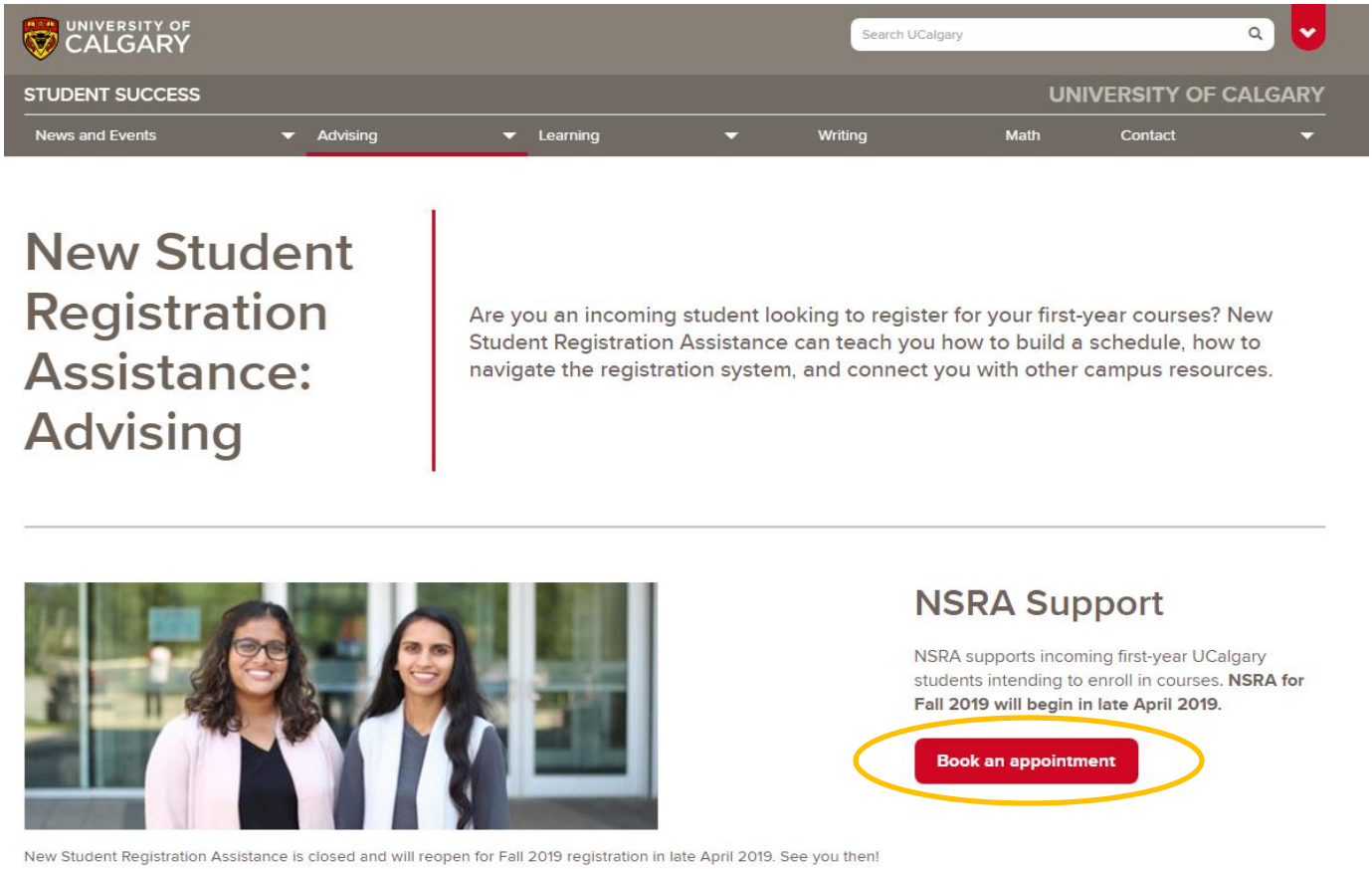
Student Success Centre

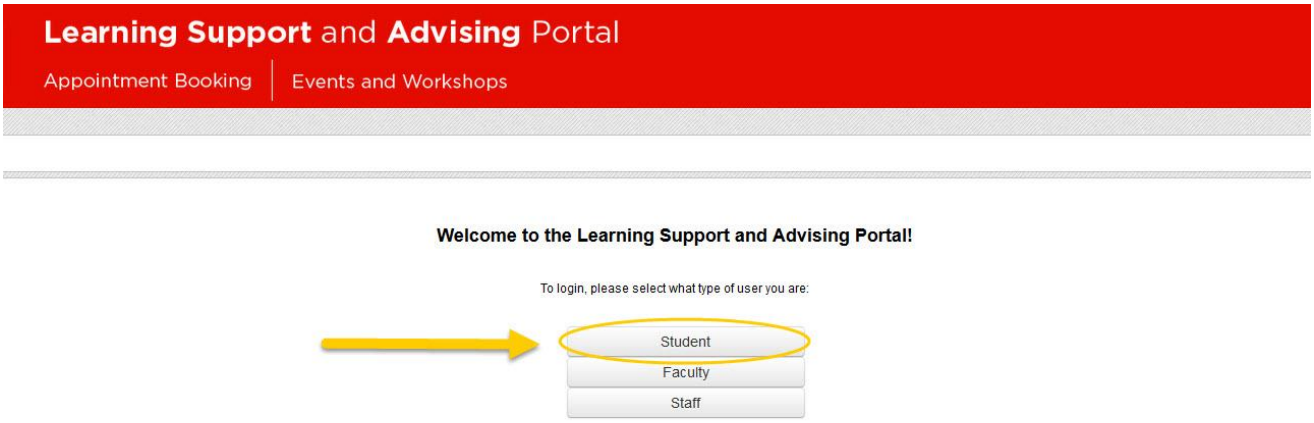
3rd Floor Taylor Family Digital Library
2500 University Drive NW
Calgary, AB, Canada T2N 1N4
ucalgary.ca/ssc

How to Book an Appointment with New Student Registration Assistance

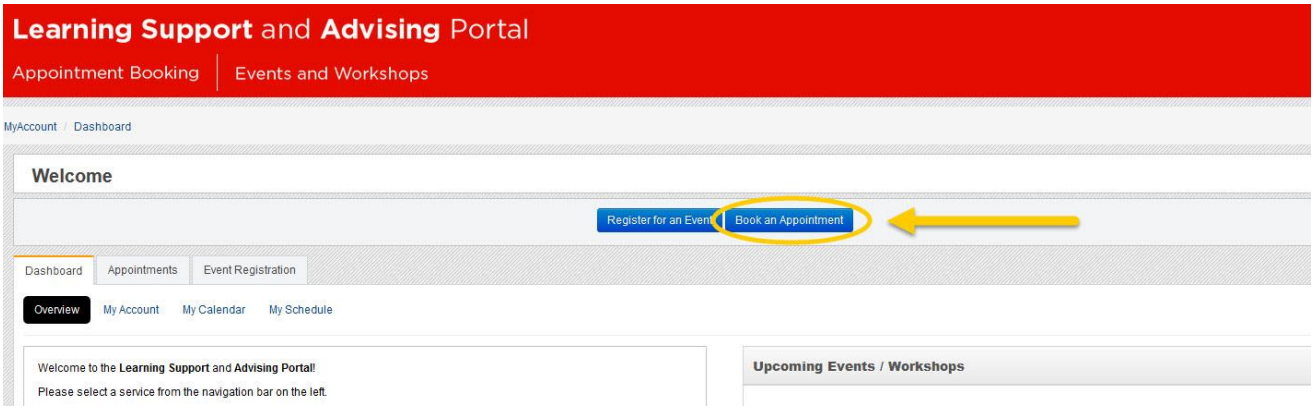
Step 1: Click on “Book an appointment”



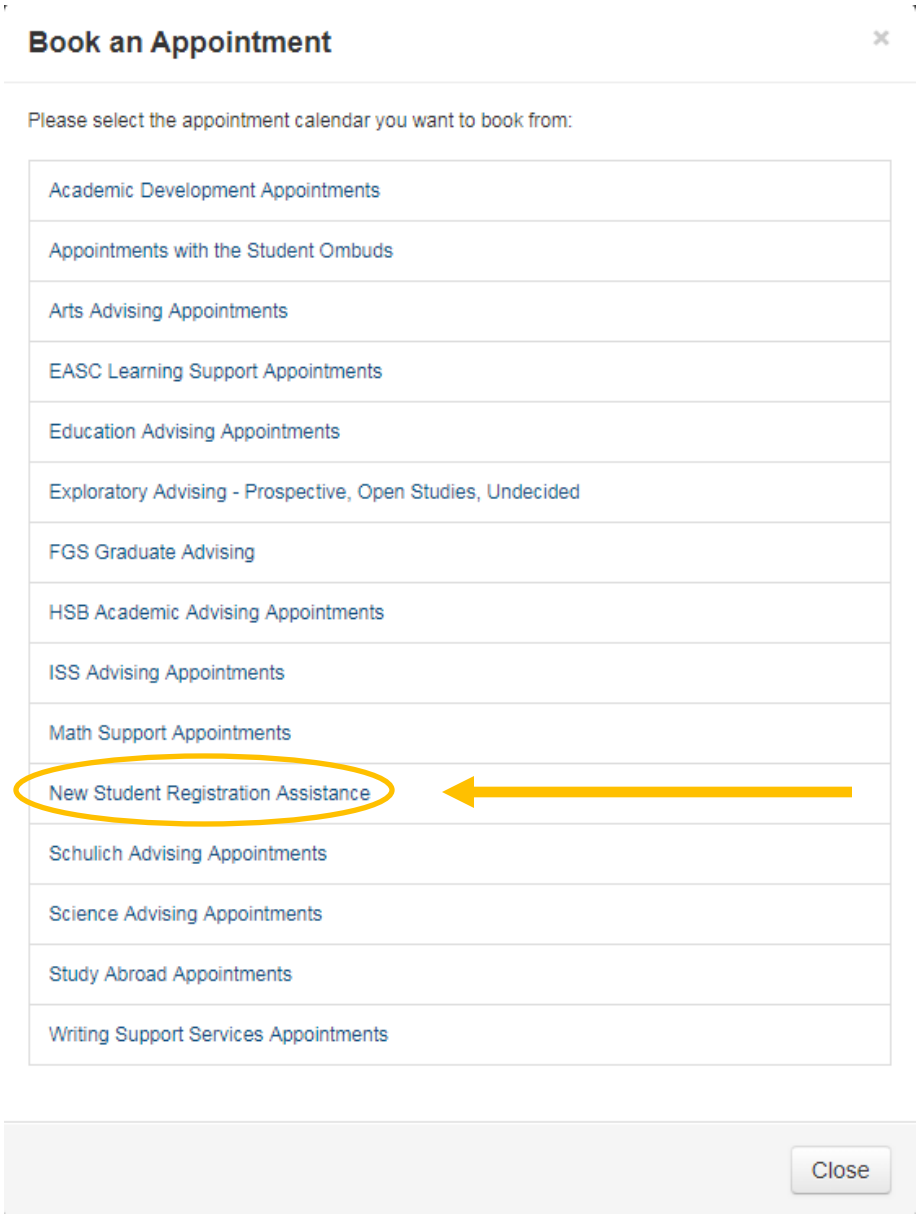
Step 2: Click on “Student”. Log in using your CAS login (eID) and password.



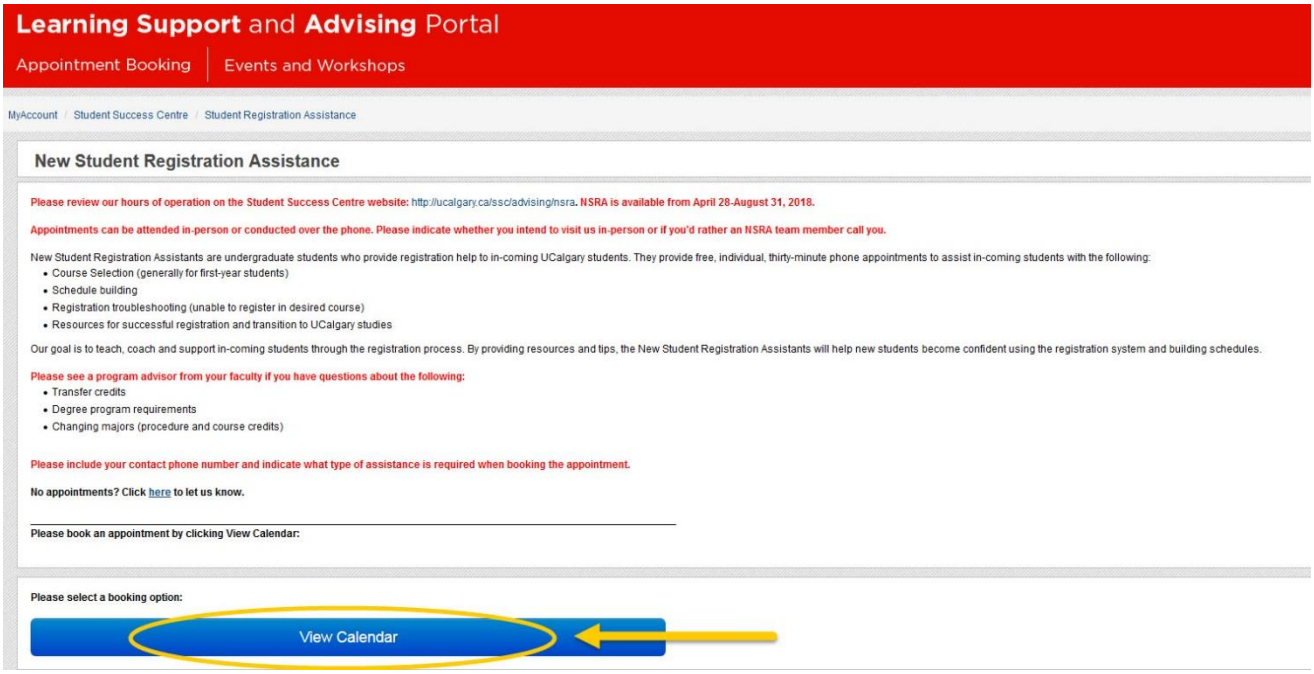
Step 3: Click on “Book an Appointment” at the top of the screen.



Step 4: Choose the appointment type “New Student Registration Assistance”

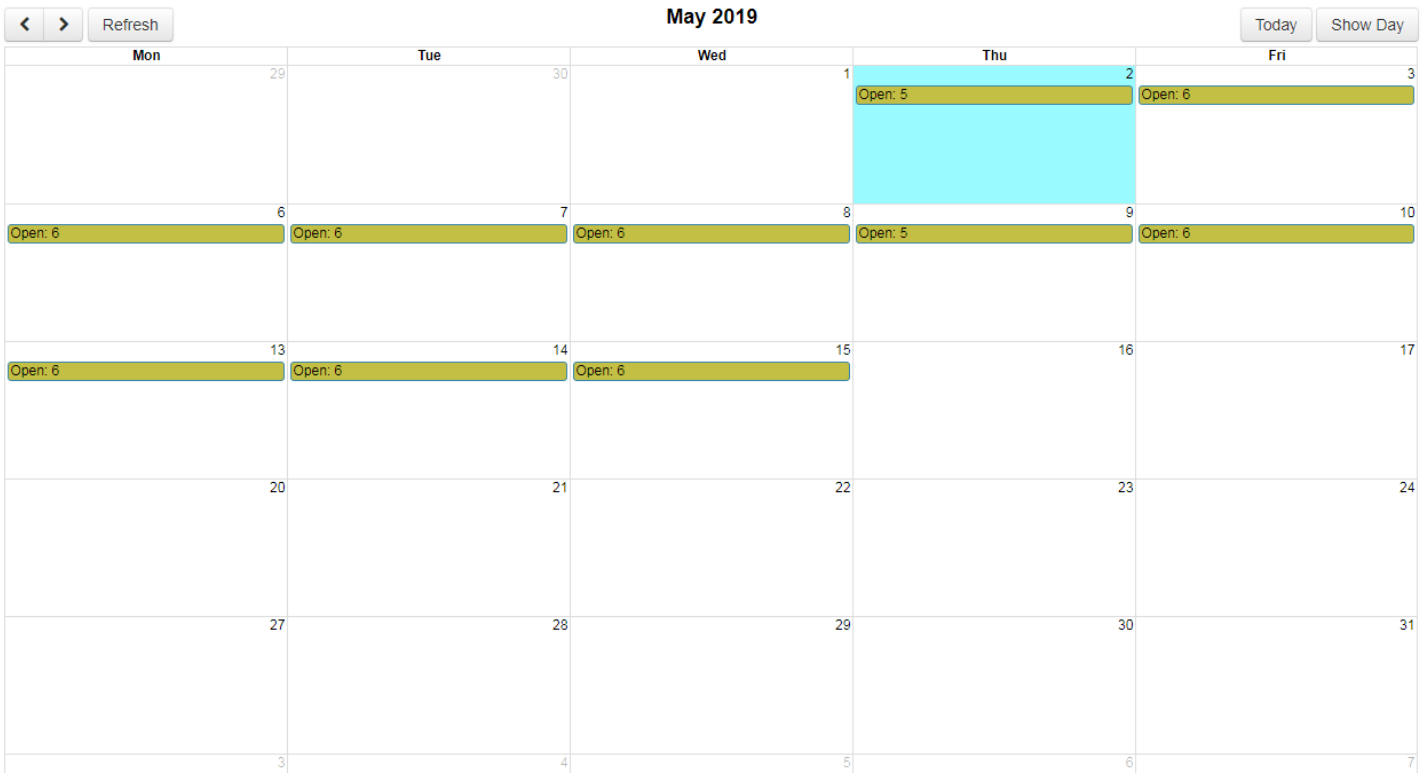


Step 5: Read the details and Select “View Calendar” to see the available appointment times.



Step 6: Click on an appointment time that works best with your schedule.

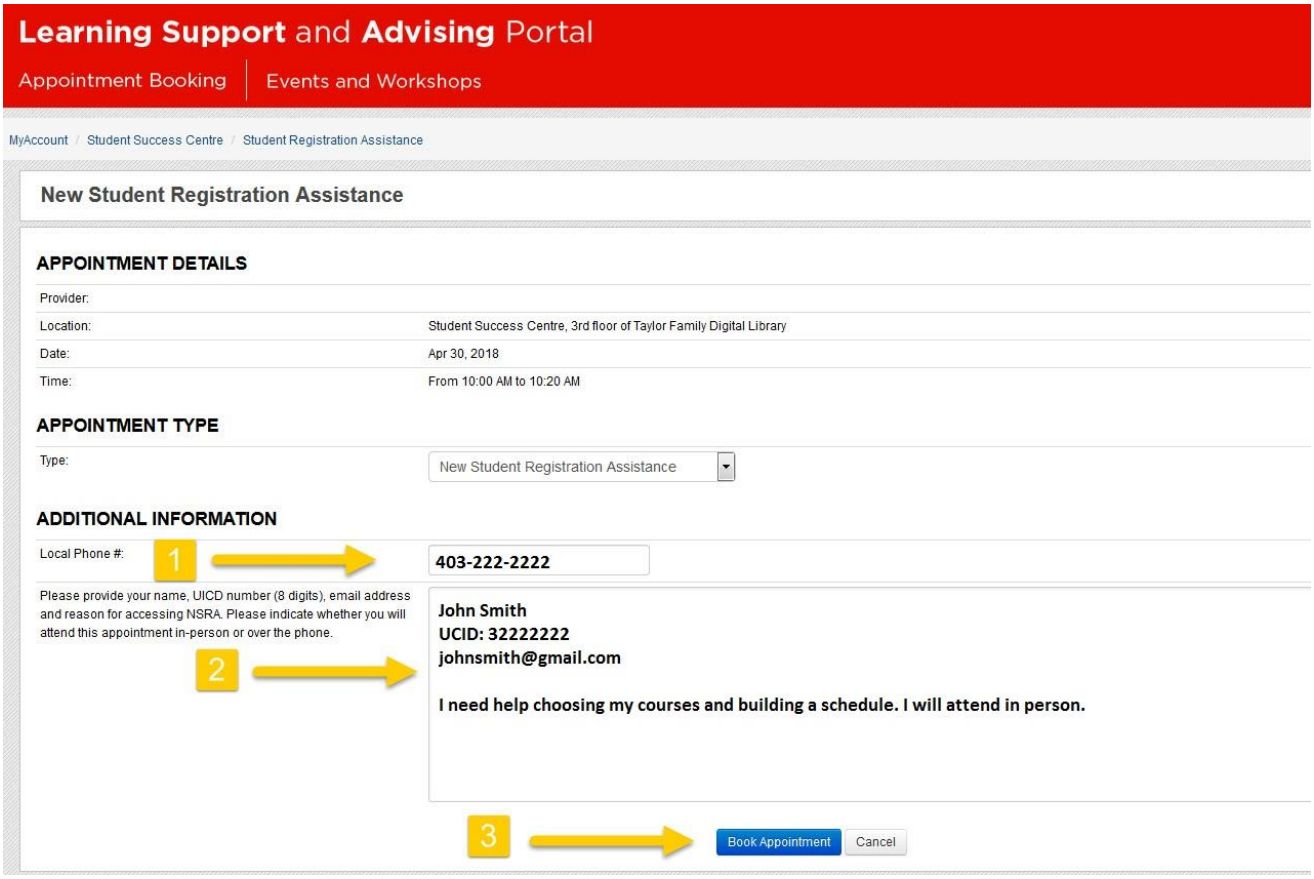
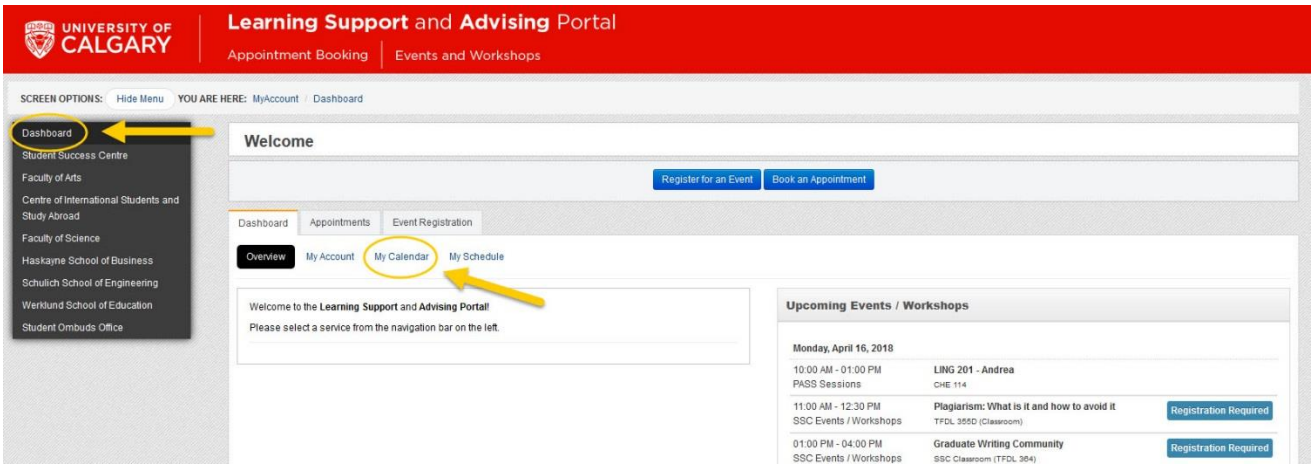
*Note that appointments are opened two weeks in advance. If there are no appointments in the calendar, keep checking, or visit during drop-in hours.



Step 7: Complete the form by entering your phone number and providing your name, UCID number, email address and reason for accessing NSRA.

Please indicate whether you will visit us in-person, or if you would prefer a phone appointment. If you would like a phone appointment a member of the NSRA team will phone you at the time of your appointment.

Once you've included all of the required information, click "Book Appointment"



Step 8: You can view, cancel or change your appointment by clicking on "Dashboard" and then the "My Calendar" tab.