



Registering and Cancelling for Writing Workshops and Communities

What is Writing Support?

At SSC Writing Support, **we help students become better writers and self-editors of their own work**. Recognizing the important role that writing plays in inquiry and learning, our goal is to help students develop the writing and editing skills needed to become strong and effective communicators. Our team of professional writing tutors provide writing support to undergraduate and graduate students through writing workshops, Writers' Space writing sessions, and 1-on-1 writing consultation appointments.

What is Elevate?

The Student Success Centre (SSC) uses the Elevate platform to allow students to book appointments. You would use Elevate to book an appointment to meet with a writing tutor, academic development specialist, or exploratory advising. As a student, you can use Elevate to book with other services on campus such as Career Services, Leadership and Student Engagement and some advising offices.

Instructions for Registering for Writing Support Workshops and Communities

Step 1: Go to Student Success Centre website

To access the Elevate booking portal from the [Student Success Centre webpage](#) choose the **Register for a Workshop** button on the main page. You can also login to Elevate directly at elevate.ucalgary.ca.

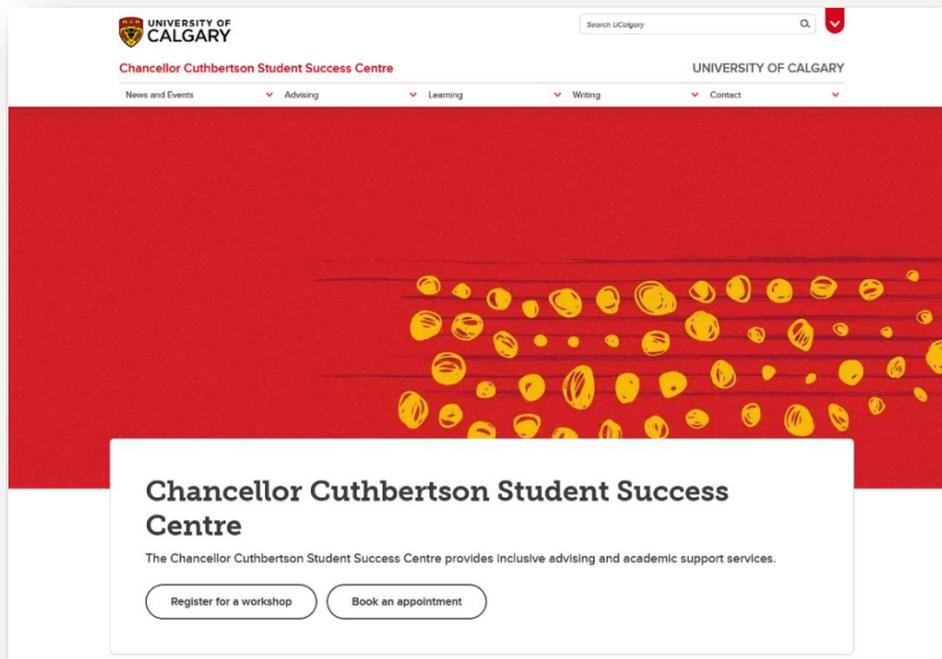


Figure 1 Student Success Centre homepage.

Step 2: Log into Elevate

Under the **Login** tab, choose **Student Login** and sign in using your University of Calgary Student email address.

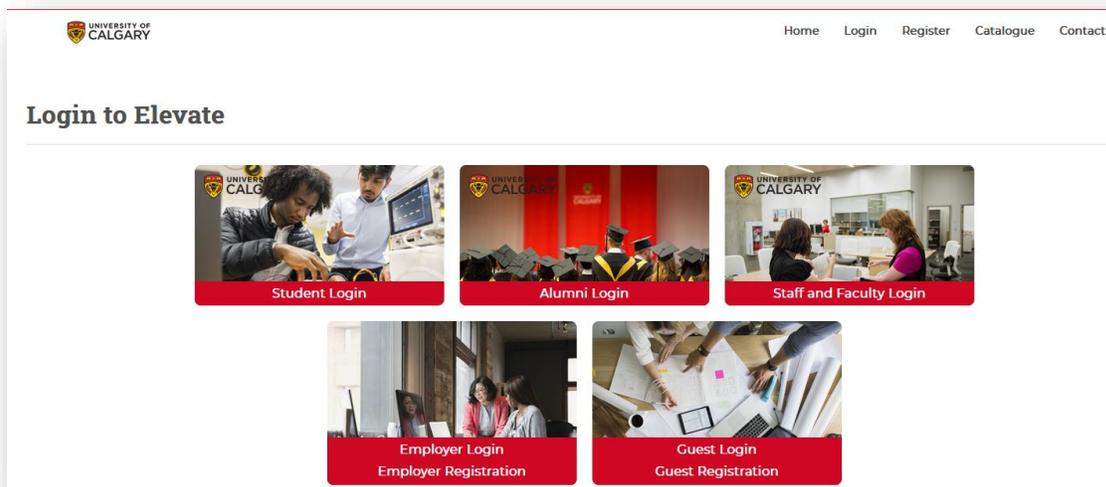


Figure 2 Elevate webpage with the login drop-down menu.

Note: If you don't have a UCalgary IT account, you can activate it [here](#).

Step 3: Select Student Success Centre

Choose **Student Success Centre** from the Dashboard menu on the left side. This will open a sub-menu with the different services.



Figure 3 Elevate Dashboard menu.

Step 4: Go to the SSC Events/Workshops Calendar

Select SSC Events/Workshops from the Student Success Centre sub-menu under the Dashboard.

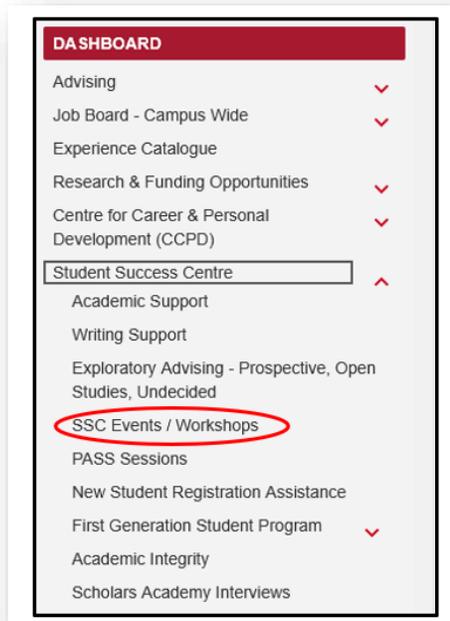


Figure 4 Student Success Centre sub-menu showing the variety of services.

Step 5: Select a workshop or event

The calendar page will list all SSC workshops and events. Click on the writing workshop or SSC event you are interested in. To learn more about writing events such as Graduate Writing Community, Undergraduate Writers Space, Writing Support for Indigenous Students, and Residence Writing Support, visit the [Writing Support](#) page.

Note: SSC Workshops and Events are colour-coded by event category (e.g., Writing Workshops or Writing Communities). 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 are interested in.

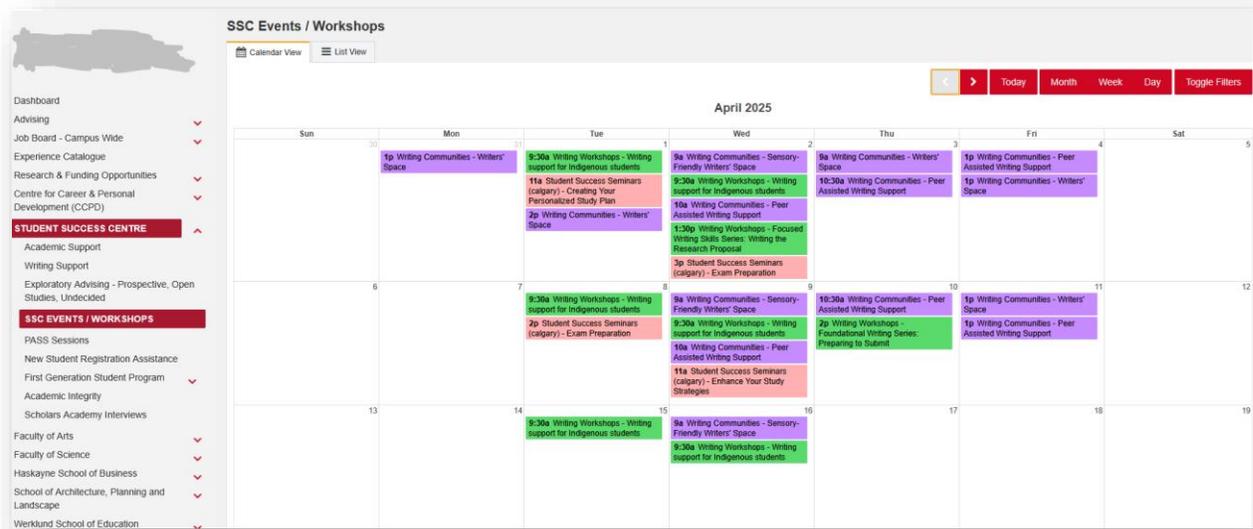


Figure 5 SSC Events/Workshops calendar

Step 6: Register for the event

In the event details page Click on the “Register for this event” button located on the upper right-hand side of the page to register. You will receive email confirmation of your registration.

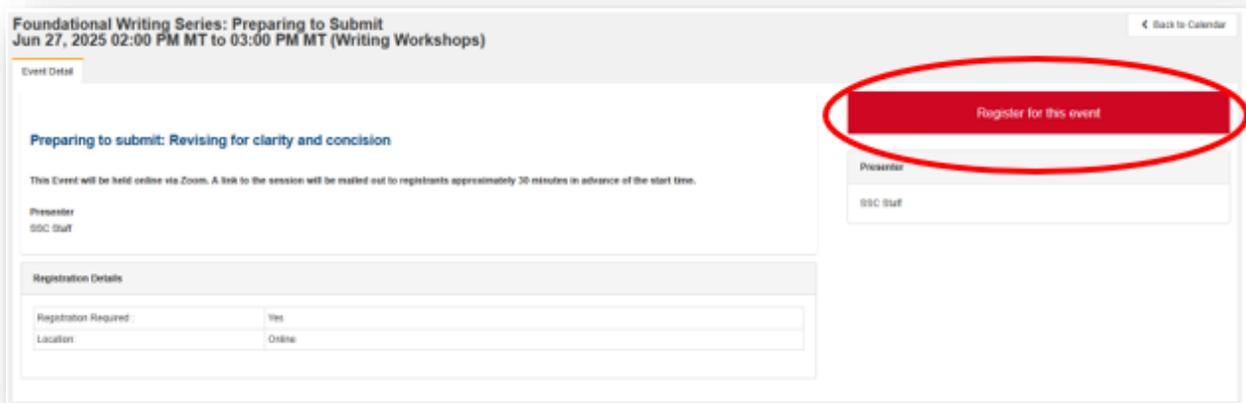


Figure 6 Event Details page

Instructions for Cancelling Writing Workshops and Communities

As per the SSC's cancellation policy, if you are unable to attend a workshop or event you have booked, please cancel your registration at least 2 hours before the event time. By doing this, you help ensure that other students who would like to register for the event have the ability to do so.

Missing or forgetting to cancel event registrations can result in a temporary block on your account which affects your ability to book appointments and register for events in the future.

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

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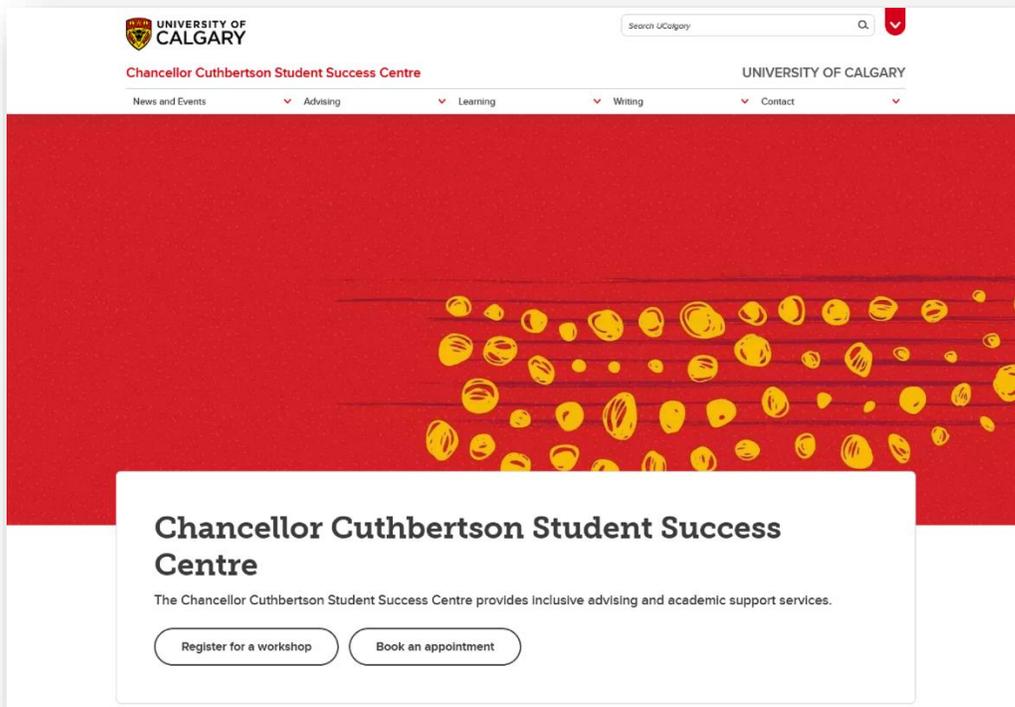


Figure 7 Student Success Centre homepage.

Step 2: Log into Elevate

Under the **Login** tab, choose **Student Login** and sign in using your University of Calgary Student email address.

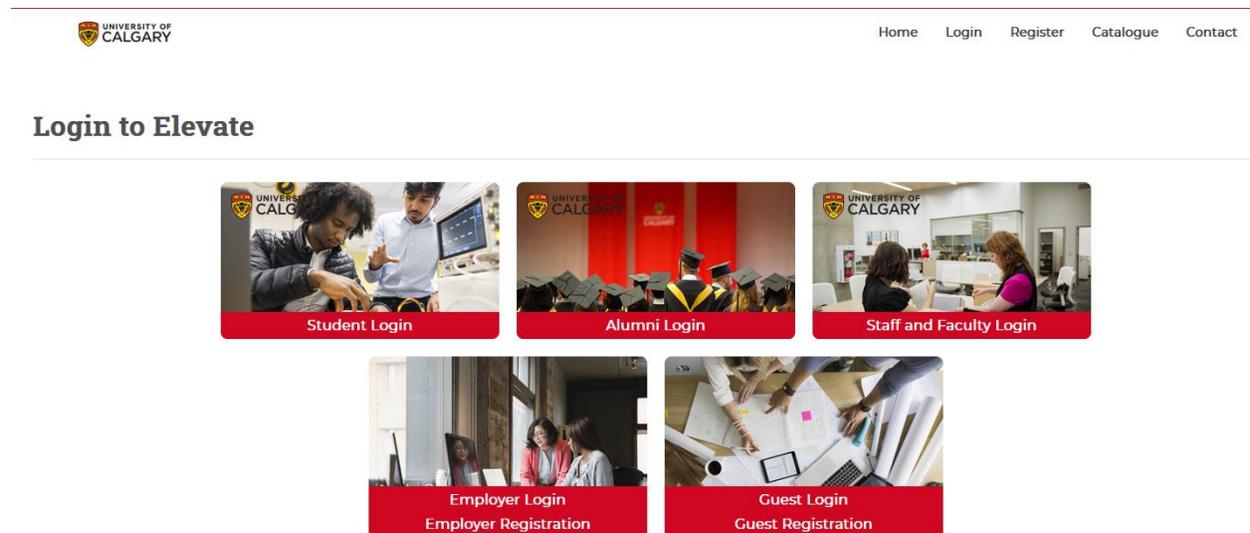


Figure 8 Elevate webpage with the login drop-down menu.

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Figure 9 Elevate Dashboard menu with Student Success Centre.

Step 4: Go to the SSC Events/Workshops Calendar

Select SSC Events/Workshops from the Student Success Centre sub-menu under the Dashboard.

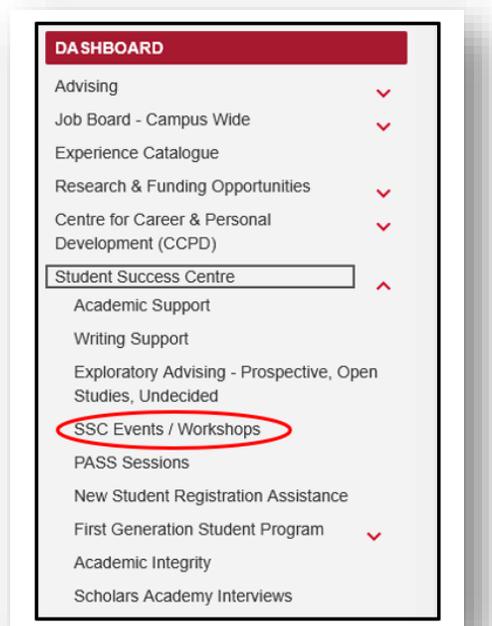


Figure 10 Student Success Centre sub-menu showing the variety of services.

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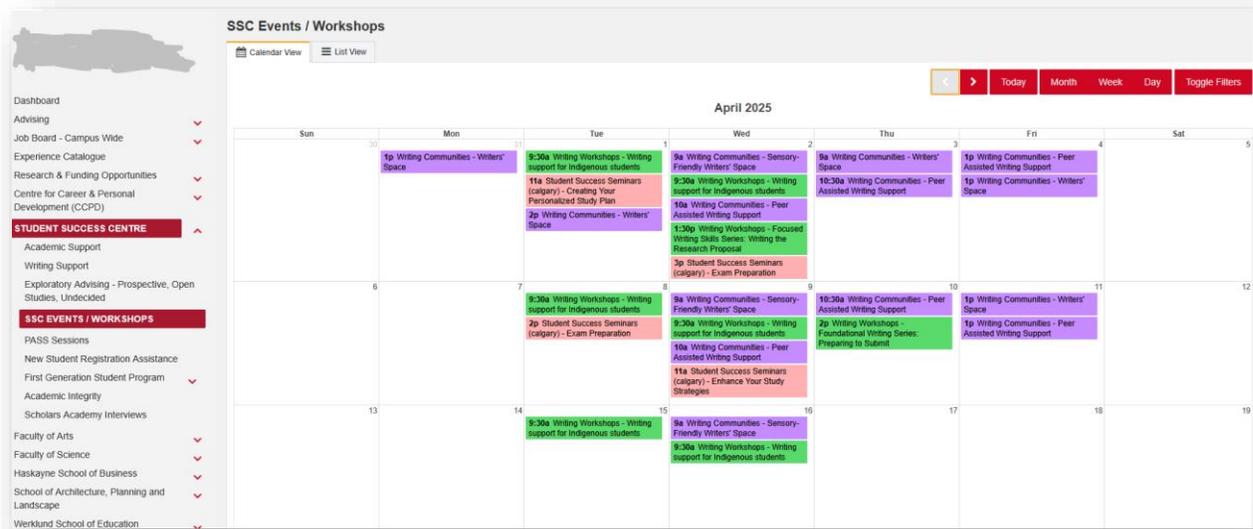


Figure 5 SSC Events/Workshops calendar

Step 6: Cancel registration

In the event details page Click on the “Cancel Registration” button located on the upper right-hand side of the page to register. You will receive email confirmation of your cancellation.

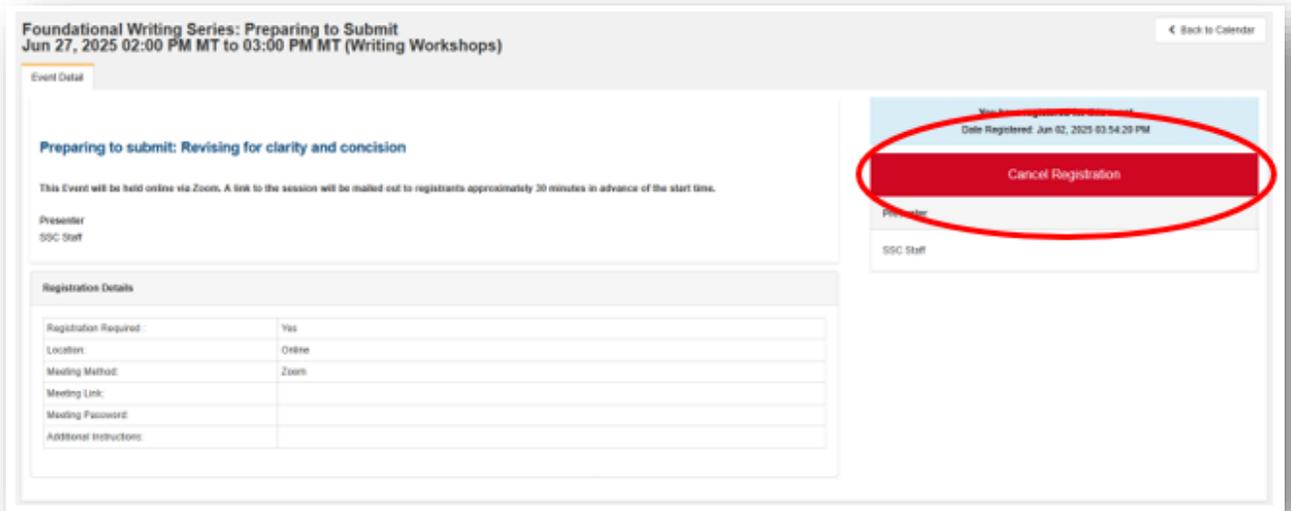


Figure 6 Event Details page

Need Assistance?

For questions about Student Success Centre services or support with booking an appointment, email success@ucalgary.ca or visit the Student Success Centre on the 3rd floor of TFDL.