Next steps guide
For transfer students
As a newly-admitted transfer student, you probably want to know how to prepare for this fall. This guide outlines what will happen between now and your first day of classes and provides the steps you’ll need to follow to successfully register for your courses in April/May.

**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 April/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](#) 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.

   Click here for more information.

2. **Schedule Builder (SB)**
   - All UCalgary students are encouraged to use the Schedule Builder (SB) when creating their schedule. SB is a web-based tool you’ll use to help you build potential class schedules and register for courses. This is only used for initially creating your course schedule. 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. **View your transfer credit report**
   - Before you begin choosing your courses, you’ll want to determine what transfer credit you’ve received from your previous studies. To do so, log in to your Student Centre ([my.ucalgary.ca](#)) and click on the transfer credit report link.

   **View step-by-step instructions on how to review your credit report.**

   Are you currently completing winter semester courses at your former institution? If so, these courses won’t be included in your transfer credit until they’re completed and you’ve sent official transcripts to the admissions team at UCalgary. If you need to use any of the courses you’re currently completing as pre-requisites, you’ll need to speak with your faculty program advisors at UCalgary to find out if this is possible. If you have questions about your transfer credit report, contact the Admissions team.

**JANUARY TO DO LIST:**

- Explore registration tools:
  - Check transfer credit report
  - 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 speak with your faculty advisor starting in April.

**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.

**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. (In course search, restrictions will be indicated by a purple star icon. In schedule builder, they will be indicated within a brief sentence in the course description.)

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.

Please ensure you carefully review the prerequisites for the courses you select.

Antirequisite: Two courses that cannot both be taken for credit because the content that is covered is too similar to one another.

Corequisite: Two courses that can be taken at the same time because the content is complementary.

Course Components

Lecture: Main instructional component of a course where instructors introduce and work through the topics of the course.

Lab: Secondary instructional component of a course where you can apply learning from lectures. The class size of lab sections is often smaller than the lecture.

Tutorial: Another secondary instructional component of a course where you can ask questions, discuss course and reading material, and receive additional assistance.

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, which means you may engage, you may engage with the course material at a time that is convenient for you.

Blended: A blended course includes both in-person and online meetings.

Generic Transfer Credit: Some of your courses may have transferred as generic credit. If that happens, the course(s) will appear on your transfer credit report with XX in the course number (2XX for junior options and 9XX for senior options). Generic credit means that while your courses are transferrable for university credit, the content covered in the course you have already taken is not identical enough to a UCalgary course to be able to be considered equivalent to a UCalgary course available for credit. There are instances where it’ll be important for you to get your generic transfer credit specifically looked at by your department. These include:

- If you think one of your generic courses covered the same/similar material as a course you either want to take, or have to complete, to fulfill your degree requirements at UCalgary,
- If you think your generic credit could be used to waive a specific prerequisite for a course you want to take at UCalgary. In these instances, you’ll need to have your generic transfer credit evaluated. You do this by submitting a course outline for the course (from the year you completed it) to the department that offers the subject at UCalgary. Please note that this process can take a few weeks, so we encourage you to have your credit assessed as soon as possible.

FEBRUARY TO DO LIST:

- Review important registration terminology on this page
- Mark your calendar for the March 6 launch of the fall 2023/winter 2024 schedule
- Search for classes and make a list of courses you are interested in taking

Did you know?...

If a course has multiple components (lecture, lab, tutorial), all components need to be open and fit into your schedule with no time conflicts before you’ll be allowed to register. You can use the SB tool to ensure you have a conflict free schedule.

Learn more about course components in your Student Centre.
**MARCH**

The course schedule for fall and winter is available for you to view in March. Now is a good time to think about accessing advising supports and begin understanding your program requirements.

**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.

**Requirements**

The online academic requirements (AR) tool allows you to view the pending and completed course requirements for your degree. You can also plan future course selections and explore adding, removing, or entirely changing your degree program components.

To access the AR tool, go to your Student Centre (my.ucalgary.ca). Click on “My Academics” and then select “Academic Requirements.” You can also access AR through the Quick Links menu on the myUCalgary dashboard.

You can now begin building potential class schedules using SB. Simply choose the courses that you want to take in the fall and winter terms, and add them to your shopping cart. Remember, at this stage you can only add items to your shopping cart. You can finalize your registration in April/May.

Since registration doesn’t happen until April/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.

**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.

Faculty advisors will 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.

---

**TIP!**

In April/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. View instructions on how to complete account initialization are available here.
APRIL

Registration month! As a transfer student, you’ll be able to start enrolling in courses on April 4.

**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 build and register in a schedule initially, but make any course changes (add, drop, swap and/or edit) directly through your Student Centre (my.ucalgary.ca).

**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 an initial schedule free of time conflicts.

**Registering using the Student Centre**

Although we encourage you to use SB to initially 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.

Need to make any changes to your schedule (such as swapping courses) after you’ve completed course registration? We recommend you do so using the Student Centre, and not Schedule Builder.

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.

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.

**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.

**APRIL TO DO LIST:**
- Register for fall and winter courses!

**TIP!**
If you haven’t already done so, make sure you **initialize your account** so you’re ready for course registration in April/May.
MAY

Congrats on completing your initial registration!

Your faculty advisors will be available throughout the summer if you have any questions about your schedule, your Transfer Credit report or your Academic Requirements (AR) report. If you decide to make changes to your schedule we recommend scheduling an appointment with your faculty advisors to ensure you have selected courses that will keep you on track to complete degree requirements.

MAY TO DO LIST:

☐ Now that you’ve registered in classes, you can generate a confirmation of registration letter to provide proof of 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 webinars as well as 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 isn’t 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. 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 Global Pay for Students) 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.

Review detailed instructions on how to pay using the various methods of online banking.

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

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

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.

---

8
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. 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 Center.

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 as soon as possible by clicking the red hyperlink. This will help 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 print 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 using your UCalgary email address on file. 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.

Hunter Student Commons (HNSC 220)
University of Calgary
2500 University Drive NW
Calgary AB T2N 1N4 CANADA