Next Steps Guide
High School students
Welcome to the University of Calgary! We’re thrilled to have you join our community, and we’re excited to help you plan for a successful beginning to your studies this fall.

HOW TO USE THIS GUIDE:
You’re receiving this booklet because you have accepted an offer to study at UCalgary! Regardless of when you’re admitted, the information is still relevant to you. We encourage you to read through the information completely to ensure you don’t miss any of the steps.
TIMELINE: A roadmap to registration

JANUARY

Course registration begins in May. Until then, you can begin familiarizing yourself with the tools and resources available to you. This will help ensure you’re prepared when the time comes for you to register for your fall and winter term courses.

Registration Tools

1. University calendar
   The university calendar (ucalgary.ca/pubs/calendar) is a great reference tool for all students. The fall and winter course schedule is available March 6. Before then, you can browse the courses of instruction section to view all of the courses UCalgary offers, along with descriptions for each course.
   Spend some time building a wish list of courses that interest you so you know what you might want to take when the course schedule launches.
   Not sure which courses you should be considering? Please see the Advising Resources at the bottom of this page.
   Note: Students taking AP or IB courses in high school could get university level credits as per the Academic Calendar.

2. Schedule Builder (SB)
   All UCalgary students are encouraged to use the Schedule Builder (SB) when initially creating their schedule. SB is a web-based tool you’ll use to help you build potential class schedules and register for courses. We encourage you to begin familiarizing yourself with this tool now by watching the instructional videos on how SB can assist you in creating a schedule free of time-conflicts. These videos can be found at ucalgary.ca/registrar/registration/schedule-builder.

3. First Year Degree Guide (FYDG)
   The First-Year Degree Guide (ucalgary.ca/degreeguide/) is an online tool that allows you to view suggested courses you should register for in your first year of studies. In addition to required courses, you may have the opportunity to complete a number of option courses (these vary depending on your faculty).
   An option is a course that allows you to explore an area of interest which could fall outside of your chosen major or degree.
   At UCalgary, the first year of each program typically includes a number of options.
   Since registration doesn’t happen until May, it would be a good idea to write down your required courses and options. That way you’ll be able to easily find them when it comes time to choose your courses and build your schedule.

JANUARY TO-DO LIST:

- Explore registration tools:
  - FYDG
  - University calendar
  - Schedule builder videos

Advising Resources

FACULTY ADVISING
Each faculty has program advisors you can speak to about course planning, course selection, registration, program progression and more. You can view their contact information and hours of operation at ucalgary.ca/registrar/registration/advising. Plan to access support from your faculty advisors starting in April. Each faculty will create webinars that you can attend or review at a later date. You can view the webinars at ucalgary.ca/registrar/registration/webinars.

STUDENT SUCCESS CENTRE
The Student Success Centre (SSC) offers a variety of student support including help choosing a major, personalized academic planning, learning support, and more. As a newly-admitted high school student, you can access a program called New Student Registration Assistance (NSRA) that helps you select your first-year classes and build your course schedule. NSRA is available starting in early May. To learn more about NSRA, visit ucalgary.ca/student-services/student-success/advising/nsra.

ENROLMENT ADVISING
Once you’ve started registering for courses, our Enrolment Services advisors can help you identify and troubleshoot any registration issues you may have. You can find their contact information at ucalgary.ca/registrar/contact-us.
FEBRUARY

It’s important to begin familiarizing yourself with some of the common registration-related terminology used at UCalgary, such as:

Requisites & Restrictions

Course restrictions: Many courses are reserved for students who are admitted to a specific degree program or a particular major. Restrictions tell you who can register for the course, and when. You may need to wait for a restriction to be lifted before you can register in some courses. (Restrictions in course search will be indicated by a purple star in Course Search and with a brief sentence in SB)

Prerequisite: This is a course (or courses) that you must complete before you can enrol in a given course. If a course is specified as a prerequisite, you must achieve a passing grade in that prerequisite before you can take the course (unless a specific grade is indicated, in which case you need to achieve at least that grade [e.g. some courses may indicate you must achieve a grade of 80% or higher in the prerequisite course]). Pre-requisites are listed in the course description when registering on your Student Centre and in the Academic Calendars course descriptions.

Registration Actions

Add: Add a new course to your schedule.

Drop: Completely remove a course from your schedule.

Swap: Trade or substitute one course for another.

Edit: Change the sub-component of a course (such as a lab or tutorial) while leaving the main component of a course (typically the lecture section) unchanged.

Waitlist: If a course is full, you may be able to join a waitlist and wait for a seat to open in the course (if this functionality is enabled*). If a student drops the class, a seat will open up and be automatically filled by the next student on the waitlist.

*Note: waitlists aren’t enabled for every class. Waitlisting yourself does not guarantee a spot in the course!

Withdraw: After the term drop deadline passes, the drop function allows you to withdraw from a class up until the last day of classes for the term.

Course Delivery Options

Multi-term course: A multi-term course runs over both the fall and winter terms. You must register for the course in each term, and also enroll in the same class section. Multi-term courses are identified as “A” for fall and “B” for winter.

Synchronous: A component is scheduled at specific times. You must participate or engage at the scheduled time(s).

Asynchronous: A component is not scheduled at a specific time; therefore, you may engage with the course material at a time that is convenient for you.

Blended: A blended course means that it includes both in-person and online meetings.
MARCH
The course schedule for fall and winter is available to view in March.

In March, you’ll be able to view the schedule of courses that’ll be offered in the fall and winter semesters. You can start reviewing these courses and building a schedule using the SB tool, and we recommend using the First-Year Degree Guide to help you do this.

You can begin registering for courses from your enrolment start time (an enrolment start time is the exact date and time you can begin registering for courses in the fall and winter terms. View your enrolment start time in your Student Centre [my.ucalgary.ca]).

Unsure if the schedule you’ve generated needs adjusting? Need help choosing some of your courses? The New Student Registration Assistants will be available to provide some guidance starting in May.

In addition to the information in the first-year degree guide, you may have specific schedule blocks or cohort courses that you need to register for. You’ll receive information directly from your faculty outlining the specific course(s) or schedule that you’re required to complete in your first year.

Note for Engineering, Nursing and Business students:
If you were admitted to the faculties of engineering, nursing, or business, you’ll receive information directly from your faculty outlining the specific courses that you’re required to complete in your first year.

MARCH TO-DO LIST:
- Log in to your my.ucalgary.ca student portal and initialize your account
- Log in to your my.ucalgary.ca student portal and find your enrolment start time
- Review the FYDG
- Search for classes and make a list of courses you’re interested in taking

TIP! In May, you’ll register for both fall and winter courses at the same time. Make sure you explore schedule(s) for both terms so you’re ready to register!

Please ensure you initialize your account prior to enrolling for courses. Account initialization becomes available after the schedule is released on March 6 and 42-78 hours after you accept your offer and pay your deposit. Instructions on how to complete account initialization are available here.
**APRIL**

April is when you should think about accessing advising supports.

**Webinars**

In April, we’ll be offering numerous registration-related workshops. Keep an eye out for emails from us that contain information on workshop topics, as well as details about the event dates and ways to register for them.

**Advising Appointments**

If you still have lingering questions after attending a webinar and reviewing registration tools and resources, your faculty advisors are available to meet one on one to discuss any questions you have regarding registration, course selection, and schedule planning.

They’ll also be able to review the course schedules you created for yourself to ensure there aren’t any issues with the courses you’ve selected. You can connect with an advisor from your faculty by reaching out to the faculty directly. Their contact information can be found at ucalgary.ca/registrar/registration/advising.

**Find out when you can register**

Visit your Student Centre (my.ucalgary.ca) to view your enrolment start time, which is the exact date and time you can begin registering for your fall and winter courses. We encourage you to register as early as your enrolment start time allows, but you can register for courses up until the last day you’re allowed to add courses for the term (you can check this and other important dates in the Academic Schedule). Make sure you register for both the fall 2023 and winter 2024 terms at the same time.

UCalgary students have the ability to register for courses either directly through their Student Centre (my.ucalgary.ca) or by using the schedule builder (SB) tool, which is also found in Student Centre. We recommend using SB to initially build and register in a schedule initially, but make any course changes (add, drop, swap and/or edit) directly through your Student Centre.

**Registering using Schedule Builder (SB)**

All UCalgary students are encouraged to use SB when initially creating their schedule. You can begin using SB to create potential schedules as soon as the fall and winter schedules are released in March. Watch instructional videos on how SB can help you create a schedule free of time conflicts.

**Registering using the Student Centre**

Although we encourage you to use SB to register for courses, you can also register using your Student Centre (my.ucalgary.ca). Learn how to directly register for courses and edit your schedule in your Student Centre. Please keep in mind that prior to your enrolment start time, only the shopping cart and validate feature will be accessible. You can start enrolling in classes when your enrolment start time arrives.

**Important note for international students:**

All newly-admitted international students must apply for the appropriate immigration documents as soon as possible. You must do this so you can legally study in Canada. For more details, visit the International Student Services Immigration website. You may also email international.advice@ucalgary.ca if you require assistance. Be sure to attach your offer letter to the email so you can receive the assistance you need.

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**TIP!**

If you haven’t already done so, make sure you Initialize your account so you’re ready for course registration in May.

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**APRIL TO-DO LIST:**

- Build your fall/winter schedule
- Load and validate your shopping cart
- Create some potential fall and winter schedules using the Schedule Builder tool
- Pre-load your shopping cart in preparation for May registration
- If required, connect with a program advisor in your faculty
MAY

Registration month! As a first-year student, you’ll be able to start enrolling in courses between May 23 to 25.

Be sure to familiarize yourself with your enrolment start time, which is the exact date and time you can begin registering for your fall and winter classes. You can view your enrolment start time in your Student Centre’s homepage (my.ucalgary.ca).

Once your enrolment start time date arrives in May, you’ll be able to register into the courses that you’ve preselected and added to your shopping cart using the schedule builder.

Beginning in May, New Student Registration Assistance can support first year registration including help building a schedule, course selection, using registration tools, and registration troubleshooting.

Make sure to fully register in the courses in your shopping cart! Click “Finish Enrolling” to ensure your registration is complete and check for success messages or error messages.

Please ensure you initialize your account prior to registration!

Changed your mind about attending UCalgary? No problem - it happens! Be sure to contact your advising team so they can offer your seat to another applicant. If UCalgary doesn’t receive this information, you could be liable for penalty fees.

MAY TO-DO LIST:
- Register for courses!
- Now that you’ve registered in classes, you can generate a confirmation of registration letter to provide proof of your course registration for anyone who requires it (such as external scholarships, etc)

University 101s
Join us weekly throughout July and August as we take a deep dive into a topic each week ranging from understanding your fees, to applying for student loans, to updating your personal information and more! The University 101s Webinar page will feature current webinars and the links to watch the presentations.
**JUNE/JULY**

**Understanding your Fees**

As a student you’re charged tuition and general fees based on your citizenship status, your program of study, the number of courses you’re enrolled in and your full-time/part-time status as a student. Details on tuition and general fees are available in the Academic Calendar.

**Mandatory Fees:** It is not possible to opt-out of mandatory fees.

**Optional Fees:** It may be possible to opt out of optional fees such as the Health and Dental plan or the Student Donation Fee. Details on how to opt out are available here, however opt outs are typically available by July.

While we wait for fees to calculate on your Student Centre in June, the Undergraduate Student Cost Estimator can be a helpful tool in the interim which you can use to roughly estimate the cost per semester or per year.

**Applying for Government Student Loans**

Before applying you’ll want to determine which provincial government you should apply with. Please visit your provincial government’s website to determine your eligibility for provincial loans.

Loans are available to full-time students (you must be registered in at least 9.00 units or 3 courses per term) and part-time students (if you’re registered in fewer than 9.00 units or 2 courses per term). If you’re using one application to apply for full-time loans for the fall and winter term(s), you must ensure you’re enrolled full-time for both terms. Contact Enrolment Services if you have any questions.

Many government loan applications open over the summer months. Particularly, Alberta Student Aid’s application typically becomes available in June and is filled out entirely online. We recommend applying early to allow ample time for them to process the application.

**How to Pay Your Fees**

The easiest way to pay tuition fees is through online banking. If you bank with a Canadian Bank account, you can set up online banking entirely through your Bank by selecting the University of Calgary as a payee (payee title will vary by bank). Domestic students can also use CIBC Student Pay. If you have an international bank account, you can choose between Convera (formerly WU GlobalPay) for Students or CIBC Student Pay. Payment by major credit card is available for all students through CIBC Student Pay or Convera. Please note: service providers charge a processing fee on all credit card transactions, which is visible before finalizing the payment.

Detailed instructions on how to pay using the various methods of online banking can be found here.

Canadian online banking and credit card payments can take 3-5 business days to appear on your student account.

Review the following link for payment processing time for all other payment methods.

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**JUNE/JULY TO-DO LIST:**

- Check out resources for understanding your fees:
  - Academic Calendar
  - Understanding your Fees Webpage
  - Undergraduate student Cost Estimator
- Review the instructions for Online Banking

**Third Party Authorization (TPA)**

The Third Party Authorization (TPA) process allows you to grant your friends or family access to the private information on your account. Without a TPA on file, we would be unable to disclose private information such as the balance you’re owing for your fees or your enrolment status to anyone other than you. If you would like to give someone access to the private information from your account, you can do so through My Service Requests in your Student Centre.
AUGUST

Fees should now be live on your account so it’s important that you’re able to understand the My Financial’s tab of your Student Centre.

Close to the top of the page will be your outstanding balance based on your current registration in courses. Please note that if you decide to change your registration, your fees may change accordingly.

**Undergraduate Student Cost Estimator**

This helpful how-to guide will help you understand how to access information regarding your personal fee calculation.

**Government Student Loans Confirmations**

After you’ve applied for government student loans, your lender will approve your loan funding if it matches your registration status for the entire period you’ve requested funding for. The role of UCalgary is to confirm whether you are enrolled as a full-time or part-time student with your lender. This loan confirmation process begins at the start of August. You can check the status of your loan confirmation throughout the month of August through the My Financials page of your Student Centre.

Please note: government loan information will appear once UCalgary receives notice from your lender that your loan is ready to be confirmed. Follow up on any loan confirmation errors by clicking the red hyperlink as soon as possible to avoid delays in receiving your loan funds in time for the term fee deadline. UCalgary does not request loan funds to pay tuition fees directly.

**Payment Plan Option**

Eligible students can choose to pay tuition term fees in installments, rather than paying all tuition fees at once by the term fee deadline. The payment plan option gives students more control over their student finances, and provides flexibility in cases where there may be delays in receiving funding. For more information refer to this link on Payment Plans. Please note that Residence fees cannot be included in a Payment Plan.

**Third Party Sponsorship**

Sponsored students are students who have their education funded in whole with limited exceptions by a third party, such as a company, agency or foreign government. Find more information on Third Party Sponsorship and the process to apply.

*A note about RESPs:*

**RESP Forms**

Once you have finalized your fall 2023 and winter 2024 schedules, your Confirmation of Registration Letter will become available to access from your Student Centre. Fees information will be present on the letter in June once fees are calculated on the student account (visible under My Financials). Many RESP providers require information regarding tuition and general fees, so we recommend waiting until your fees are showing on your student account before downloading your Confirmation of Registration Letter. If your RESP provider has their own form to be completed, you can submit this form as a service request. Find more information about RESP funding here.

Looking forward to seeing you in the fall!
Enrolment Services and
The Office of the Registrar

We’re here to support every student though their journey at UCalgary. See below for all the different ways to connect with us!

ucalgary.ca/registrar/contact-us

403.210.7625
1.855.246.7625 (toll free Canada & U.S.)

E-SERVICES:
• Chat support with Rex
• Submit a Service Request
• Call us for advising assistance
• Book a virtual advising appointment

IN PERSON SERVICES:
• Speak with a Student Services Administrator
• Book an in-person appointment

OPERATIONAL HOURS
Monday 9 a.m. - 4 p.m.
Tuesday 9 a.m. - 4 p.m.
Wednesday 9 a.m. - 4 p.m.
Thursday 10 a.m. - 4 p.m.
Friday 9 a.m. - 4 p.m.

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