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”.

![Book an Appointment]

Please select the appointment calendar you want to book from:

- Academic Development Appointments
- Appointments with the Student Ombuds
- Arts Advising Appointments
- EASC Learning Support Appointments
- Education Advising Appointments
- Exploratory Advising - Prospective, Open Studies, Undecided
- FGS Graduate Advising
- HSB Academic Advising Appointments
- ISS Advising Appointments
- New Student Registration Assistance
- Schulich Advising Appointments
- Science Advising Appointments
- Study Abroad Appointments
- Writing Support Services Appointments
Step 5: Read the details and Select “View Calendar” to see the available appointment times.

**Learning Support and Advising Portal**

Appointment Booking | Events and Workshops

New Student Registration Assistance


Appointments will take place over Zoom in Calgary, Mountain Standard Time (MST). Please include your full name, UCI0 number, and contact email address in the appointment booking as Zoom details will be emailed to you prior to the session.

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

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

- 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 incoming students through the registration process. By providing resources and tips, the New Student Registration Assistants will help new students become confident using the registration system and building schedule.

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

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

Please include your full name, contact email address, UCI0 number, and indicate what type of assistance is required when booking the appointment.

Select a booking option:

- [View Calendar](#)

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, they may all be booked, so keep checking, or visit the [SSC virtual front desk](#) for help.

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**May 2020**

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Step 7: Complete the form by providing your full name, UCID number, contact phone number and 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 “Book Appointment”.

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