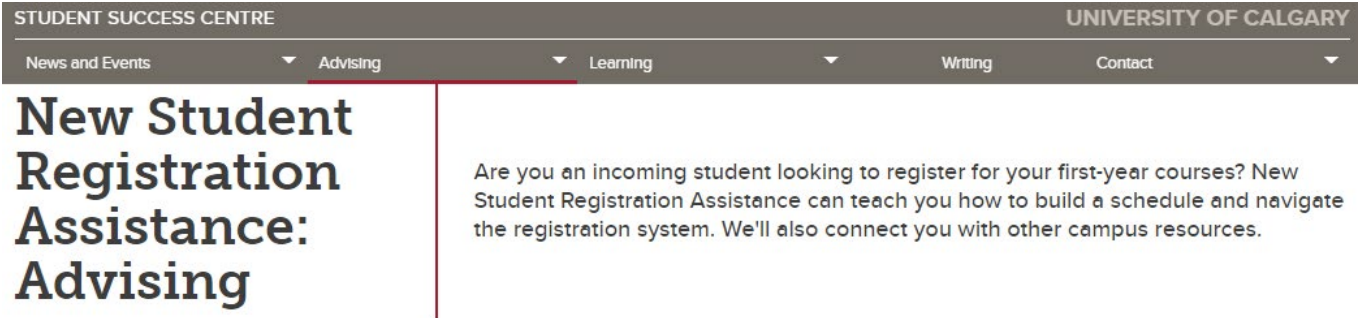


## How to Book an Appointment with New Student Registration Assistance

**Step 1:** From the NSRA website, click on “Book an appointment”.



STUDENT SUCCESS CENTRE UNIVERSITY OF CALGARY

News and Events ▾ Advising ▾ Learning ▾ Writing Contact ▾

# New Student Registration Assistance: Advising

Are you an incoming student looking to register for your first-year courses? New Student Registration Assistance can teach you how to build a schedule and navigate the registration system. We'll also connect you with other campus resources.



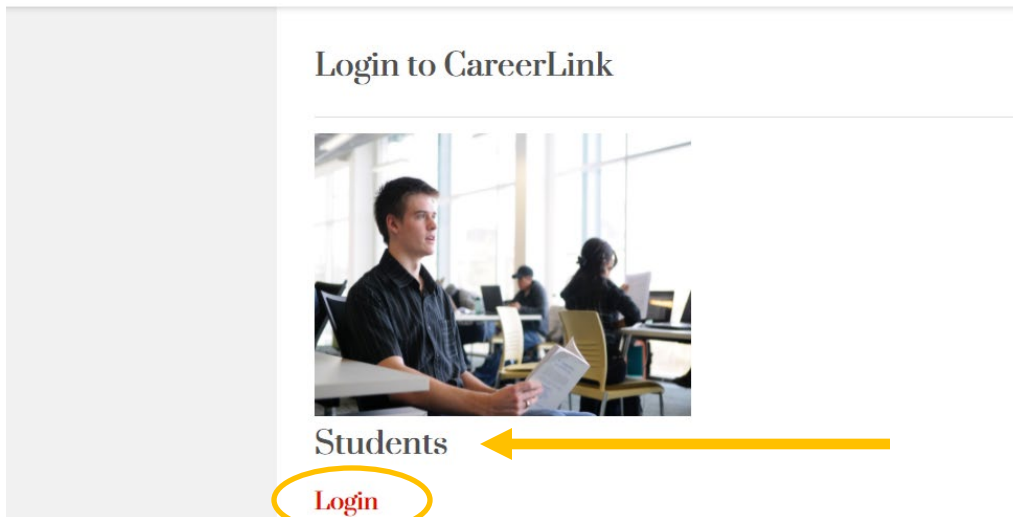
### NSRA Support

NSRA supports incoming first-year UCalgary students intending to enroll in courses. NSRA for Fall 2021 will begin on April 30, 2021.


[Book an appointment](#)

[View booking instructions \(PDF\)](#)

**Step 2:** Click on “Login” under *Students* section. Log in using your CAS login (eID) and password.



## Login to CareerLink



Students ←

[Login](#)

**Step 3:** Click on “Student Success Centre” and then click on “New Student Registration Assistance” from the black menu on the left side of the screen.

OVERVIEW

Dashboard

Advising

Job Board - Campus Wide

Connect with Career Services

Leadership & Student Engagement

**STUDENT SUCCESS CENTRE**

Academic Support

Writing Support

Exploratory Advising - Prospective, Open Studies, Undecided

SSC Events / Workshops

PASS Sessions

Academic Turnaround Workshops

**New Student Registration Assistance**

### Welcome to the Student Success Centre's booking page!

#### Booking Policies

The Student Success Centre is now offering all appointment services in distance formats via Zoom.

Please review the policies below and select a service to the left:

**Late Policy:**  
If you are late for your appointment by more than half of your appointment time, eg. 10 minutes in a 2h appointment. However, in order to accommodate phone and email inquiries during peak times, you may

**Cancellations:**  
For all appointments, we request that you please consider other students and cancel no later than 2 h. If you are unable to attend a seminar you are registered for, please cancel your registration so that ot

**Finding your appointment:**  
Please log in to determine your appointment location or check the confirmation email you should have

**No Shows:**  
If you do not attend 2 appointments or seminars without cancelling first, you are marked as a 'no show' restriction can be overridden at our discretion. However, in the absence of extenuating circumstances

**Step 4:** Read the details and click on “View Calendar” to see the available appointment times.

### New Student Registration Assistance

Please review our hours of operation on the Student Success Centre website: <http://ucalgary.ca/ssc/advising/nsra>. NSRA is available from April 30 - August 27, 2021.

Appointments will take place over Zoom in Calgary, Mountain Standard Time (MST). Please include your full name, UCID number, and contact email address in the appointment request.

If you are unable to book an appointment, please visit our virtual front desk for assistance: <https://www.ucalgary.ca/student-services/student-success>.

New Student Registration Assistants are undergraduate students who provide registration help to in-coming UCalgary students. They provide free, individual, twenty-minute appointments.

- Course Selection (generally for first-year students)
- Schedule building
- Registration troubleshooting (unable to register in desired course)
- Resources for successful registration and transition to UCalgary studies

Our goal is to teach, coach and support in-coming students through the registration process. By providing resources and tips, the New Student Registration Assistants will help in building schedules.

Please see a program advisor from your faculty if you have questions about the following:

- Transfer credits
- Degree program requirements
- Changing majors (procedure and course credits)

Please include your full name, contact email address, UCID number, and indicate what type of assistance is required when booking the appointment.

Please book an appointment by clicking View Calendar:

Please select a booking option:

**View Calendar**

**Step 5:** Click on an appointment time that works best with your schedule.

\*Note that appointments open two weeks in advance. If there are no appointments in the calendar, they may all be booked, so keep checking, or visit the [SSC virtual front desk](#) for help.

May 2021

Mon	Tue	Wed	Thu	Fri
3 10a Open 1:30p Open	4 10a Open 1:30p Open	5 10a Open 1:30p Open	6 10a Open 1:30p Open	7 10a Open 1:30p Open
10 10a Open 1:30p Open	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(Step 6 on next page)

**Step 6:** Complete the form by providing your full name, UCID number, phone number, email address, and reason for accessing NSRA.

**Be sure to include your contact email address as Zoom details will be emailed to you prior to the appointment time. Appointments are in Calgary, Mountain Standard Time (MST).**

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

The screenshot shows a web form titled "Book Appointment". It is divided into three sections: "APPOINTMENT DETAILS", "APPOINTMENT TYPE", and "ADDITIONAL INFORMATION".

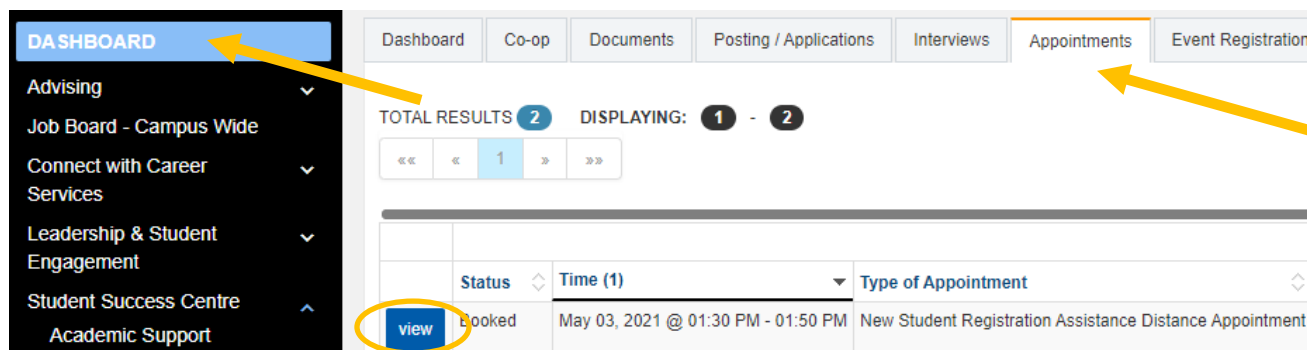
- APPOINTMENT DETAILS:** Provider: Rory Phillips; Location: Remote; Date: May 3, 2021.
- APPOINTMENT TYPE:** Type: New Student Registration As: (dropdown menu).
- ADDITIONAL INFORMATION:** Local Phone #: 1-403-222-2222. Below this is a text area with a rich text editor toolbar. The text in the area reads: "John Smith", "UCID 32222222", "Email: johnsmith@ucalgary.ca", and "I would like help with course selection and schedule building".

Annotations include a yellow oval around the "Book Appointment" button and two yellow arrows pointing to the phone number field and the email address in the text area. At the bottom, there are two buttons: "Book Appointment" (highlighted with a yellow oval) and "Cancel".

After booking an appointment, you will receive a confirmation email. You will receive a reminder email the day before the appointment. **The NSRA provider will email you the Zoom details prior to the appointment time. Appointments are in Calgary, Mountain Standard Time (MST).**

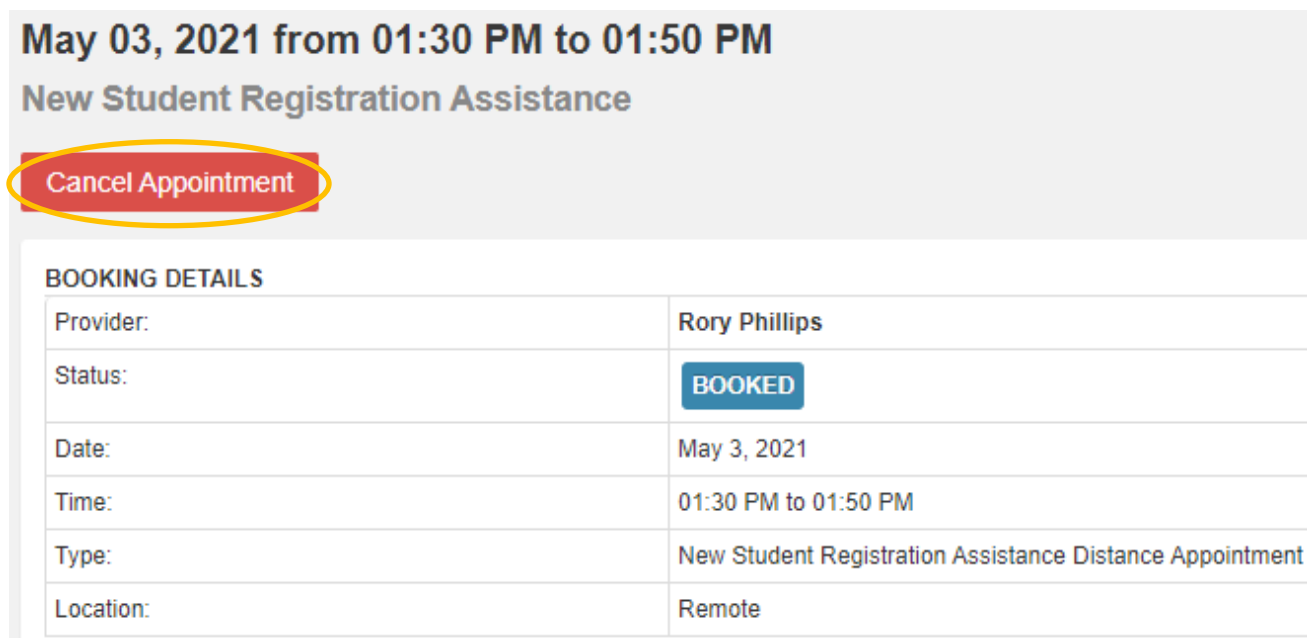
Check out the next page for steps to View, Change, or Cancel your appointment.

**Step 1:** View, cancel or change your appointment by clicking on “Dashboard” and then the “Appointments” tab. Click “View” next to the appointment you wish to change/cancel.



The screenshot shows a navigation menu on the left with 'DASHBOARD' highlighted. The main content area has tabs for 'Dashboard', 'Co-op', 'Documents', 'Posting / Applications', 'Interviews', 'Appointments', and 'Event Registration'. The 'Appointments' tab is selected. Below the tabs, it shows 'TOTAL RESULTS 2' and 'DISPLAYING: 1 - 2'. A table lists appointments with columns for 'Status', 'Time (1)', and 'Type of Appointment'. The first row shows 'Booked', 'May 03, 2021 @ 01:30 PM - 01:50 PM', and 'New Student Registration Assistance Distance Appointment'. A 'view' button is circled in yellow next to the 'Booked' status.

**Step 2:** Click on “Cancel” to cancel the booked appointment.



The screenshot shows the appointment details for 'May 03, 2021 from 01:30 PM to 01:50 PM' for 'New Student Registration Assistance'. A 'Cancel Appointment' button is circled in yellow. Below this is a 'BOOKING DETAILS' table.

BOOKING DETAILS	
Provider:	Rory Phillips
Status:	<b>BOOKED</b>
Date:	May 3, 2021
Time:	01:30 PM to 01:50 PM
Type:	New Student Registration Assistance Distance Appointment
Location:	Remote

\*Note that to Change an appointment, you must cancel the current appointment and then book a new appointment at a time that better fits your schedule.