

# How to Register for a Writing Workshop at the Student Success Centre & How to Cancel a Workshop Registration



UNIVERSITY OF  
CALGARY

✉ wonline@ucalgary.ca

🌐 [University of Calgary Student Success Centre](https://www.ucalgary.ca/student-services/student-success)

## How do I register for a Student Success Centre Writing Workshop?

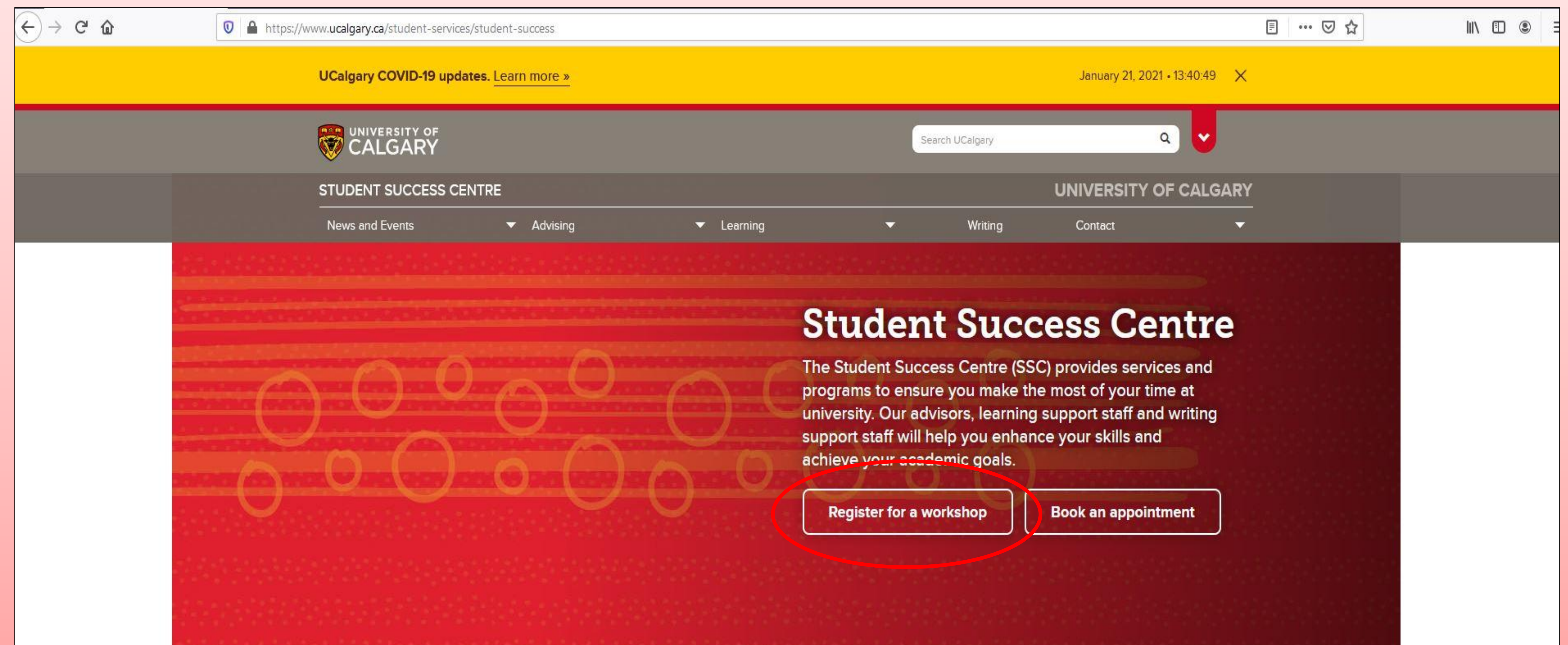
### Step 1

Visit the Student Success Centre (SCC) website:

<https://www.ucalgary.ca/student-services/student-success>

### Step 2

On the SSC front page, click the “Register for a workshop” button



### Step 3

Click on the “LOGIN” button



### Step 4

Log in as a student by clicking on the student login link

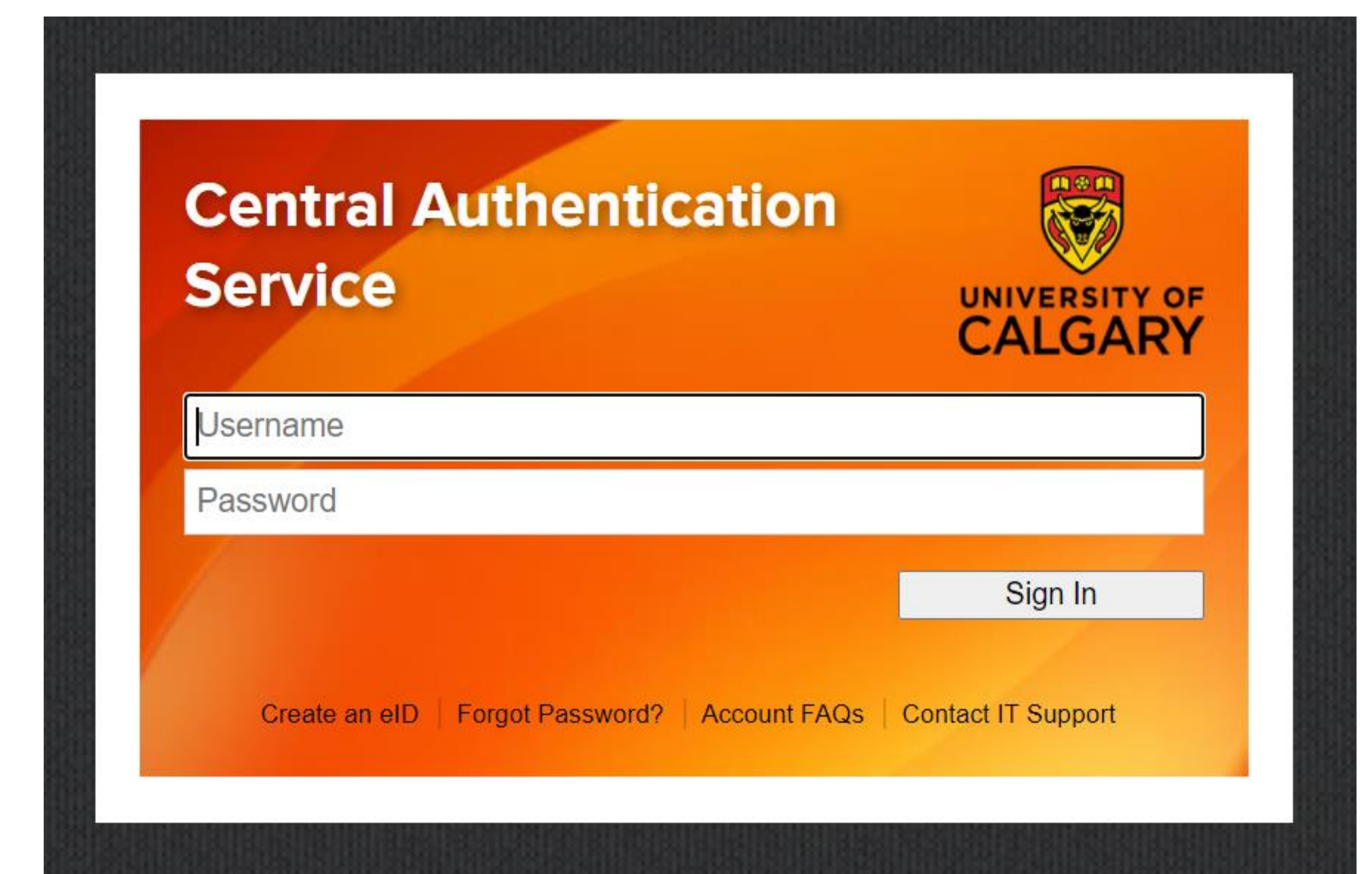


Students

Login

### Step 5

Enter your UCALGARY username and password



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## Step 6

Click on “Student Success Centre”

**Note:** After clicking on the “Student Success Centre” link, the Student Success Centre’s appointment and events booking policy shows up.

Please familiarize yourself with the SSC’s cancellation and no-show policies! Missing or forgetting to cancel your event registration(s) in a timely manner can result in a temporary block on your account which affects your ability to register for events and book appointments in the future.

## Step 7

Click on “SSC Events/Workshops”

To remove a block on your account, contact us at [wonline@ucalgary.ca](mailto:wonline@ucalgary.ca)

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## Step 8

Click on the writing workshop or SSC event you are interested in

To learn more about writing events such as Graduate Writing Community, Undergraduate Writers Space, Writing Support for Indigenous Students, and Residence Writing Support, visit <https://www.ucalgary.ca/student-services/student-success/writing-support>

SSC Events / Workshops

Calendar View List View

January 2021

Today Month Week Day Toggle Filters

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

**Note:** SSC Workshops and Events are colour-coded by event category (e.g., Writing Workshops or Grad Writing Community). To filter by specific event/workshop type, click the “Toggle Filters” button on the upper right-hand side of the calendar and select/deselect by the event category you’re interested in.



Writing Support & Writers’ Space are colour-coded light purple and Grad Writing Community is colour-coded blue on the events calendar

## Step 9

Click on the “Register for this event” button located on the upper right-hand side of the page



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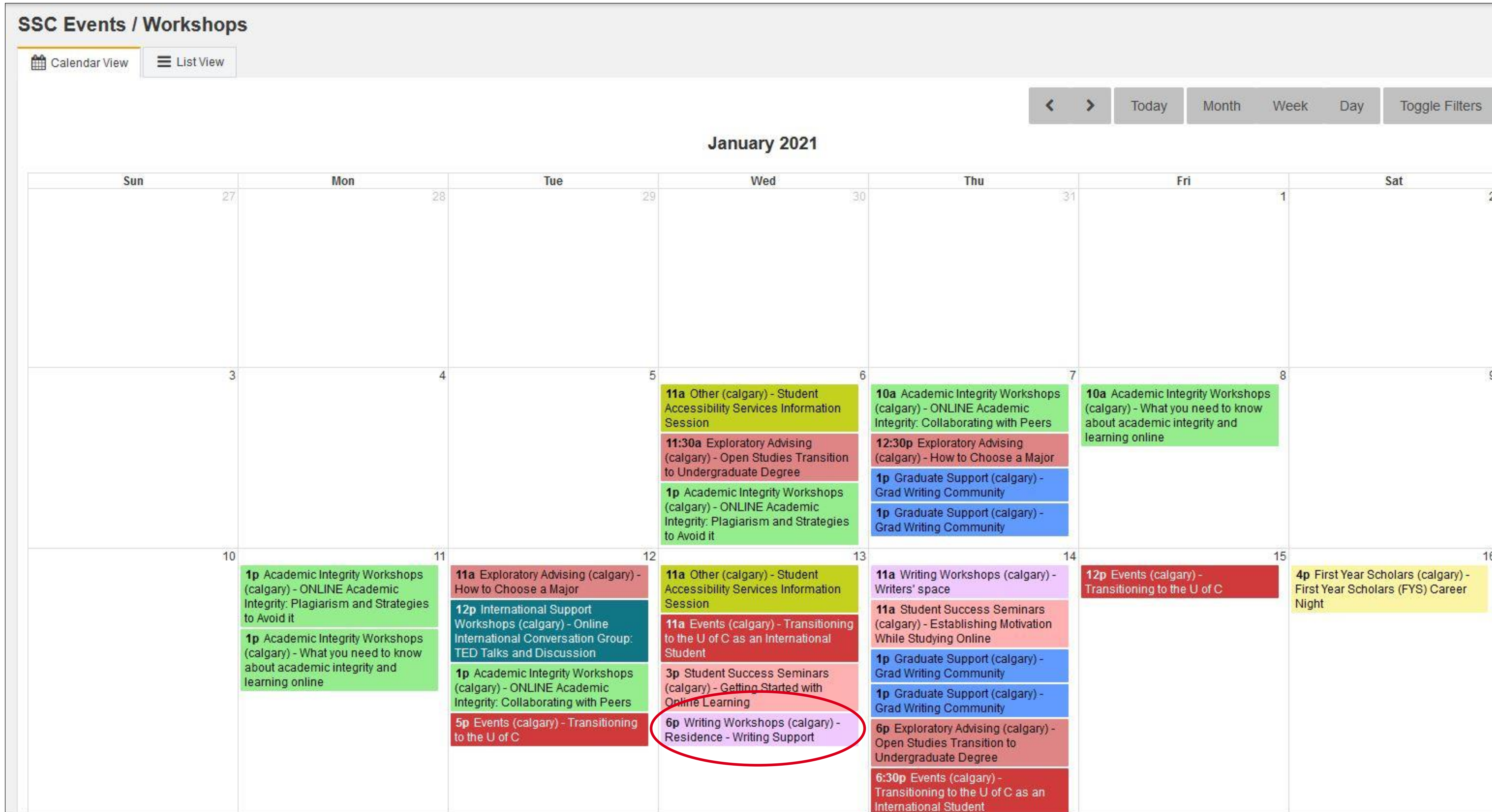
🌐 [University of Calgary Student Success Centre](#)

## How do I cancel my Writing Workshop registration?

Repeat Steps 1-7 then perform the following steps:

### Step 8

Locate the writing workshop/event you have previously registered for on the calendar and click on it



SSC Events / Workshops

Calendar View List View

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Events listed in the calendar include:

- 11a Other (calgary) - Student Accessibility Services Information Session
- 11:30a Exploratory Advising (calgary) - Open Studies Transition to Undergraduate Degree
- 1p Academic Integrity Workshops (calgary) - ONLINE Academic Integrity: Plagiarism and Strategies to Avoid it
- 11a Exploratory Advising (calgary) - How to Choose a Major
- 12p International Support Workshops (calgary) - Online International Conversation Group: TED Talks and Discussion
- 1p Academic Integrity Workshops (calgary) - ONLINE Academic Integrity: Collaborating with Peers
- 5p Events (calgary) - Transitioning to the U of C
- 11a Writing Workshops (calgary) - Writers' space
- 11a Student Success Seminars (calgary) - Establishing Motivation While Studying Online
- 1p Graduate Support (calgary) - Grad Writing Community
- 1p Graduate Support (calgary) - Grad Writing Community
- 6p Exploratory Advising (calgary) - Open Studies Transition to Undergraduate Degree
- 6:30p Events (calgary) - Transitioning to the U of C as an International Student
- 12p Events (calgary) - Transitioning to the U of C
- 4p First Year Scholars (calgary) - First Year Scholars (FYS) Career Night
- 6p Writing Workshops (calgary) - Residence - Writing Support (circled in red)

### Step 9

Click on the “Cancel Registration” button located on the upper right-hand side of the page



**NOTE:** As per the SSC’s cancellation policy, if you are unable to attend an event you have registered for, **please cancel your event registration at least 2 hours before the event is supposed to start.** By doing this, you help ensure that space is available for other students who would like to attend the event. And, it allows other students to register for the event in a timely manner.

**Your account will be temporarily blocked from registering for events or booking appointments if you miss 2 events/appointments without cancelling first.**

This restriction can be removed at our discretion. To remove a block on your account, contact us at [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca)