it as a prerequisite or it is similar to a university of Calgary course, contact the faculty office, before you register, to determine if further action is required.

Model Nbr	3	Posted			
Institution	University of Calgary		**Credit Source Type**	External	
Career	Undergraduate Programs		**Source Institution**	Springbank Comm High	

3. The lower portion of the Transfer Credit page contains Other Credits that have been transferred to the University of Calgary (e.g. SAIT Tourism 30.00 Units) as well as Student-Specific Comment(s). Click the **Cancel** button.

Cancel

What-If Report

Use the What-If Selection when a student would like to explore the possibility of changing their academic program without actually changing their program. An informative report is created based on which selections are made. For more information on What-If Selection, consult www.ucalgary.ca/ittraining

1. From Student Services Centre, click the **Drop Down** list, click the **What-if Report** list item then click the **Go** button.

2. Use the What-If Selection when a student would like to explore the possibility of changing their academic program without actually changing their program. An informative report is created based on which selections are made. For this example we will not create a What-If Report.
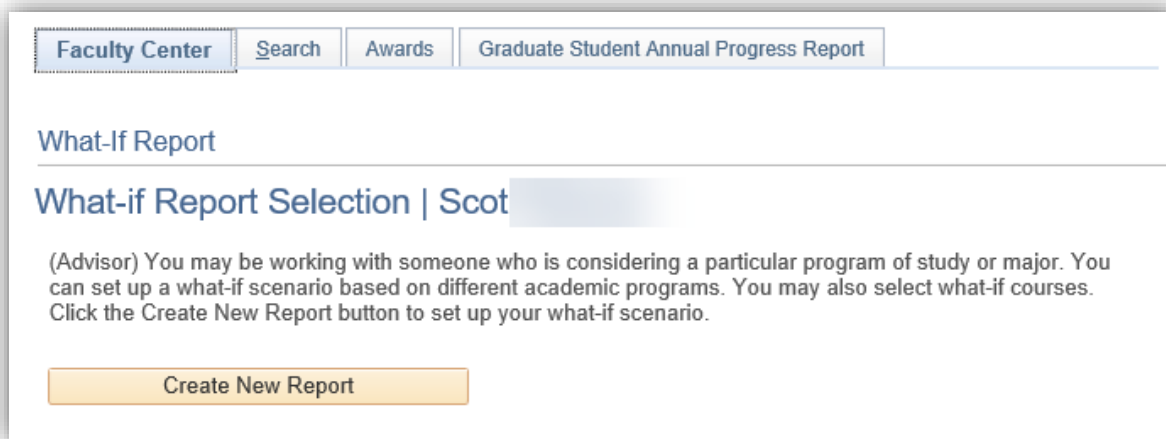
Schedule Builder

Schedule Builder is a web-based tool available to help students build potential class schedules and register for courses.

1. From Student Services Centre, click the **Schedule Builder** button.
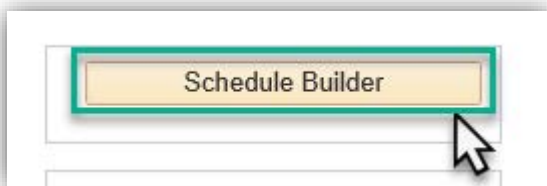

2. Details on Schedule Builder will not be included in this guide. For more information about Schedule Builder please navigate to: https://ucalgary.ca/registrar/registration/schedule-builder. Additional job aids and online learning for Schedule Builder are available at www.ucalgary.ca/ittraining.

Search for Classes

Use the Student Services Centre to navigate to Search for Classes.

1.   Click the **Search for Classes** button.
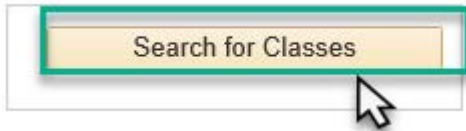
2.   Search for Classes allows you to select the applicable term, subject, course number and course career. There are additional options for refining the search criteria. Click the **Subject** list.
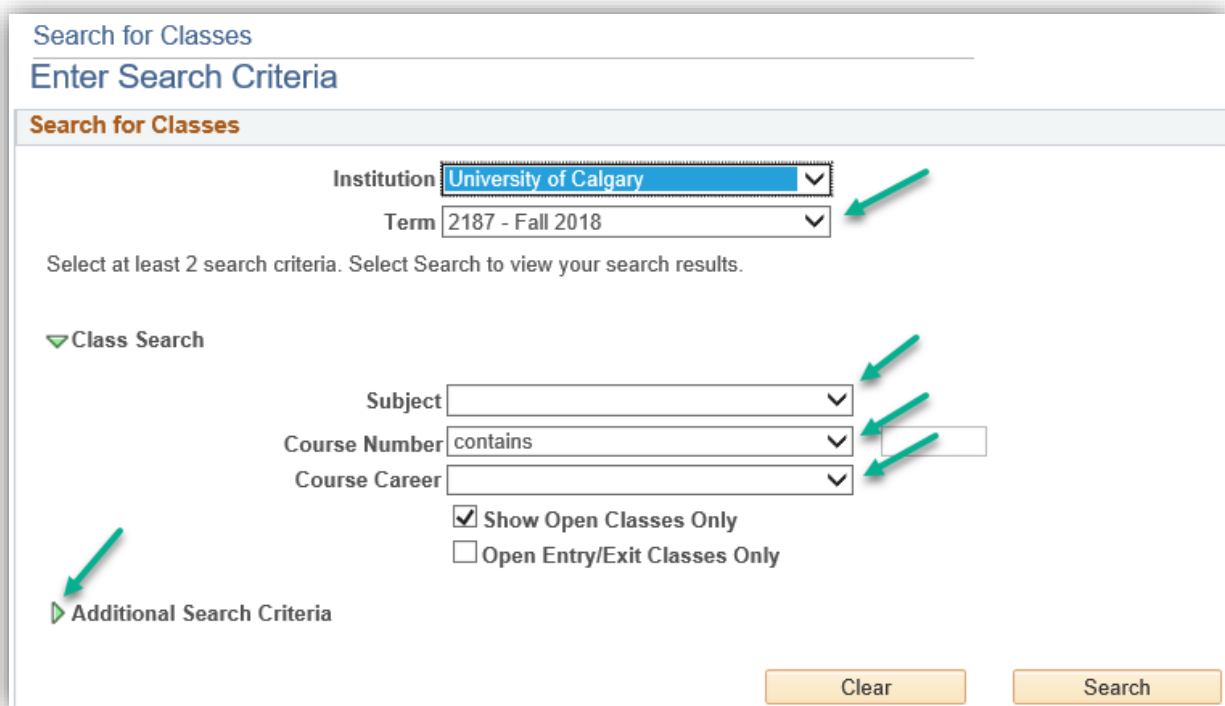
3. You can type the first letter of the class or use the scroll bar. For this example we will search for Kinesiology 259. Typing "K" for Kinesiology automatically selects the corresponding course. Click the **KNES-Kinesiology** list item.

```
ENSC-Environmental Science
ENSF-Software Engineering for
ENTI-Entrepreneurship & Innova
EVDA-Environ Design Architectu
EVDL-Environmental Design Land
EVDP-Environmental Design Plan
EVDS-Environmental Design
FILM-Film
FINA-Fine Arts
FNCE-Finance
FREN-French
GEOG-Geography
GERM-German
GLGY-Geology
GOPH-Geophysics
GREK-Greek
GRST-Greek and Roman Studies
HSOC-Health and Society
HTST-History
IFPB-Int'l Foundations Program
IFPE-Int'l Foundations Program
IFPX-International Foundations
INDG-Indigenous Studies
INDL-Indigenous Languages
INTE-Internship
INTR-International Relations
IPHE-IPHE
ITAL-Italian
JPNS-Japanese
KNES-Kinesiology
```
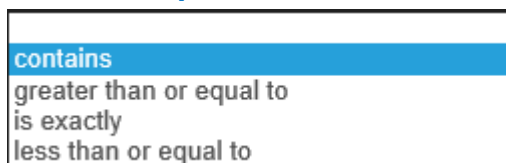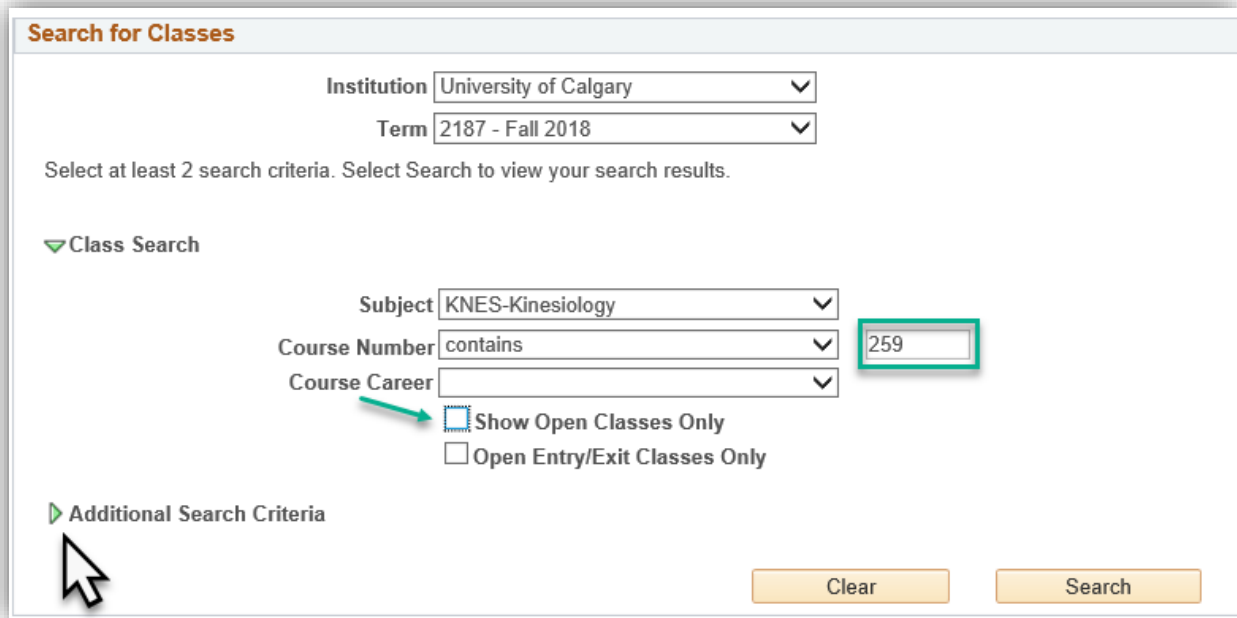
4. To further refine the class search criteria you can use an operand if desired. Click the **Drop Down** list.

```
contains
greater than or equal to
is exactly
less than or equal to
```

5. Enter the desired course number (e.g. 259). For this example we will deselect **Show Open Classes Only**, then click **Additional Search Criteria** button.

6.   Use Additional Search Criteria options to refine your search if desired. Click the **Search** button.

7. Search Results display based on selected criteria. Note specifically the purple star indicating there are class restrictions associated with this section of the class. To view the details of a particular course offering click on the section hyperlink for additional information regarding the course (e.g. click the **01-LEC Regular** link.)

8. The details of the course displays. The top of the page displays various information (units, required class components, dates, location, times and instructors *name is scrambled in this example*). It is important to note the Enrollment Requirements, particularly the prerequisites or requirements to be eligible to register for this course. The class restrictions indicate start and end dates and reserved seats for particular student populations.

Search for Classes
Class Detail

KNES 259 - 01   Human Anatomy and Physiology I
University of Calgary | Fall 2018 | Lecture

Class Details

Status	Open ●	**Course ID**	161530
Class Number	71532	**Offer Nbr**	1
Session	Regular Academic	**Career**	Undergraduate Programs
Units	3 units	**Dates**	2018/9/6 - 2018/12/7
Class Components	Laboratory Required, Lecture Required	**Grading**	Graded
		Location	Main UofC Campus
		Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	MFH 162	Xiaoliang G Fillier	2018/09/06 - 2018/12/07

Enrollment Information

Enrollment Requirements Prerequisite(s): Biology 30, Chemistry 30, and Mathematics 30-1 or 30-2. (Please see University Calendar for more description.)

Class Attributes Half-Course
GFC Hours (3-2)

Class Restrictions

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	1 2018/03/01	2018/08/26	220	Restricted to KNES students only.

Class Availability

9. The lower portion of the Class Search contains the Class Availability numbers. All classes will have a very detailed description of the course. It is important to note that included in the description are prerequisites, anti-requisites and co-requisites related to this course.

10. To return to the Class Search page to complete another class search, use the applicable navigation buttons. Click the **View Search Results** button.


11. Note: There is no direct navigation back to the Student Services Centre from Search for Classes.

Service Indicators (Holds)

Service indicators provide or limit access to services for a student. A negative service indicator can be a hold to prevent a student from receiving certain services. A positive service indicator can be used for 'no impact' alerts as well as for administrative tracking.

UNIVERSITY OF CALGARY

1.   If there are any Service Indicators for the student they will be visible at the top of the page.
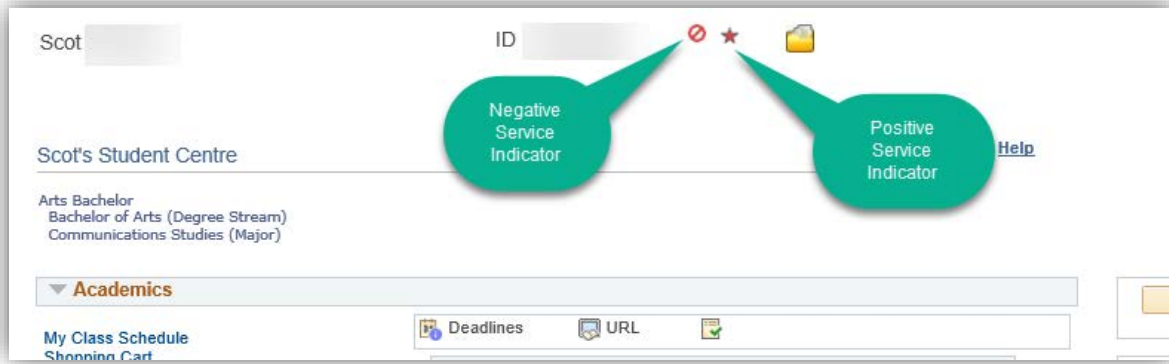
2.   It is recommended to click on the Icon for a complete description of the service indicator. For this example click the **Negative Service Indicators** button.

3.   After clicking on the negative service indicator icon, negative service indicator(s) will display. For this example, click **the BKS** link.
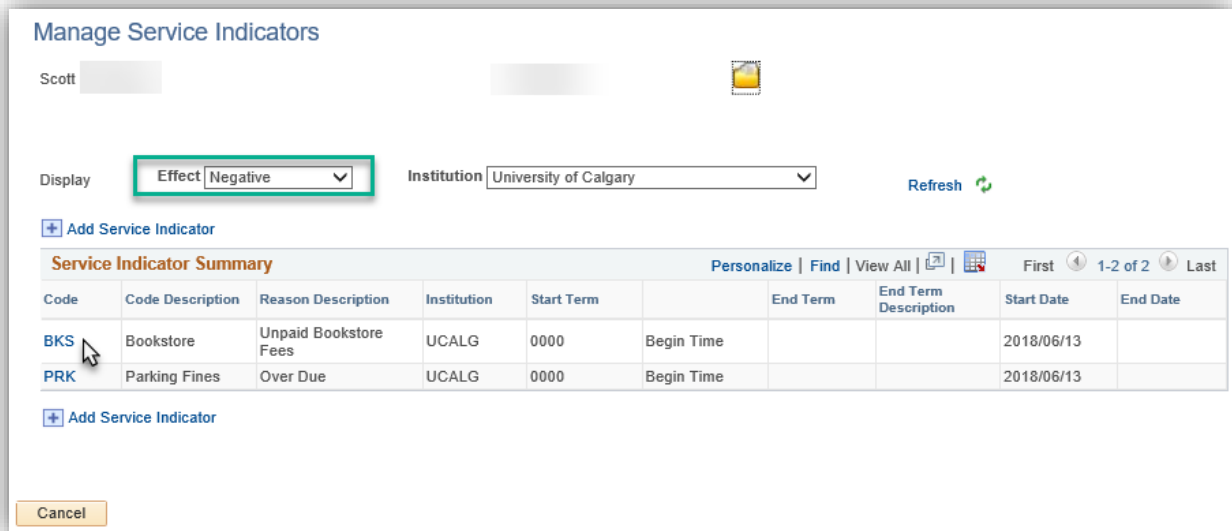
4. The details of the negative service indicator include the start date, department that placed the service indicator (not shown), amount (if applicable) and the individual who added the service indicator. Scroll down to view additional details. Note only specific departments have the ability to release or remove a service indicator.

5. Comments may be included (optional). Note specifically the services impacted by a negative service indicator. The student will not be able to add a class and the University will not issue a transcript until the negative service indicator has been released.
Click the **OK** button.

6. You can change the list of displayed service indicators by clicking on the **Drop Down** list. For this example select "All" to view both negative and positive service indicators. Click the **All** list item.
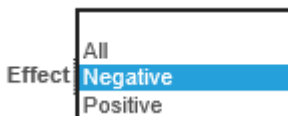
7. Click the **Refresh** link and when completed click the **Cancel** button to return to the Student Services Centre.

8. Another method of viewing the service indicators or "Holds" is by navigating to the details link on Student Services Centre. Click the **Details** link.
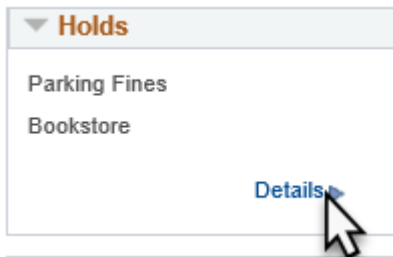
9. Any Holds (Negative Service Indicators) will display, click the **Bookstore** link.
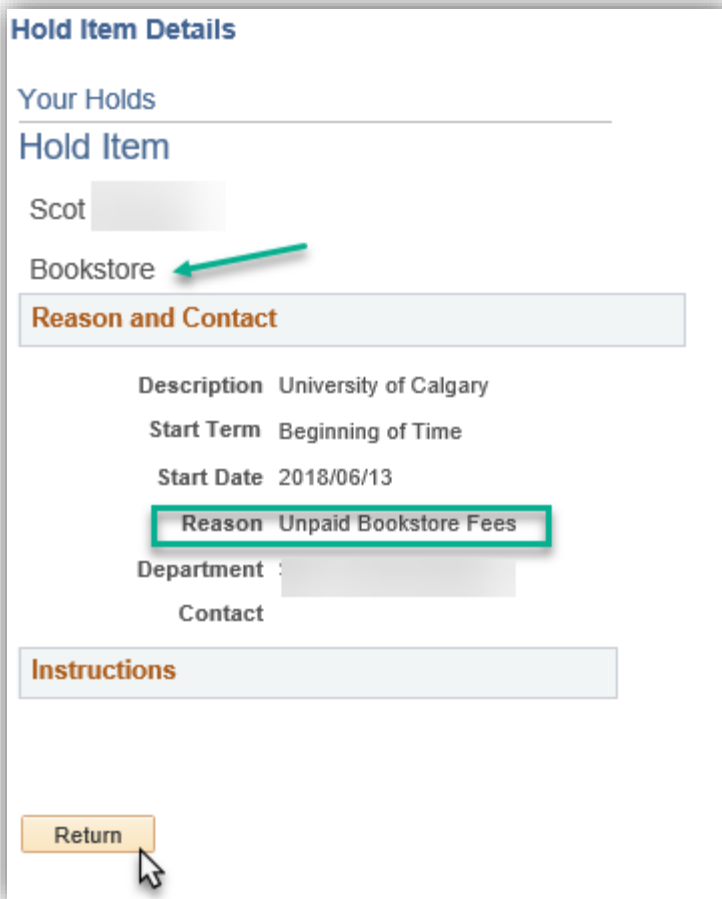
10. Note the limited information available in Hold Item Details. The department that placed the service indicator will display (not shown). Click the **Return** button.

11. To return to Student Services Centre, click the **Cancel** button.
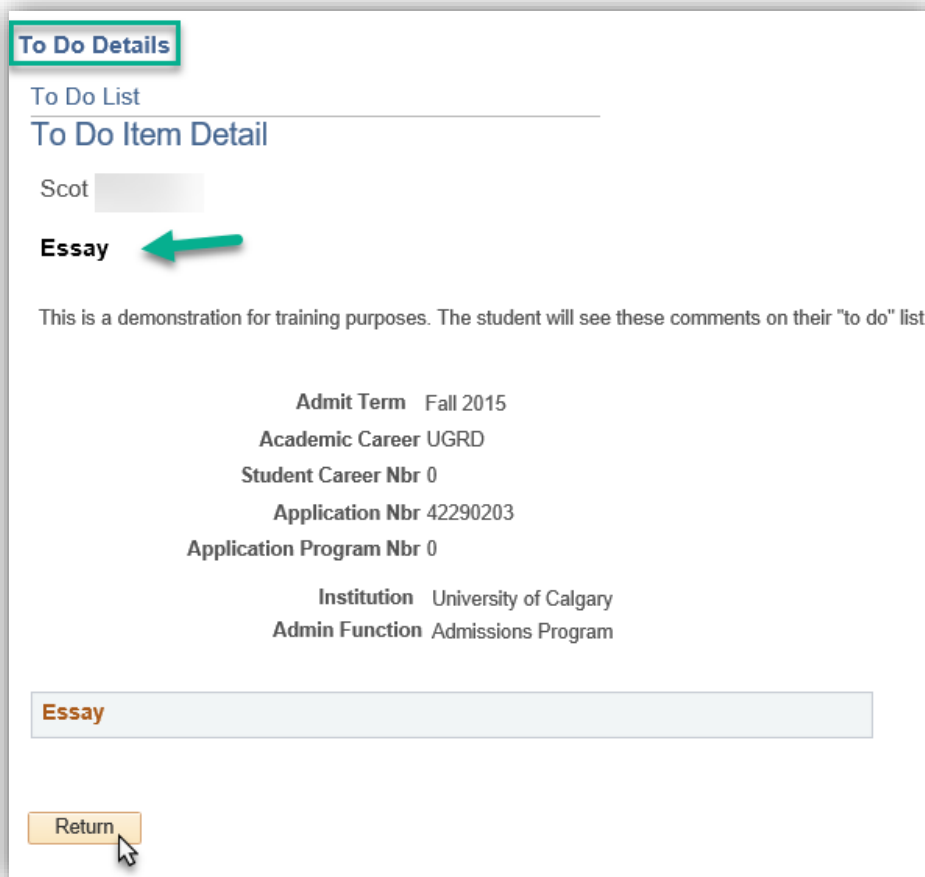
To Do List

The To Do list is generated by checklists which are items related to admissions. In some cases the To Do items are what the student must complete to satisfy their enrolment requirements.

1. For this example the student has a To Do list item indicating "Essay". Click the **Essay** link.

2. For this example the student must complete an essay. There may be student specific comments and once the student has completed the item requested on the To Do list the item will be removed either automatically or by an individual in the department responsible for checklists. Click the **Return** button.

3.   This is an example of a Graduate Student with several To Do List items. These are system generated checklist items which are requirements for their application for admission.
Click the **Final Official Transcript** link.

4. This is an example of a To Do item requesting a Final Transcript from Kansas State University. This To Do list item will remain on the To Do list until the transcript is received. Click the **Return** button.

Return

To Do Details

To Do List

To Do Item Detail

Final Official Transcript
Kansas Postsecondary
Kansas State University

Admit Term   Fall 2018
Academic Career   GRAD
Student Career Nbr   0
Application Nbr   42411142
Application Program Nbr   0

Institution   University of Calgary
Admin Function   Admissions Program

Final Official Transcript

If you send us transcripts while you are still in program, or that do not show that a degree has been awarded, this checklist will continue to show as incomplete as we are waiting for your final transcript to be sent to us. You can view your application status to ensure that we have received your in progress transcripts.

Final Official Transcripts are:

Original documents or true certified copies of your official transcripts and degree certificates, in the original sealed envelope, directly from the issuing institution.

OR

Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing institution, and an English translation directly from the issuing University of a notarized word-for-word English translation of a duplicate copy of that original.

Return

5. Another way to view the To Do list can be completed by clicking on the Status link in Admissions. Click the **Status** link.
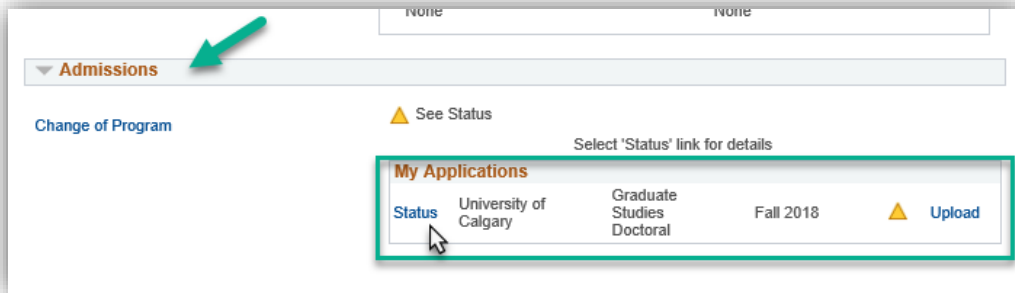
6. This is an example of a Graduate Students' requirements for admission. Click the **click here** link.

Other Documents

Document Type	Name	Status
Curriculum Vitae		Completed
Portfolio		Completed
Proposed Funding Plan		Completed
Reference 1	Associate Professor HCP VXH	Completed
Reference 2	Associate Professor KUD ZER	Completed
Reference 3	Associate Professor HIK NFO	Initiated
Research Proposal		Completed
Sample of Written Work		Completed

To Do List:

You are responsible to submit any outstanding requirements on your 'To Do List' by the appropriate deadline/due dates. Your 'To Do List' can be viewed on your self-service 'Student Centre'.

To view your To Do List, click here,

Cancel

7. There are three items on this student's To Do List. Click the **Final Official Transcript** link.

To Do List		

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

View your To Do Items by

Due Date [   ] 🔍

[Go]

Item List

Admit Term	To Do Item	Name
Fall 2018	Final Official Transcript	Kansas Postsecondary
Fall 2018	Reference 3	
Fall 2018	Unofficial Transcript	Kansas Postsecondary

8. Note the To Do List is the same as the previous navigation from the To Do List. Click the **Return** button.

To Do Details

To Do List

To Do Item Detail

Final Official Transcript
Kansas Postsecondary
Kansas State University

Admit Term Fall 2018

Academic Career GRAD

Student Career Nbr 0

Application Nbr 42411142

Application Program Nbr 0

Institution University of Calgary

Admin Function Admissions Program

Description

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OR

Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing institution, and an English translation directly from the issuing University of a notarized word-for-word English translation of a duplicate copy of that original.
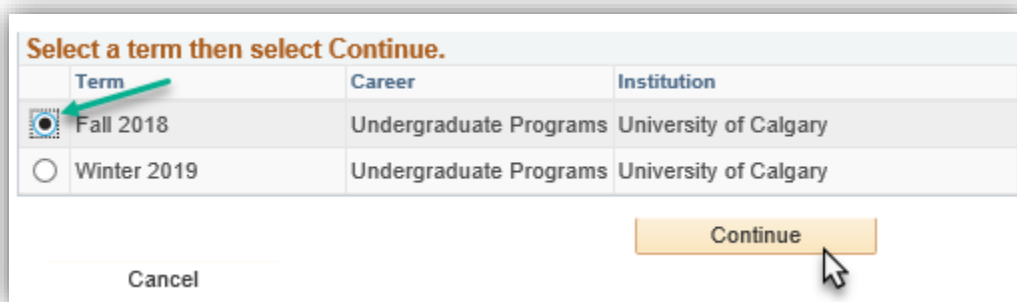
Return

Enrollment Dates and Appointment Time

Enrollment Dates indicate the **exact day and time** the student can **begin** to register for courses in the specific term. Note: The student can begin to register **any time** after this date.

1. From Student Services Centre on Enrollment Dates you will see the student's Enrollment Appointment date and time (when available). For this example the student may begin registering for the Fall 2018/Winter 2019 terms on March 27 at 9:30 am. Click the **Details** link.
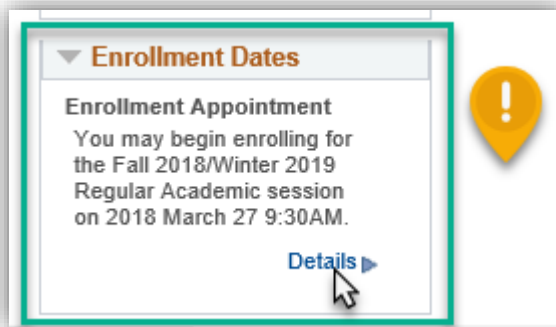
2. Specific terms display based on their Enrollment Term. Select the specific term (e.g. Fall 2018). Click the **Fall 2018** option and click the Continue button.

3.	Note the assigned Appointment Begins date and the Appointment Ends date. Also displayed are Open Enrollment Dates by Session. Open Enrollment Dates are for sessions included within a term. When completed, click the **Cancel** button.

For the corresponding online learning, consult the Student and Enrolment Services website. Also reference ***Student Services Centre View As Guide (New)*** to simulate a **View As** student. **End of Procedure.**