



**UNIVERSITY OF
CALGARY**

**Student Administration
Campus Community
PeopleSoft**

Student Services Centre Guide

May 2019

Student Services Centre Guide

SA – Campus Community



Table of Contents

Student Services Centre	1
Weekly Schedule	4
Academic Requirements	12
Exam Schedule	13
GPA Calculator.....	14
Grades:	16
Letter of Permission	18
T2202A Tax Form Data	22
Transfer Credit Report.....	24
What-If Report	26
Schedule Builder	27
Search for Classes.....	27
Service Indicators (Holds).....	34
To Do List	39
Enrollment Dates and Appointment Time	46

Student Services Centre

The Student Services Centre provides information about a student's record in one central location. Individuals can view a student's timetable, exam schedule (when available), positive and negative service indicators (Holds), contact information, grades, financial information, the To Do List (Checklist), enrollment appointment dates and times plus many other features. This guide will include navigation to this time saving information.

Student Services View As:

Please consult the guide: ***Student Services View As Guide (New)*** to use the View As component to navigate in the Student Centre to view as an undergraduate, graduate, alumni or applicant student and also use View As simulating viewing on a mobile device. As the Student Centre interface has a different look when launched by the student, this function allows you to see the screen as it presents to the student which is different than Campus Community > Student Services Centre.

The Student Centre is where students access information about their student record. They can review To Do lists, register in courses, check grades, review their student financial account, accept awards, apply for a change program, obtain enrolment verification letters, and more. The **View As** component provides staff **read-only access** to the student's view of the Student Centre.

Navigation: Campus Community > Student Services Centre

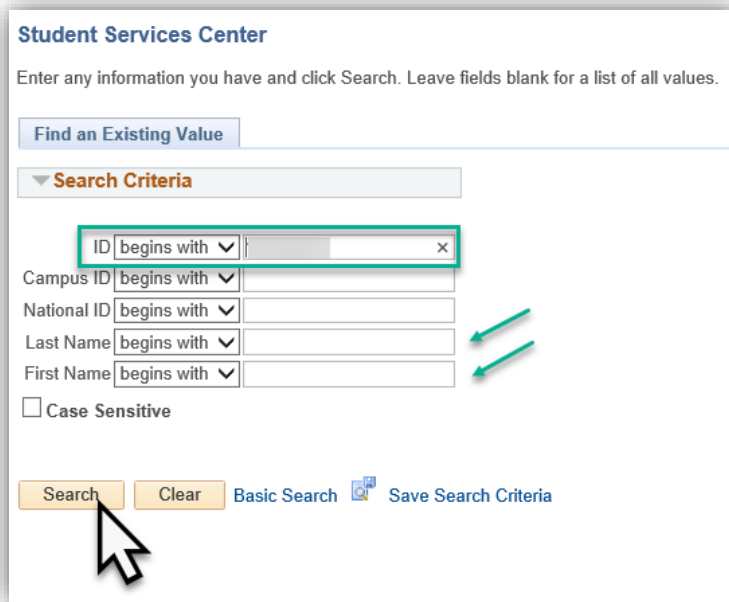
1. Click the **Campus Community** link.
2. Click the **Student Services Center** link.

[Campus Community](#)

[Student Services Center](#)

3. Enter the student id (ID), Last Name and/or First Name and press Enter or Search. *For FOIP reasons some information has been removed.* Click the **Search** button.

Search

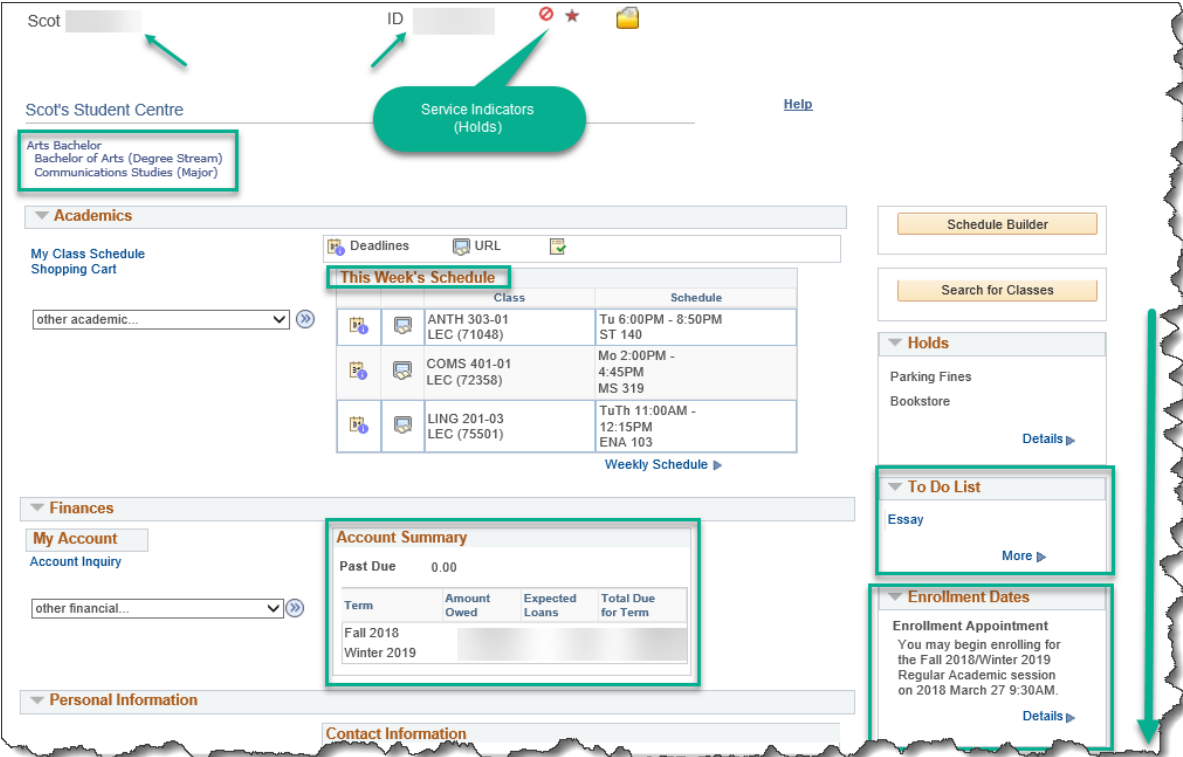


4. The top portion of the Student Services Centre displays:
- the student's name (for FOIP reasons) removed
 - student ID number
 - any service indicators (Holds)
 - their academic program
 - current week's schedule
 - Account Summary
 - To Do List (Checklist)
 - enrollment date and time when student can begin to enroll

Scroll down to view the lower portion of the page with additional details.

Student Services Centre Guide

SA – Campus Community



Scot [redacted] ID [redacted] Service Indicators (Holds) Help

Scot's Student Centre

Arts Bachelor
Bachelor of Arts (Degree Stream)
Communications Studies (Major)

Academics

My Class Schedule
Shopping Cart

other academic... [dropdown]

Deadlines URL

This Week's Schedule

Class	Schedule
ANTH 303-01 LEC (71048)	Tu 6:00PM - 8:50PM ST 140
COMS 401-01 LEC (72358)	Mo 2:00PM - 4:45PM MS 319
LING 201-03 LEC (75501)	TuTh 11:00AM - 12:15PM ENA 103

Weekly Schedule ▶

Finances

My Account
Account Inquiry

other financial... [dropdown]

Account Summary

Past Due 0.00

Term	Amount Owed	Expected Loans	Total Due for Term
Fall 2018			
Winter 2019			

Personal Information

Contact Information

Schedule Builder

Search for Classes

Holds

Parking Fines
Bookstore
Details ▶

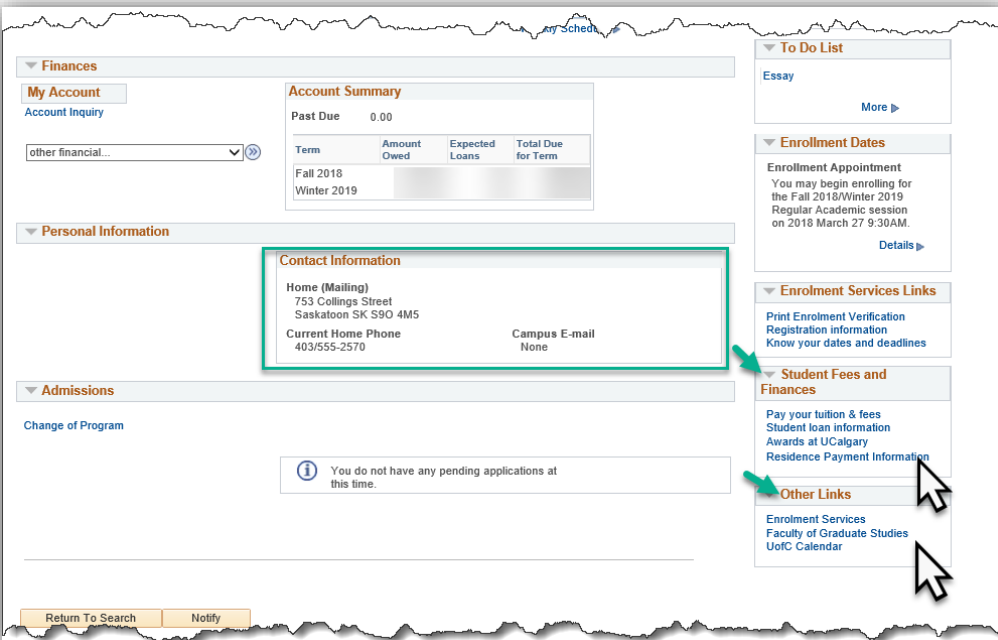
To Do List

Essay
More ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018/Winter 2019 Regular Academic session on 2018 March 27 9:30AM.
Details ▶

5. The lower portion of the Student Services Centre displays personal information including contact information. *For FOIP reasons the information is scrambled.* Also available are quick links to Enrolment Services, Student Fees and Finances as well as other time saving links.



Finances

My Account
Account Inquiry

other financial... [dropdown]

Account Summary

Past Due 0.00

Term	Amount Owed	Expected Loans	Total Due for Term
Fall 2018			
Winter 2019			

Personal Information

Contact Information

Home (Mailing)
753 Collings Street
Saskatoon SK S90 4M5
Current Home Phone 403/555-2570
Campus E-mail None

Admissions

Change of Program

You do not have any pending applications at this time.

To Do List

Essay
More ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018/Winter 2019 Regular Academic session on 2018 March 27 9:30AM.
Details ▶

Enrolment Services Links

Print Enrolment Verification
Registration information
Know your dates and deadlines

Student Fees and Finances

Pay your tuition & fees
Student loan information
Awards at UCalgary
Residence Payment Information

Other Links

Enrolment Services
Faculty of Graduate Studies
UofC Calendar

Return To Search Notify

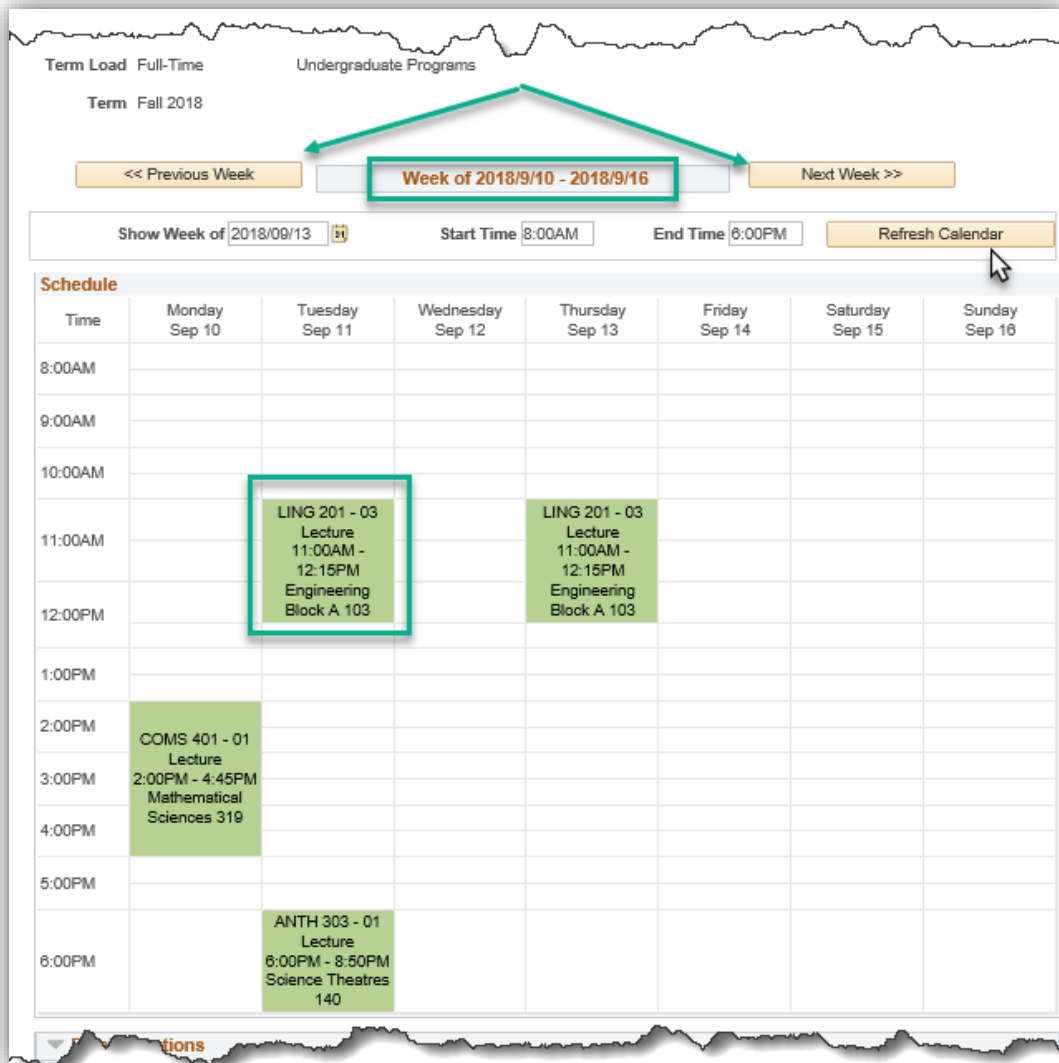
Weekly Schedule

Use the weekly schedule to view the student's schedule and locate a student in case of an emergency.

1. As a default the student's current week's schedule displays. For additional views (previous terms or other weeks); click on weekly schedule. Click the [Weekly Schedule](#) link.

[Weekly Schedule](#)

2. The weekly view will display the name, time and location of the class. Use the navigation buttons to advance to the previous week or next week.



Term Load Full-Time Undergraduate Programs

Term Fall 2018

<< Previous Week **Week of 2018/9/10 - 2018/9/16** Next Week >>

Show Week of 2018/09/13 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday Sep 10	Tuesday Sep 11	Wednesday Sep 12	Thursday Sep 13	Friday Sep 14	Saturday Sep 15	Sunday Sep 16
8:00AM							
9:00AM							
10:00AM							
11:00AM		LING 201 - 03 Lecture 11:00AM - 12:15PM Engineering Block A 103		LING 201 - 03 Lecture 11:00AM - 12:15PM Engineering Block A 103			
12:00PM							
1:00PM							
2:00PM	COMS 401 - 01 Lecture 2:00PM - 4:45PM Mathematical Sciences 319						
3:00PM							
4:00PM							
5:00PM							
6:00PM		ANTH 303 - 01 Lecture 6:00PM - 8:50PM Science Theatres 140					

Student Services Centre Guide

SA – Campus Community



3. The lower portion of the page displays options available to include additional information or remove specific days of the week. For this example Saturday and Sunday have been deselected. Use the calendar chooser for quicker navigation to specific terms if desired. Click the **Refresh Calendar** button.

Refresh Calendar

Show Week of 2018/09/13 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Schedule

Time	Monday Sep 10	Tuesday Sep 11	Wednesday Sep 12	Thursday Sep 13	Friday Sep 14	Saturday Sep 15	Sunday Sep 16
8:00AM						X	X
9:00AM							
10:00AM							
11:00AM		LING 201 - 03 Lecture 11:00AM - 12:15PM Engineering Block A 103		LING 201 - 03 Lecture 11:00AM - 12:15PM Engineering Block A 103			
12:00PM							
1:00PM							
2:00PM	COMS 401 - 01 Lecture 2:00PM - 4:45PM Mathematical Sciences 319						
3:00PM							
4:00PM							
5:00PM							
6:00PM		ANTH 303 - 01 Lecture 6:00PM - 8:50PM Science Theatres 140					

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday
 Show Instructors Wednesday Saturday Sunday

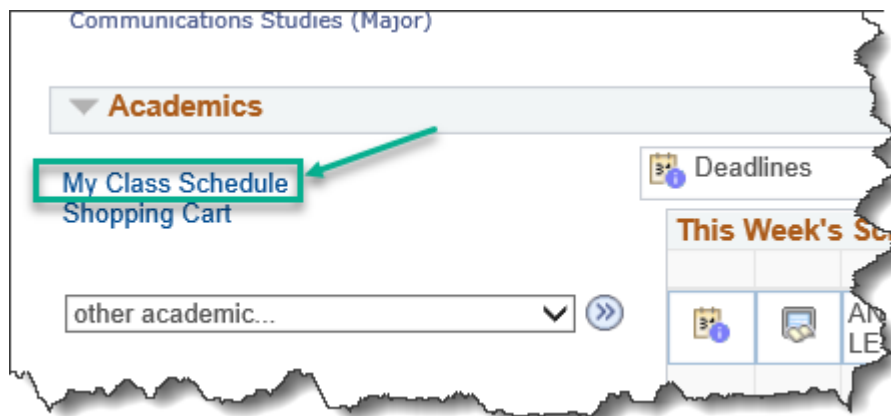
Cancel Refresh Calendar

4. To navigate back to the Student Services Centre click the Cancel button. Click the **Cancel** button.

Cancel

5. From the Student Services Centre, My Class Schedule is another way to view the class schedule. Click the **My Class Schedule** link.

My Class Schedule



6. Select the applicable term (e.g. Fall 2018). Click the **Term** option and click the **Continue** button.

Continue

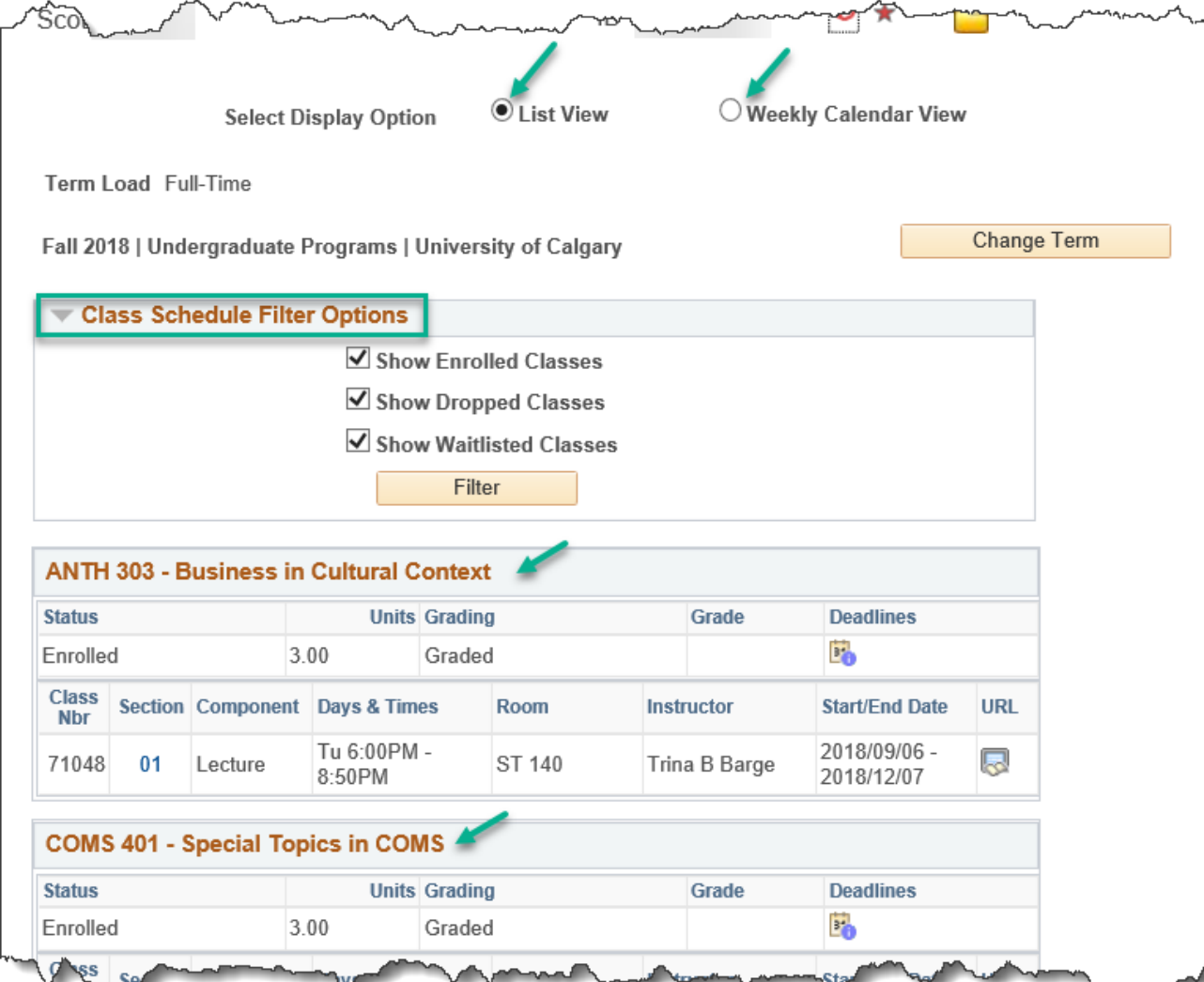
Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2018	Undergraduate Programs	University of Calgary
<input type="radio"/>	Winter 2019	Undergraduate Programs	University of Calgary

Continue

Cancel

7. The top portion of **My Class Schedule** allows additional display options (List View or Weekly Calendar View). Class Schedule Filter Options allow specific filtered views when selected. My Class Schedule allows you to view a detailed list of the classes students are enrolled in, waitlisted or classes that have been dropped. Classes that students drop prior to the add/drop date will be completely removed from the student's record. *Note the instructor names are scrambled for FOIP reasons.* For ease of viewing, click the **Collapse section Class Schedule Filter Options** link.



Select Display Option List View Weekly Calendar View

Term Load Full-Time

Fall 2018 | Undergraduate Programs | University of Calgary Change Term

Class Schedule Filter Options

- Show Enrolled Classes
- Show Dropped Classes
- Show Waitlisted Classes

Filter

ANTH 303 - Business in Cultural Context

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
71048	01	Lecture	Tu 6:00PM - 8:50PM	ST 140	Trina B Barge	2018/09/06 - 2018/12/07	

COMS 401 - Special Topics in COMS

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

8. The Weekly Calendar View is exactly the same as navigating to weekly view from the previous link on the Student Services Centre. Click the **List View** option.

List View

9. To view the class details click on any highlighted links in the section. For example, click the **03** link.

► **Class Schedule Filter Options**

ANTH 303 - Business in Cultural Context

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
71048	01	Lecture	Tu 6:00PM - 8:50PM	ST 140	Trina B Barge	2018/09/06 - 2018/12/07	

COMS 401 - Special Topics in COMS

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
72358	01	Lecture	Mo 2:00PM - 4:45PM	MS 319	Arnold Hutchison	2018/09/06 - 2018/12/07	

LING 201 - Introduction to Linguistics I

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
75501	03	Lecture	TuTh 11:00AM - 12:15PM	ENA 103	Terry Yu	2018/09/06 - 2018/12/07	

WMST 303 - Topics in Feminism

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
75896	01	Lecture	MoTuWeThFr 9:00AM - 5:00PM	SA 129	Marie Vinnell	2018/08/27 - 2018/08/31	

Student Services Centre Guide

SA – Campus Community



10. The Class details display:
- Class Number
 - Number of Units
 - Class Components
 - Meeting Information
 - Instructor Name
 - Enrollment Requirements (Prerequisites, etc.)
 - Class Attributes
 - Class Availability
 - Description of the class including any pre/co/anti-requisites.

Click the [Return to My Class Schedule](#) link.

LING 201 - 03 Introduction to Linguistics I
University of Calgary | Fall 2018 | Lecture

Class Details

Status	Open	Course ID	125511
Class Number	75501	Offer Nbr	1
Session	Regular Academic	Career	Undergraduate Programs
Units	3 units	Dates	2018/9/6 - 2018/12/7
Class Components	Lecture Required	Grading	Graded
		Location	Main UofC Campus
		Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	ENA 103	Terry Yu	2018/09/06 - 2018/12/07

Enrollment Information

Enrollment Requirements (Please see Calendar Description for more information)

Class Attributes Half-Course
GFC Hours (3-0)

Class Availability

Class Capacity	100	Wait List Capacity	20
Enrollment Total	59	Wait List Total	0
Available Seats	41		

Description

Introduction to the scientific study of language, including the analysis of word, sentence, and sound structure, and the exploration of language as a human, biological, social, and historical phenomenon.

Antirequisite(s): Credit for Linguistics 201 and either 205 or 207 will not be allowed.

Textbook/Other Materials

Textbooks to be determined







[Return to My Class Schedule](#)

11. The lower portion of the page displays additional courses and components for this student. To navigate to the Student Services Centre Press the cancel button (avoid using the browser back button). Click the **Cancel** button.



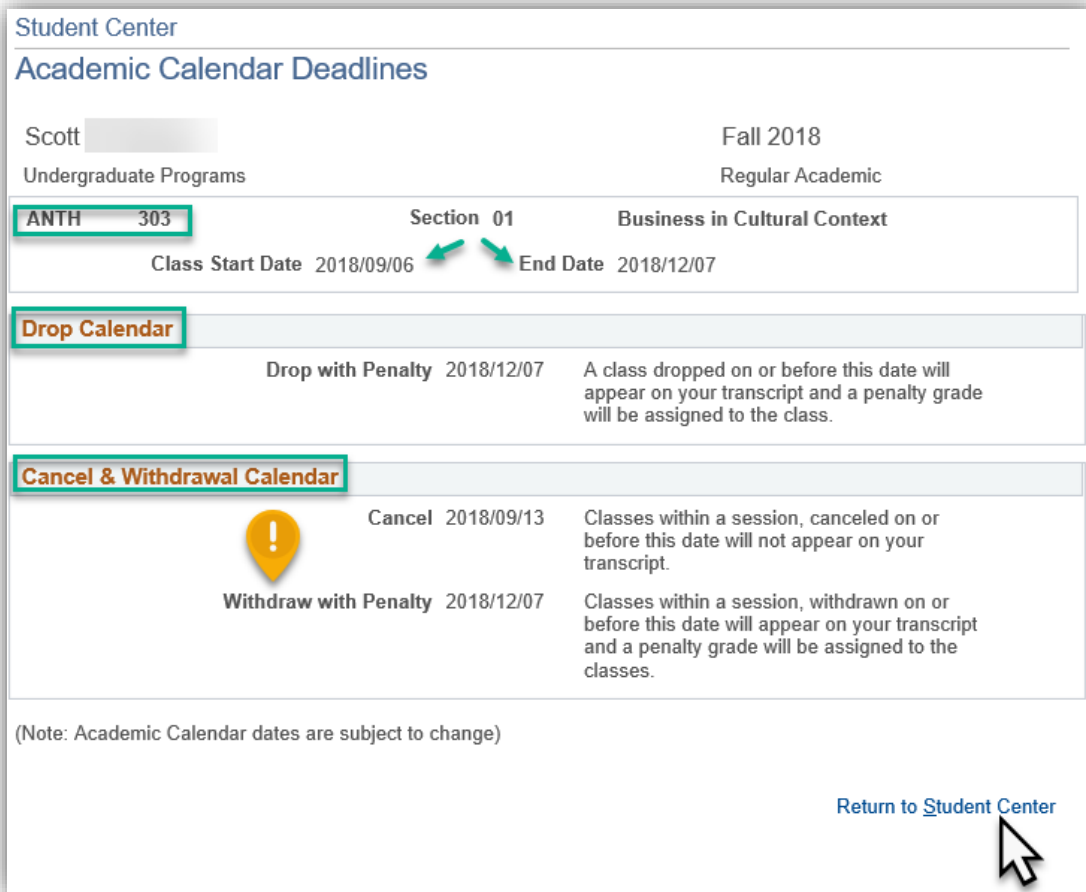
12. The Academic Calendar Deadlines can be viewed from the Student Centre. Click the **Academic Calendar Deadlines** button.



This Week's Schedule			
		Class	Schedule
		ANTH 303-01 LEC (71048)	Tu 6:00PM - 8:50PM ST 140
		COMS 401-01 LEC (72358)	Mo 2:00PM - 4:45PM MS 319
		LING 201-03 LEC (75501)	TuTh 11:00AM - 12:15PM ENA 103

13. The class name, start/end dates, drop date and cancel and withdrawal details display. Click the [Return to Student Center](#) link.

[Return to Student Center](#)



Student Center

Academic Calendar Deadlines


Scott [redacted] Fall 2018
Undergraduate Programs Regular Academic

ANTH 303	Section 01	Business in Cultural Context
Class Start Date	2018/09/06	End Date 2018/12/07

Drop Calendar

Drop with Penalty	2018/12/07	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
--------------------------	------------	--------------------------------------------------------------------------------------------------------------------------

Cancel & Withdrawal Calendar

	Cancel	2018/09/13	Classes within a session, canceled on or before this date will not appear on your transcript.
	Withdraw with Penalty	2018/12/07	Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)

[Return to Student Center](#)

14. **Important:** There are several options available on the other academic drop down menu. Click the [Drop Down](#) list.



- Academic Requirements
- Exam Schedule
- GPA Calculator
- Grades
- Letter of Permission
- T2202A Tax Form Data
- Transfer Credit: Report
- What-if Report
- [other academic...](#)

Academic Requirements

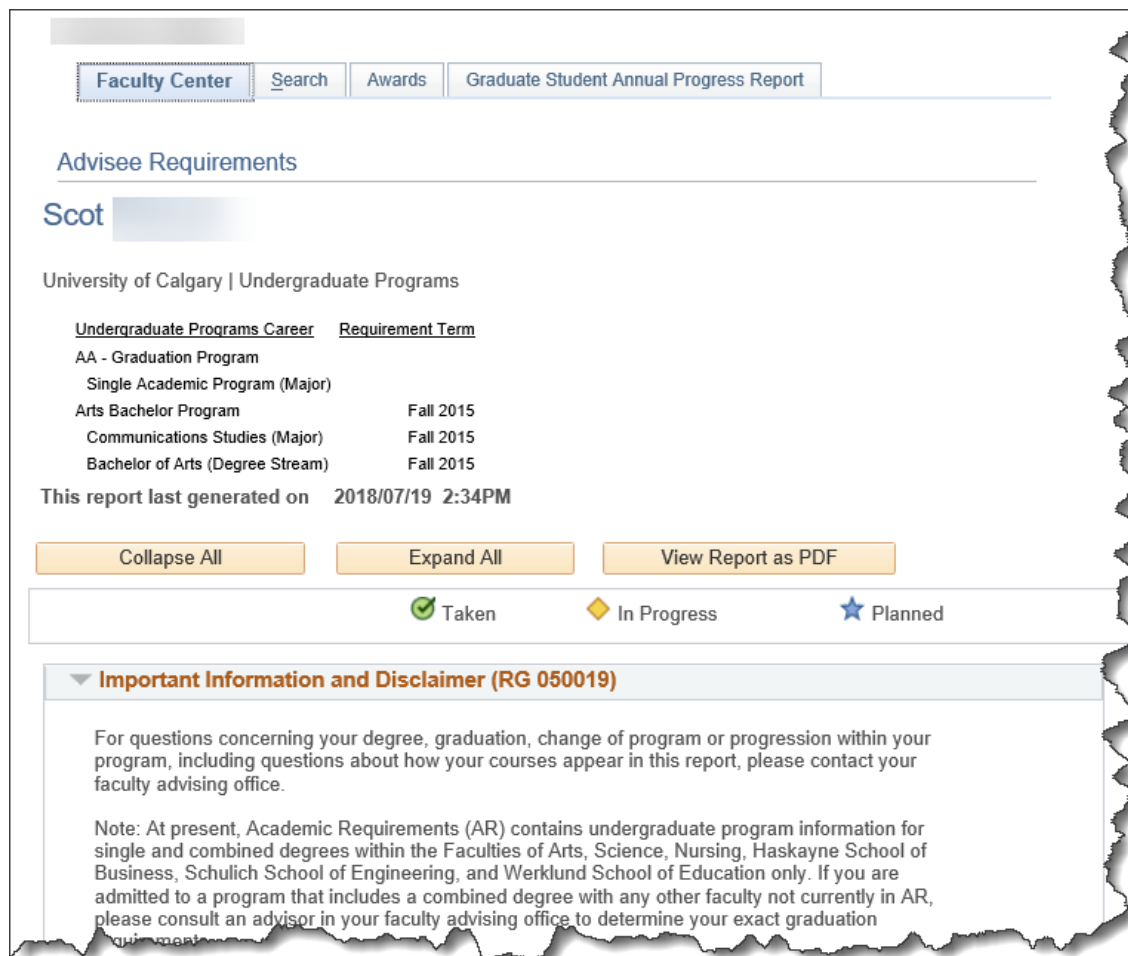
An advisement report is used to aid in performing a degree audit for undergraduate students. Direct navigation to Academic Advisement can be completed from the drop down menu.

1. Click the **Academic Requirements** list item and Click the Go button.

Academic Requirements



2. Academic Requirements will navigate to the Academic Advisement Report. *For more information on using the Academic Advisement component consult www.ucalgary.ca/itraining.*



The screenshot shows the 'Academic Advisement Report' interface. At the top, there are navigation tabs: 'Faculty Center', 'Search', 'Awards', and 'Graduate Student Annual Progress Report'. Below this is the section 'Advisee Requirements' for a student named 'Scot'. The page title is 'University of Calgary | Undergraduate Programs'. There are two links: 'Undergraduate Programs Career' and 'Requirement Term'. A table lists the following programs and their requirement terms:

Undergraduate Programs Career	Requirement Term
AA - Graduation Program	
Single Academic Program (Major)	
Arts Bachelor Program	Fall 2015
Communications Studies (Major)	Fall 2015
Bachelor of Arts (Degree Stream)	Fall 2015

Below the table, it states 'This report last generated on 2018/07/19 2:34PM'. There are three buttons: 'Collapse All', 'Expand All', and 'View Report as PDF'. A legend shows 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). A section titled 'Important Information and Disclaimer (RG 050019)' contains the following text:

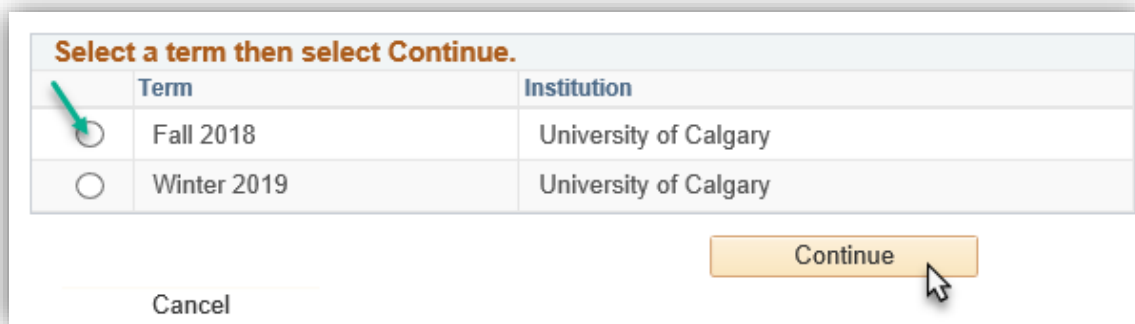
For questions concerning your degree, graduation, change of program or progression within your program, including questions about how your courses appear in this report, please contact your faculty advising office.

Note: At present, Academic Requirements (AR) contains undergraduate program information for single and combined degrees within the Faculties of Arts, Science, Nursing, Haskayne School of Business, Schulich School of Engineering, and Werklund School of Education only. If you are admitted to a program that includes a combined degree with any other faculty not currently in AR, please consult an advisor in your faculty advising office to determine your exact graduation requirements.

Exam Schedule

When available, you can view the student's scheduled final exams.

1. From Student Services Centre, Click the **Drop Down** list. Click the **Exam Schedule** list item and click the Go button.
2. Select the desired term (e.g. Fall 2018) and click the **Continue** button.



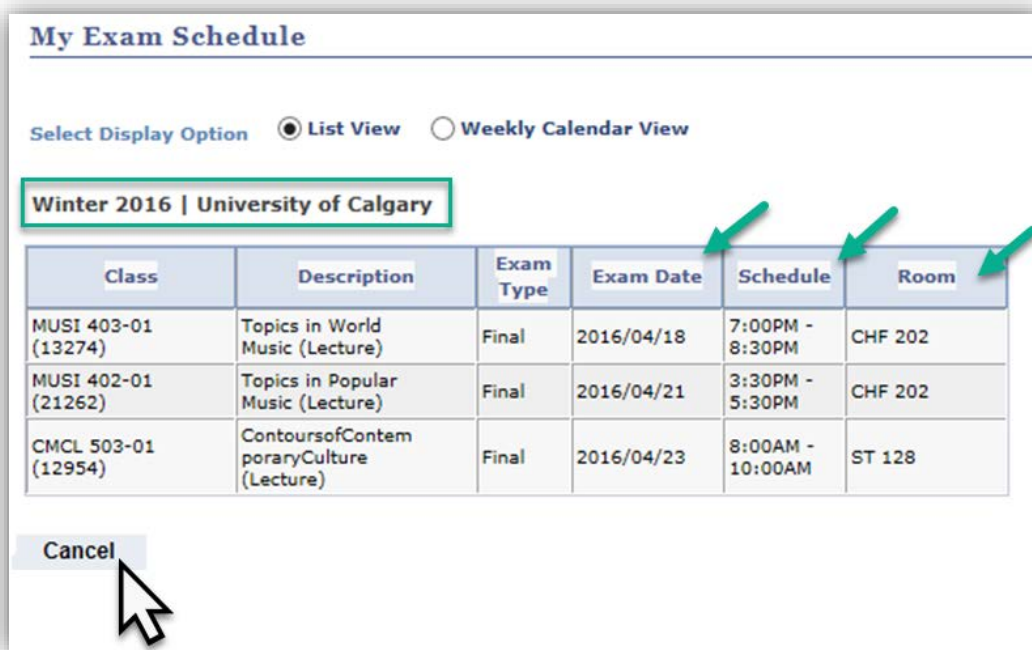
Select a term then select Continue.

	Term	Institution
<input checked="" type="radio"/>	Fall 2018	University of Calgary
<input type="radio"/>	Winter 2019	University of Calgary

Continue

Cancel

3. Any scheduled final exams will display including the class name, description, exam date, time and location (Note: this is a different term; however the results are the same). Clicking **Cancel** returns to the Student Services Centre.



My Exam Schedule

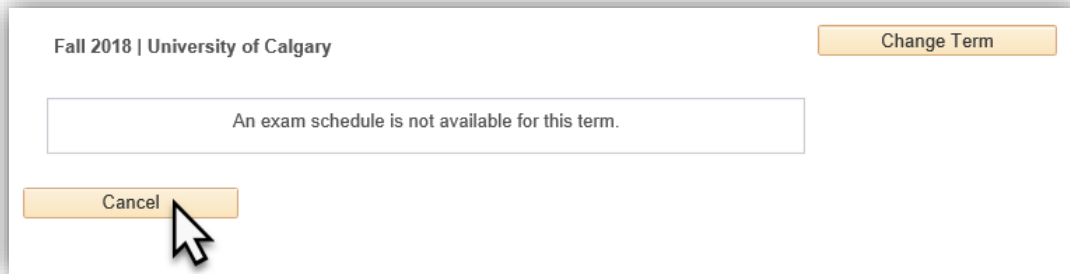
Select Display Option List View Weekly Calendar View

Winter 2016 | University of Calgary

Class	Description	Exam Type	Exam Date	Schedule	Room
MUSI 403-01 (13274)	Topics in World Music (Lecture)	Final	2016/04/18	7:00PM - 8:30PM	CHF 202
MUSI 402-01 (21262)	Topics in Popular Music (Lecture)	Final	2016/04/21	3:30PM - 5:30PM	CHF 202
CMCL 503-01 (12954)	ContoursofContemporaryCulture (Lecture)	Final	2016/04/23	8:00AM - 10:00AM	ST 128

Cancel

4. When outside the exam period no exams will be displayed. If no exams are scheduled a message will appear indicating when they will be posted. Click the **Cancel** button.



GPA Calculator

Term grade point averages are calculated and recorded on the transcript at the end of each term (e.g. Fall, Winter, Spring, and Summer). The U of C does not record cumulative or any other GPA's on the transcript. This calculator is provided for your convenience, but the resulting GPA's are not to be considered official.

1. From the Student Services Centre, click the **Drop Down** list and select **GPA Calculator** and click the **Go** button.

Student Services Centre Guide

SA – Campus Community



2. The GPA calculator is also available for GPA manipulation purposes. Note the GPA details Included Units = 66 current GPA is 3.532. Click the **Manual Selection** button.

Manual Selection

GPA Calculator

Term grade point averages are calculated and recorded on the transcript at the end of each term (e.g. Fall, Winter, Spring, Summer). The U of C does not record cumulative or any other GPA's on the transcript. This calculator is provided for your convenience, but the resulting GPA's are not to be considered official.

Criteria Selection To select courses to be included in the GPA based on the available criteria, click on the "Criteria Selection" button, specify your criteria and then click on the "Recalculate GPA" button to view the results. If desired, fine tune the resulting courses selected using "Manual Selection".

Manual Selection To manually select courses using the 'Include' checkboxes on the grid, click the "Manual Selection" button, select the desired courses, and then click on the "Recalculate GPA" button to view the results.

Include U of C Courses Only Include Transfer Credit Only Include Both

Limit to Courses Taken From: To:

Limit to Subject: Limit to Last 'X' Units:

GPA: Included Points (233.100) / Included Units (66.00) = 3.532 on 11.00 FCE*

*FCE (Full Course Equivalents) = Included Units / 6

Incl	Sort Order (Year/Month)	Term	Transfer Credit	Subject	Catalog Number	Grade	Grade Point Value (GPV)	Units	Points (GPV x Units)
<input type="checkbox"/>	2019-01	Winter 2019		ANTH	311			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		CMCL	307			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		PHIL	311			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		POLI	345			3.00	
<input type="checkbox"/>	2018-08	Fall 2018		ANTH	303			3.00	

- For this example deselect COMS 481. Click the **Checkbox** option and Click the **Recalculate GPA** button.

Recalculate GPA

Manual Selection To manually select courses using the 'include' checkboxes on the grid, click the "Manual Selection" button, select the desired courses, and then click on the "Recalculate GPA" button to view the results.

Click the 'Recalculate GPA' button to view the GPA associated with your selected courses. **Recalculate GPA**

Incl	Sort Order (Year/Month)	Term	Transfer Credit	Subject	Catalog Number	Grade	Grade Point Value (GPV)	Units	Points (GPV x Units)
<input type="checkbox"/>	2019-01	Winter 2019		ANTH	311			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		CMCL	307			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		PHIL	311			3.00	
<input type="checkbox"/>	2019-01	Winter 2019		POLI	345			3.00	
<input type="checkbox"/>	2018-08	Fall 2018		ANTH	303			3.00	
<input type="checkbox"/>	2018-08	Fall 2018		COMS	401			3.00	
<input type="checkbox"/>	2018-08	Fall 2018		LING	201			3.00	
<input type="checkbox"/>	2018-08	Fall 2018		WMST	303			3.00	
<input type="checkbox"/>	2018-01	Winter 2018		COMS	481			3.00	
<input checked="" type="checkbox"/>	2018-01	Winter 2018		COMS	435			3.00	

- Note the GPA has been recalculated reflecting the removal of COMS 481. When completed click the Cancel button to navigate back to Student Services Centre.

GPA: Included Points (221.100) / Included Units (63.00) = 3.510 on 10.50 FCE*

Grades:

This is a handy location to view all the students' grades for previous terms.

- From Student Services Centre click the **Drop Down** list, click the **Grades** list item and click the **Go** button.

Student Services Centre Guide

SA – Campus Community



2. Select the applicable term (e.g. Winter 2018) and click the **Continue** button.

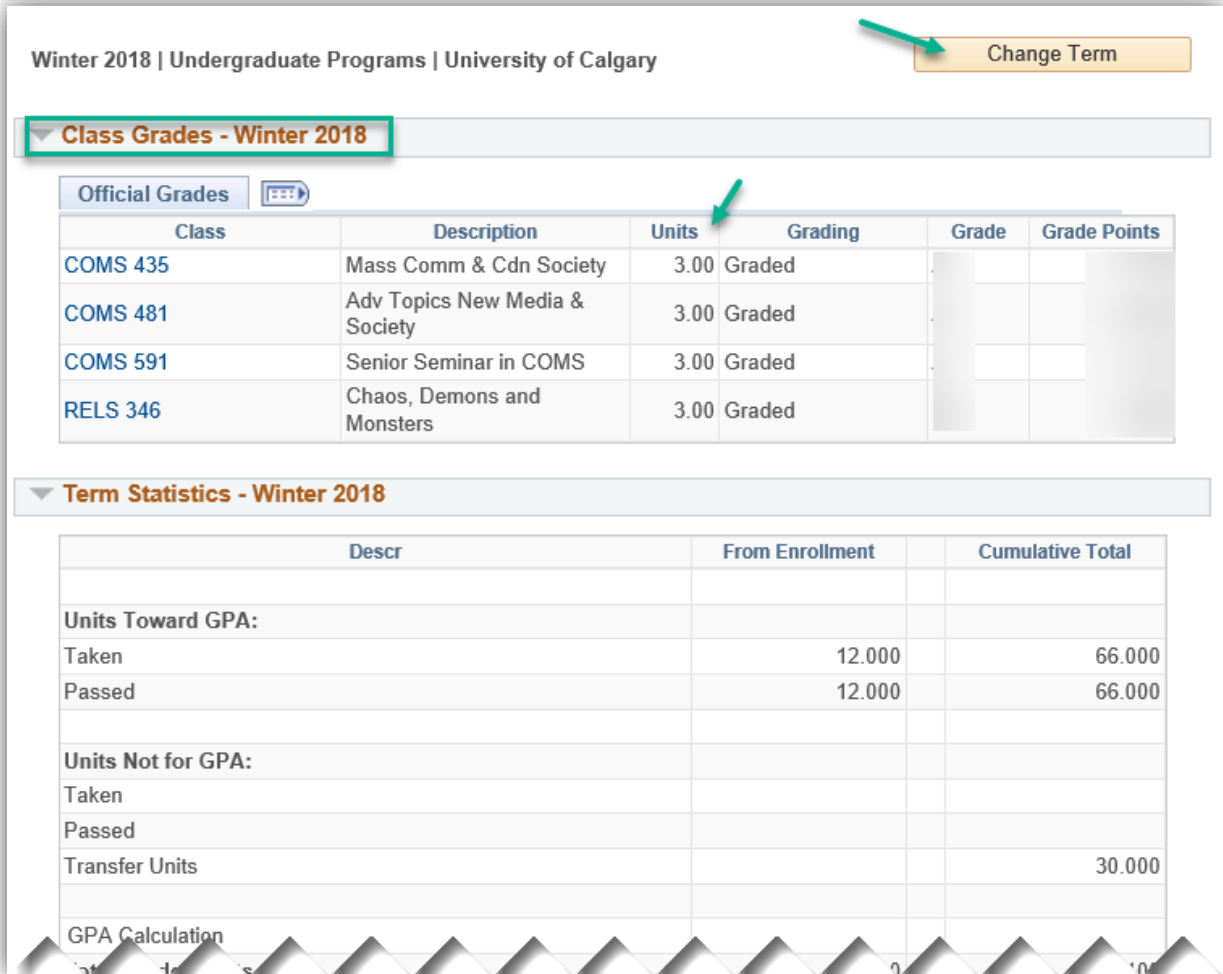
Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Winter 2019	Undergraduate Programs	University of Calgary
<input type="radio"/>	Fall 2018	Undergraduate Programs	University of Calgary
<input checked="" type="radio"/>	Winter 2018	Undergraduate Programs	University of Calgary
<input type="radio"/>	Fall 2017	Undergraduate Programs	University of Calgary
<input type="radio"/>	Winter 2017	Undergraduate Programs	University of Calgary
<input type="radio"/>	Fall 2016	Undergraduate Programs	University of Calgary
<input type="radio"/>	Winter 2016	Undergraduate Programs	University of Calgary
<input type="radio"/>	Fall 2015	Undergraduate Programs	University of Calgary

Cancel Continue

A screenshot of a web form titled "Select a term then select Continue." It contains a table with three columns: "Term", "Career", and "Institution". The table lists terms from Winter 2019 down to Fall 2015, all under the "Undergraduate Programs" career and "University of Calgary" institution. The "Winter 2018" row is selected, indicated by a blue square icon and a green arrow pointing to it. Below the table are two buttons: "Cancel" on the left and "Continue" on the right. A mouse cursor is positioned over the "Continue" button.

- Grades displayed provide details on a term-by-term basis of the student's grades. Note that units identifies the weighting of the course (3 units = half course; 6 units = full course; etc.). You may also navigate to a different term by using the **Change Term** button. *For FOIP reasons all grades have been removed.* When completed click the **Cancel** button.



Winter 2018 | Undergraduate Programs | University of Calgary [Change Term](#)

Class Grades - Winter 2018

Official Grades [...]

Class	Description	Units	Grading	Grade	Grade Points
COMS 435	Mass Comm & Cdn Society	3.00	Graded		
COMS 481	Adv Topics New Media & Society	3.00	Graded		
COMS 591	Senior Seminar in COMS	3.00	Graded		
RELS 346	Chaos, Demons and Monsters	3.00	Graded		

Term Statistics - Winter 2018

Descr	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	12.000	66.000
Passed	12.000	66.000
Units Not for GPA:		
Taken		
Passed		
Transfer Units		30.000
GPA Calculation		

Letter of Permission

A letter of permission is required to enable a student to take a limited number of courses at another university or college while working toward a program at the University of Calgary.

- From Student Services Centre, click the **Drop Down** list then click the **Letter of Permission** list item and press the **Go** button.

Student Services Centre Guide

SA – Campus Community



- Submitting a Letter of Permission is completed here. Select the applicable term (e.g. Winter 2019). Click the **Winter 2019** link.

[Letter of Permission](#)

A Letter of Permission is required to enable you to take a limited number of courses at another university or college while working toward a program at the U. of C.

Application Status

You do not currently have any Letter of Permission applications available to view.

Apply


To apply for a Letter of Permission, click the link for an appropriate term below:

- [Fall 2017](#)
- [Winter 2018](#)
- [Spring 2018](#)
- [Summer 2018](#)
- [Fall 2018](#)
- [Winter 2019](#)
- [Spring 2019](#)
- [Summer 2019](#)
- [Fall 2019](#)
- [Winter 2020](#)
- [Spring 2020](#)
- [Summer 2020](#)

3. Instructions for submitting a Letter of Permission display. Please read all information. For this example we will not complete a Letter of Permission. Scroll down to view additional information. Click the **Cancel** button.

CANCEL

Letter of Permission

1. Application Form 

Request for Winter 2019

Please read the important information below

- The information on your LOP application is collected under the authority of the Post-secondary Learning Act. It is required to process your request. If you have any questions about the collection or use of this information please contact your Faculty office.

For institutions outside of Alberta, calendar descriptions of all courses you are requesting and information about the weight and level of the courses at the host institution must be submitted by fax, e-mail or in-person. Click [here](#) for contact information).

Your request will not be processed until this information is received.

- Please note, you may submit a maximum of 1 application for this time-frame. If you require a second letter, or any revisions to an existing letter, please contact your faculty.
- As long as you are studying at another institution with our permission, you do not have to apply for readmission to the University of Calgary to resume your studies upon your return. If you did not apply for permission prior to taking a course elsewhere, please contact your faculty office to determine whether you may be issued a retroactive letter.
- There may be some conditions under which you cannot apply for a letter of permission on-line. Please read these [guidelines](#) before submitting an application.**

I have read the above information.

Host institution you wish to attend


To enter 'Course Name' details, click on the 'select course name' button to choose from a list of defined values. If you are not able to find the course name that you are interested in, please type it in manually to the right of the 'select course name' button.

To enter 'Course Number' details, click on the 'select course number' button to choose from a list of defined values for the 'Course Name' entered. If you are not able to find the course number that you are interested in, please type it in manually to the right of the 'select course number' button.

Course(s) you intend to take at the host institution						
		Course Name		Course Number	From Month	To Month
1	select course name		select course number		▼	▼
2	select course name		select course number		▼	▼
3	select course name		select course number		▼	▼
4	select course name		select course number		▼	▼
5	select course name		select course number		▼	▼
6	select course name		select course number		▼	▼
7	select course name		select course number		▼	▼
8	select course name		select course number		▼	▼
9	select course name		select course number		▼	▼
10	select course name		select course number		▼	▼

4. When navigating back to Student Services Centre you will be prompted. Click the **Yes** button.

Letter of Permission

 **Canceling will exit the Letter of Permission process. Cancel?**

5. Click the **Cancel** button.

CANCEL

Letter of Permission

A Letter of Permission is required to enable you to take a limited number of courses at another university or college while working toward a program at the U. of C.

Application Status

You do not currently have any Letter of Permission applications available to view.

Apply

To apply for a Letter of Permission, click the link for an appropriate term below:

- Fall 2017
- Winter 2018
- Spring 2018
- Summer 2018
- Fall 2018
- Winter 2019
- Spring 2019
- Summer 2019
- Fall 2019
- Winter 2020
- Spring 2020
- Summer 2020

CANCEL

T2202A Tax Form Data

In February each year, the T2202A Tax Form receipt will be available for viewing and download.

1. From Student Services Centre, click the **Drop Down** list, click the **T2202A Tax Form Data** list item and click the **Go** button.

Student Services Centre Guide


SA – Campus Community

2. Follow the links to print .pdf form. Note this is an example of a different tax year; however the information is the same.

T2202A Tax Receipt Information

This information is required for your income tax return. To obtain a printed version of the *Tuition and Education Amounts Certificate (T2202A)* to submit with your tax return, follow the instructions below. T2202A certificates are no longer being mailed to students, but are made available by the end of February each year for the previous tax year.

The current tax year is 2015

Select a year, and then click the 'Retrieve' button. [2015] 



To print the T2202A for the year as shown below, click here: [Printable T2202A \(PDF\)](#)
(see instructions below)

TUITION AND EDUCATION DEDUCTION RECEIPTS - 2015

Month From	Month To	Eligible Tuition Fees	Part Months	Full Months
9	12	2889.50	0	4
Total:		2889.50		


Charitable Donation
10.00

Instructions:

- Works best with Internet Explorer.
- To download a printable version of your T2202A, you will need Adobe Acrobat Reader installed. Click the 'Get Adobe Reader' image for free install:

- Once you have Adobe Acrobat Reader installed and want to print your T2202A, click here: [Printable T2202A \(PDF\)](#) 
Please note that it could take several minutes to generate the print version.
- If you are having problems printing your T2202A, click here: [PDF Print Help](#)

For tax information, see the following:

- [Students and Income Tax](#)
- [Claiming Tuition Fees & the Education Amount](#)
- [Transferring Tuition & Education Amounts](#)



- This is an example of the message you will receive when the T2202A Tax Receipt is not available yet. Click the **Cancel** button.

Cancel

T2202A Tax Receipt Information

No T2202A tax receipt information found on your account.

T2202A certificates are no longer being mailed to students, but are made available by the end of February each year for the previous tax year.

The current tax year is 2017.

For tax information, see the following:

- [Students and Income Tax](#)
- [Claiming Tuition Fees & the Education Amount](#)
- [Transferring Tuition & Education Amounts](#)

Cancel

Transfer Credit Report

The Transfer Credit Report details any external credits that are transferred to the UofC.

- From Student Services Centre, click the **Drop Down** list select **Transfer Credit Report** and click the **Go** button.

Student Services Centre Guide

SA – Campus Community



- 2. Transfer Credit information will be displayed. The top portion of this page provides information on the Transfer Credit (course, test, other) awarded to the student. The middle portion of the Transfer Credit page details any external credits that are transferred to the UofC.

Course Credits

Model Nbr 2 **Posted**

Institution University of Calgary **Credit Source Type** External

Career Undergraduate Programs **Source Institution** Chinook Learning Services

Program Arts Bachelor

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2015	PMAT 30	5.00		Posted	PMAT HS030	0.000	

Student-Specific Comment(s)

- The Faculty, to which you have been Admitted, will review the transfer credits (if any) granted by the Admissions Office to determine if they are appropriate to your current degree program. You will be advised if there are any revisions as a result of the Faculty's review. In the interim, if you wish to know how these credits will be applied to your current or any other program at the University of Calgary, please consult the Degree Navigator computer program by clicking on the appropriate link in the myUofC Portal menu available on our web site at www.my.ucalgary.ca
- Some of the transfer credit awarded may have generic numbers (containing an XX eg 2XX, 9XX) rather than specific university of Calgary numbers because, while the university recognizes them as university level courses, they have not been established as exact equivalents to courses offered at the University of Calgary. If you have been awarded this kind of credit and you need to use it as a prerequisite or it is similar to a university of Calgary course, contact the faculty office, before you register, to determine if further action is required.

Model Nbr 3 **Posted**

Institution University of Calgary **Credit Source Type** External

Career Undergraduate Programs **Source Institution** Springbank Comm High

3. The lower portion of the Transfer Credit page contains Other Credits that have been transferred to the University of Calgary (e.g. SAIT Tourism 30.00 Units) as well as Student-Specific Comment(s). Click the **Cancel** button.

Cancel

▼ **Test Credits**

No test credits found.

▼ **Other Credits**

Model Nbr	1	Posted			
Institution	University of Calgary				
Career	Undergraduate Programs				
Program	Arts Bachelor				

Transfer Term	Description	Status	Equivalent Course	Units	Grade
Fall 2015	SAIT Tourism Diploma	Posted	OPTN 2XX	30.000	TR

Student-Specific Comment(s)

- The Faculty, to which you have been Admitted, will review the transfer credits (if any) granted by the Admissions Office to determine if they are appropriate to your current degree program. You will be advised if there are any revisions as a result of the Faculty's review. In the interim, if you wish to know how these credits will be applied to your current or any other program at the University of Calgary, please consult the Degree Navigator computer program by clicking on the appropriate link in the myUofC Portal menu available on our web site at www.my.ucalgary.ca

- Some of the transfer credit awarded may have generic numbers (containing an XX eg 2XX, 9XX) rather than specific university of Calgary numbers because, while the university recognizes them as university level courses, they have not been established as exact equivalents to courses offered at the University of Calgary. If you have been awarded this kind of credit and you need to use it as a prerequisite or it is similar to a university of Calgary course, contact the faculty office, before you register, to determine if further action is required.

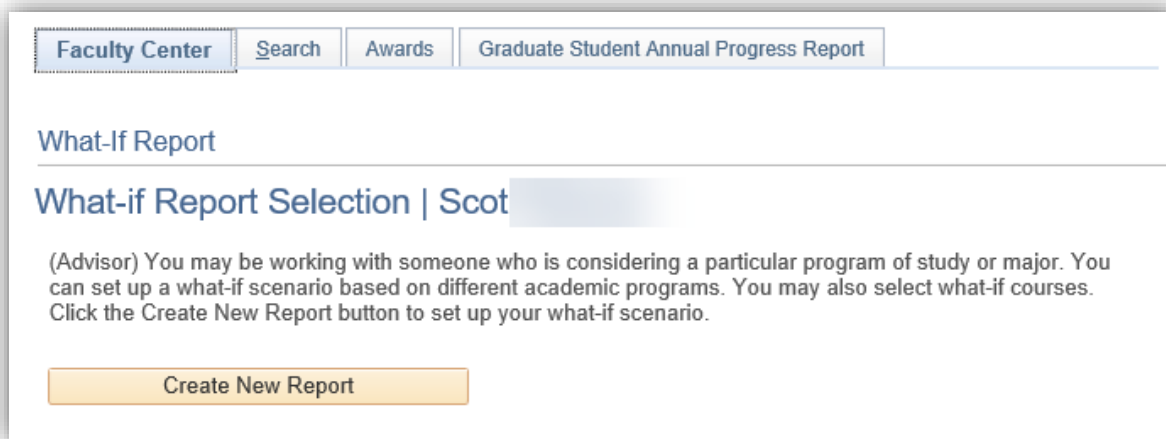
Cancel

What-If Report

Use the What-If Selection when a student would like to explore the possibility of changing their academic program without actually changing their program. An informative report is created based on which selections are made. For more information on What-If Selection, consult

www.ucalgary.ca/ittraining

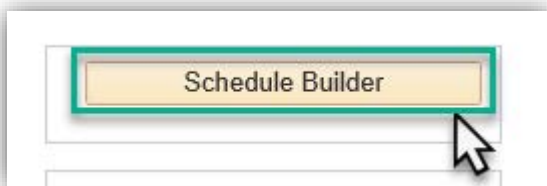
1. From Student Services Centre, click the **Drop Down** list, click the **What-if Report** list item then click the **Go** button.
2. Use the What-If Selection when a student would like to explore the possibility of changing their academic program without actually changing their program. An informative report is created based on which selections are made. For this example we will not create a What-If Report.



Schedule Builder

Schedule Builder is a web-based tool available to help students build potential class schedules and register for courses.

1. From Student Services Centre, click the **Schedule Builder** button.

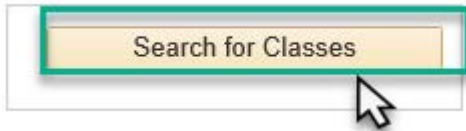


2. Details on Schedule Builder will not be included in this guide. For more information about Schedule Builder please navigate to: <https://ucalgary.ca/registrar/registration/schedule-builder>. Additional job aids and online learning for Schedule Builder are available at www.ucalgary.ca/ittraining.

Search for Classes

Use the Student Services Centre to navigate to Search for Classes.

1. Click the **Search for Classes** button.



2. Search for Classes allows you to select the applicable term, subject, course number and course career. There are additional options for refining the search criteria. Click the **Subject** list.

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

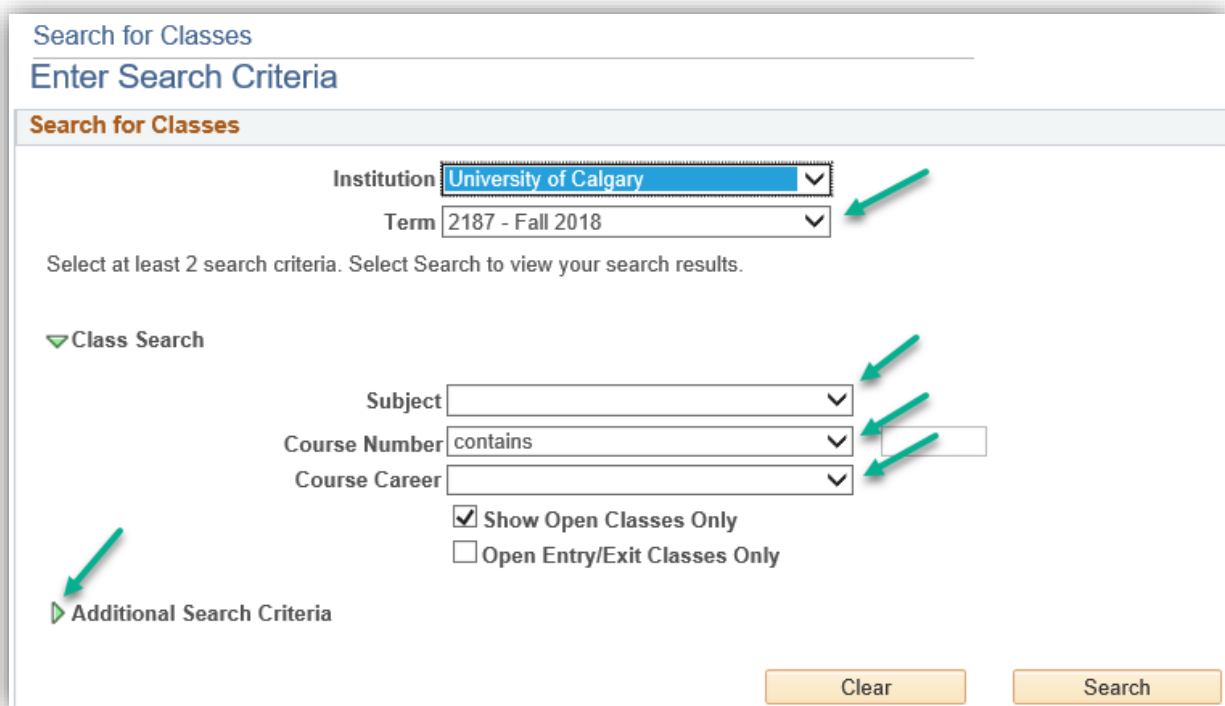
Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear Search

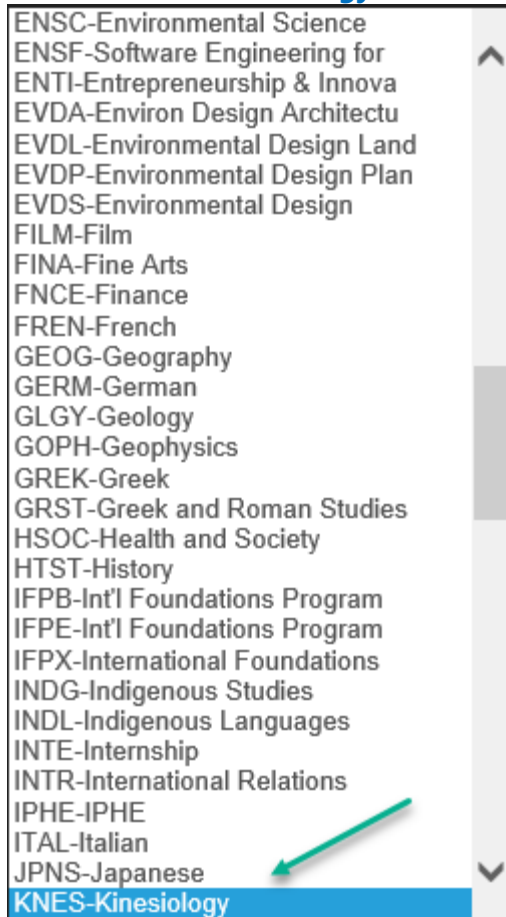


Student Services Centre Guide

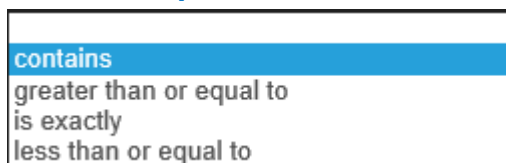
SA – Campus Community



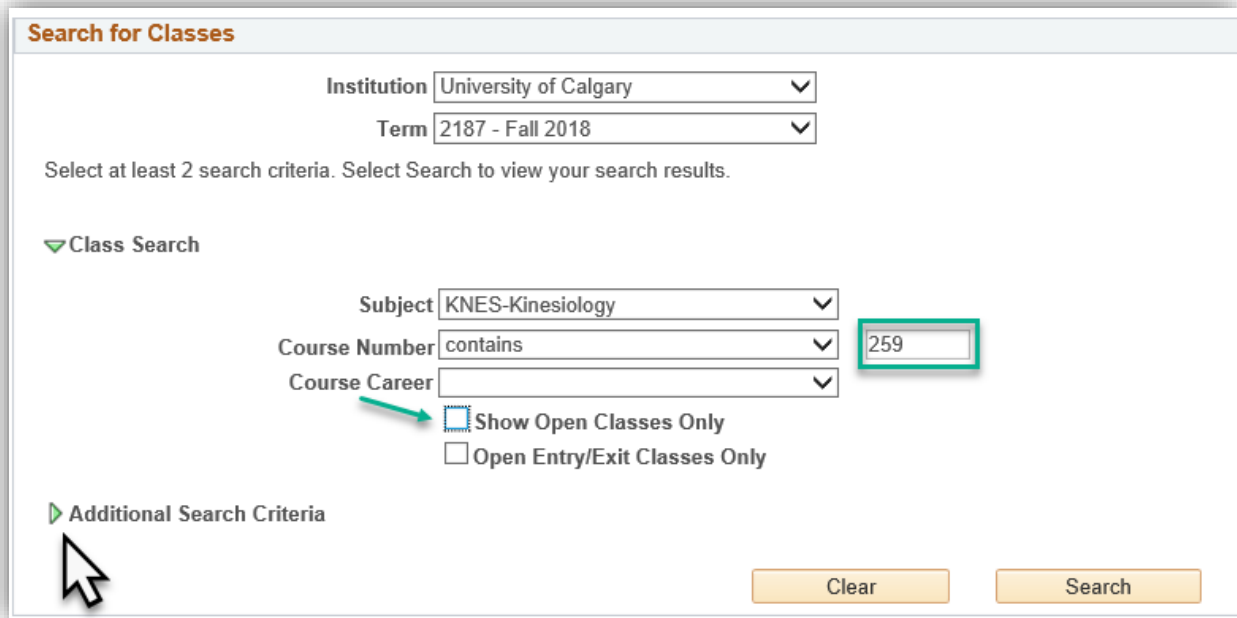
3. You can type the first letter of the class or use the scroll bar. For this example we will search for Kinesiology 259. Typing "K" for Kinesiology automatically selects the corresponding course. Click the **KNES-Kinesiology** list item.



4. To further refine the class search criteria you can use an operand if desired. Click the **Drop Down** list.



5. Enter the desired course number (e.g. 259). For this example we will deselect **Show Open Classes Only**, then click **Additional Search Criteria** button.



Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear Search

Student Services Centre Guide

SA – Campus Community



6. Use Additional Search Criteria options to refine your search if desired. Click the **Search** button.

Search

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

7. Search Results display based on selected criteria. Note specifically the purple star indicating there are class restrictions associated with this section of the class. To view the details of a particular course offering click on the section hyperlink for additional information regarding the course (e.g. click the **01-LEC Regular** link.)

Search for Classes


Search Results

University of Calgary | Fall 2018

The following classes match your search criteria Course Subject: **Kinesiology**, Course Number contains '259', Show Open Classes Only: **No**





Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open
 Closed
 Wait List

 Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

23 class section(s) found

▼ **KNES 259 - Human Anatomy and Physiology I**

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions
71532	01-LEC Regular	MoWeFr 8:00AM - 8:50AM	Main UofC Campus	MFH 162	Xiaoliang G Fillier	1		2018/09/06 - 2018/12/07		
71905	02-LEC Regular	MoWeFr 8:00AM - 8:50AM	Main UofC Campus	MFH 162	Xiaoliang G Fillier	1		2018/09/06 - 2018/12/07		

Student Services Centre Guide

SA – Campus Community



8. The details of the course displays. The top of the page displays various information (units, required class components, dates, location, times and instructors *name is scrambled in this example*). It is important to note the Enrollment Requirements, particularly the prerequisites or requirements to be eligible to register for this course. The class restrictions indicate start and end dates and reserved seats for particular student populations.

Search for Classes

Class Detail

KNES 259 - 01 Human Anatomy and Physiology I
University of Calgary | Fall 2018 | Lecture

Class Details

Status	Open ●	Course ID	161530
Class Number	71532	Offer Nbr	1
Session	Regular Academic	Career	Undergraduate Programs
Units	3 units ←	Dates	2018/9/6 - 2018/12/7
Class Components	Laboratory Required, Lecture Required ←	Grading	Graded
		Location	Main UofC Campus
		Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	MFH 162	Xiaoliang G Fillier	2018/09/06 - 2018/12/07

Enrollment Information

Enrollment Requirements Prerequisite(s): Biology 30, Chemistry 30, and Mathematics 30-1 or 30-2. (Please see University Calendar for more description.)

Class Attributes Half-Course
GFC Hours (3-2)

Class Restrictions

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2018/03/01	2018/08/26	220	Restricted to KNES students only.

Class Availability

9. The lower portion of the Class Search contains the Class Availability numbers. All classes will have a very detailed description of the course. It is important to note that included in the description are prerequisites, anti-requisites and co-requisites related to this course.

Class Restrictions

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2018/03/01	2018/08/26	220	Restricted to KNES students only.

Class Availability

Combined Section Capacity	350	Wait List Capacity	0
Enrollment Total	303	Wait List Total	0
Available Seats	47		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
KNES 259-01 LEC (71532)	Human Anatomy & Physiology I	● Open	206	0
KNES 259-02 LEC (71905)	Human Anatomy & Physiology I	● Open	97	0

Description

The instructional approach is a combination of systematic and regional anatomy and physiology with some surface anatomy and radiologic considerations. General cell physiology, bone anatomy, neurophysiology and muscular physiology, as well as skeletal structure, types of connective tissues, structure of joints and muscles of the axial and appendicular skeleton will be covered. Laboratories utilize human tissue materials, anatomical models, charts, and prosected cadavers and cadaver specimens.

Prerequisite(s): Biology 30, Chemistry 30, and Mathematics 30-1 or 30-2.

Antirequisite(s): Credit for Kinesiology 259 and any of Biology 305, Medical Science 404, Nursing 221, Zoology 269, 461 or 463 will not be allowed.

Textbook/Other Materials

Textbooks to be determined

10. To return to the Class Search page to complete another class search, use the applicable navigation buttons. Click the **View Search Results** button.

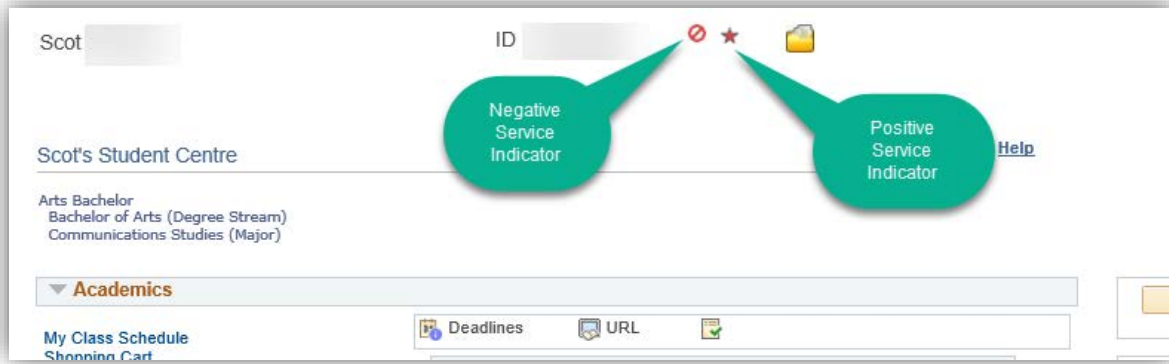
View Search Results

11. Note: There is no direct navigation back to the Student Services Centre from Search for Classes.

Service Indicators (Holds)

Service indicators provide or limit access to services for a student. A negative service indicator can be a hold to prevent a student from receiving certain services. A positive service indicator can be used for 'no impact' alerts as well as for administrative tracking.

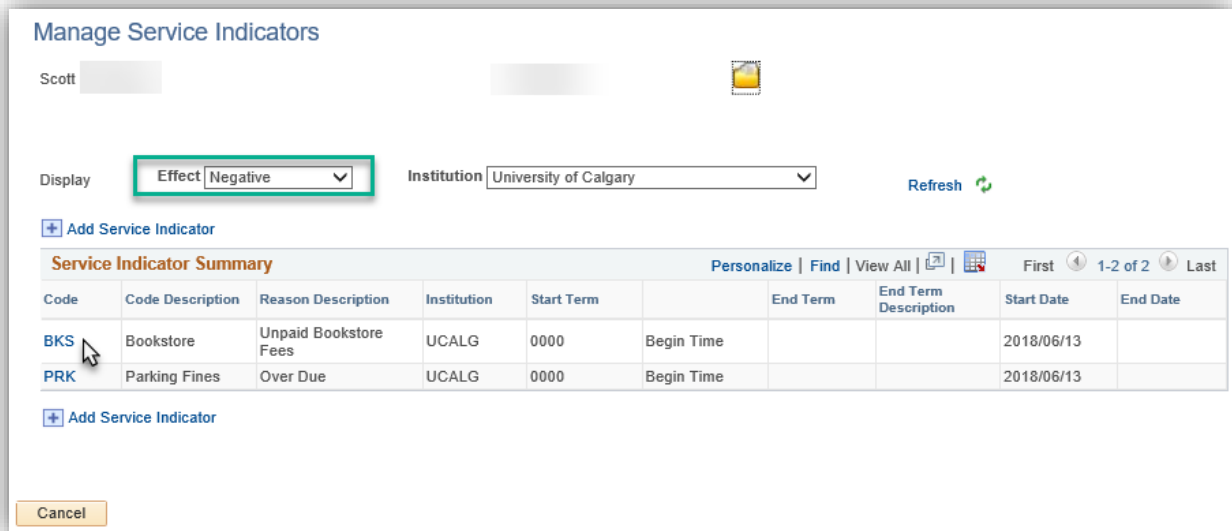
1. If there are any Service Indicators for the student they will be visible at the top of the page.



2. It is recommended to click on the Icon for a complete description of the service indicator. For this example click the **Negative Service Indicators** button.




3. After clicking on the negative service indicator icon, negative service indicator(s) will display. For this example, click **the BKS** link.



4. The details of the negative service indicator include the start date, department that placed the service indicator (not shown), amount (if applicable) and the individual who added the service indicator. Scroll down to view additional details. Note only specific departments have the ability to release or remove a service indicator.

Edit Service Indicator

Scott [redacted] Release 

*Institution University of Calgary

*Service Indicator Code Bookstore

***Service Ind Reason Code Unpaid Bookstore Fees**

Description

Effect Negative Service Indicator

Effective Period

Start Term Begin Time End Term

Start Date End Date

Assignment Details

*Department [redacted]

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Placed Method

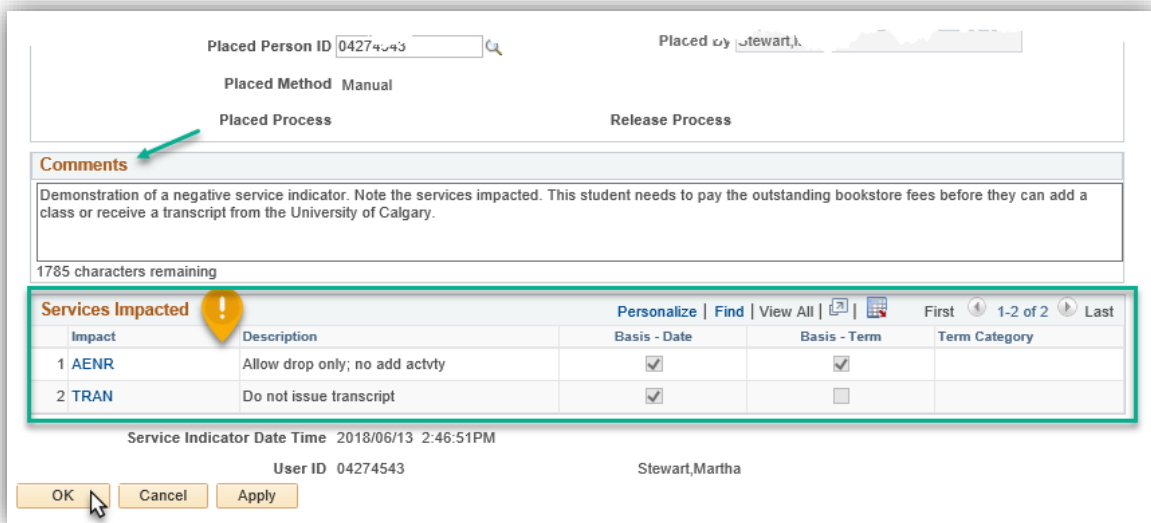
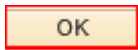
Placed Process Release Process

Comments

Student Services Centre Guide

SA – Campus Community

5. Comments may be included (optional). Note specifically the services impacted by a negative service indicator. The student will not be able to add a class and the University will not issue a transcript until the negative service indicator has been released. Click the **OK** button.



Placed Person ID 04274543 Placed by Stewart, M.

Placed Method Manual

Placed Process Release Process

Comments

Demonstration of a negative service indicator. Note the services impacted. This student needs to pay the outstanding bookstore fees before they can add a class or receive a transcript from the University of Calgary.

1785 characters remaining

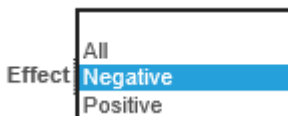
Impact	Description	Basis - Date	Basis - Term	Term Category
1 AENR	Allow drop only; no add actvly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 TRAN	Do not issue transcript	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Service Indicator Date Time 2018/06/13 2:46:51PM

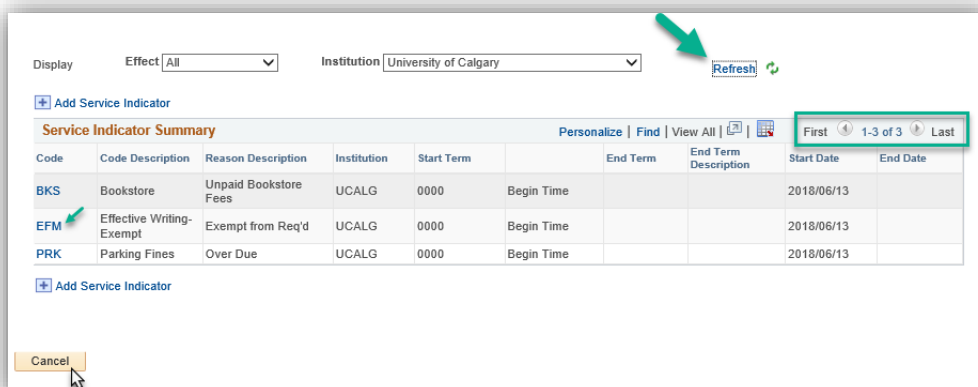
User ID 04274543 Stewart, Martha

OK Cancel Apply

6. You can change the list of displayed service indicators by clicking on the **Drop Down** list. For this example select "All" to view both negative and positive service indicators. Click the **All** list item.



7. Click the **Refresh** link and when completed click the **Cancel** button to return to the Student Services Centre.



Display Effect: All Institution: University of Calgary Refresh

+ Add Service Indicator

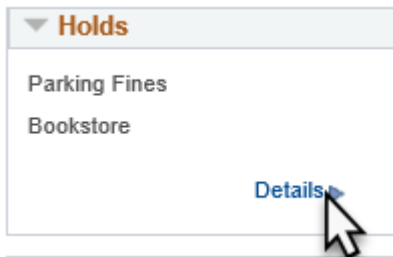
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
BKS	Bookstore	Unpaid Bookstore Fees	UCALG	0000	Begin Time		2018/06/13	
EFM	Effective Writing-Exempt	Exempt from Req'd	UCALG	0000	Begin Time		2018/06/13	
PRK	Parking Fines	Over Due	UCALG	0000	Begin Time		2018/06/13	

+ Add Service Indicator

Cancel

8. Another method of viewing the service indicators or "Holds" is by navigating to the details link on Student Services Centre. Click the **Details** link.

Detail



9. Any Holds (Negative Service Indicators) will display, click the **Bookstore** link.

Bookstore

Your Holds

The following is a list of current Holds on your records. To filter your list of Holds, change the options on the following and select the Go button.

View your Holds by

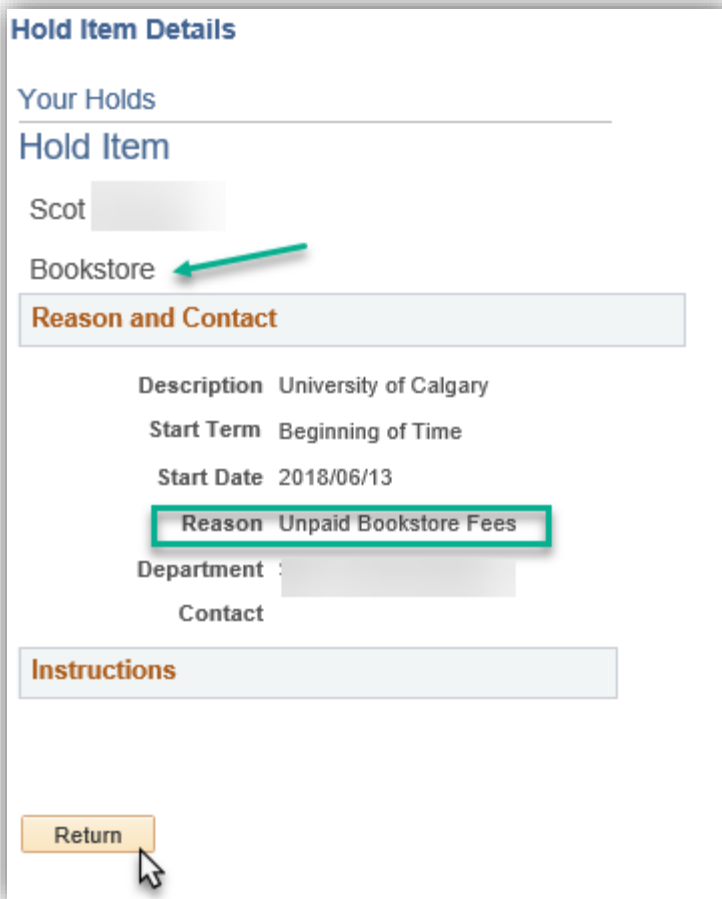
Institution ▼

Term ▼

Department ▼

Item List							
Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Bookstore		CAD	University of Calgary	Beginning of Time		2018/06/13	
Parking Fines		CAD	University of Calgary	Beginning of Time		2018/06/13	

10. Note the limited information available in Hold Item Details. The department that placed the service indicator will display (not shown). Click the **Return** button.



Hold Item Details

Your Holds

Hold Item

Scot [REDACTED]

Bookstore ←

Reason and Contact

Description University of Calgary

Start Term Beginning of Time

Start Date 2018/06/13

Reason Unpaid Bookstore Fees

Department : [REDACTED]

Contact [REDACTED]

Instructions

Return

11. To return to Student Services Centre, click the **Cancel** button.

Cancel

To Do List

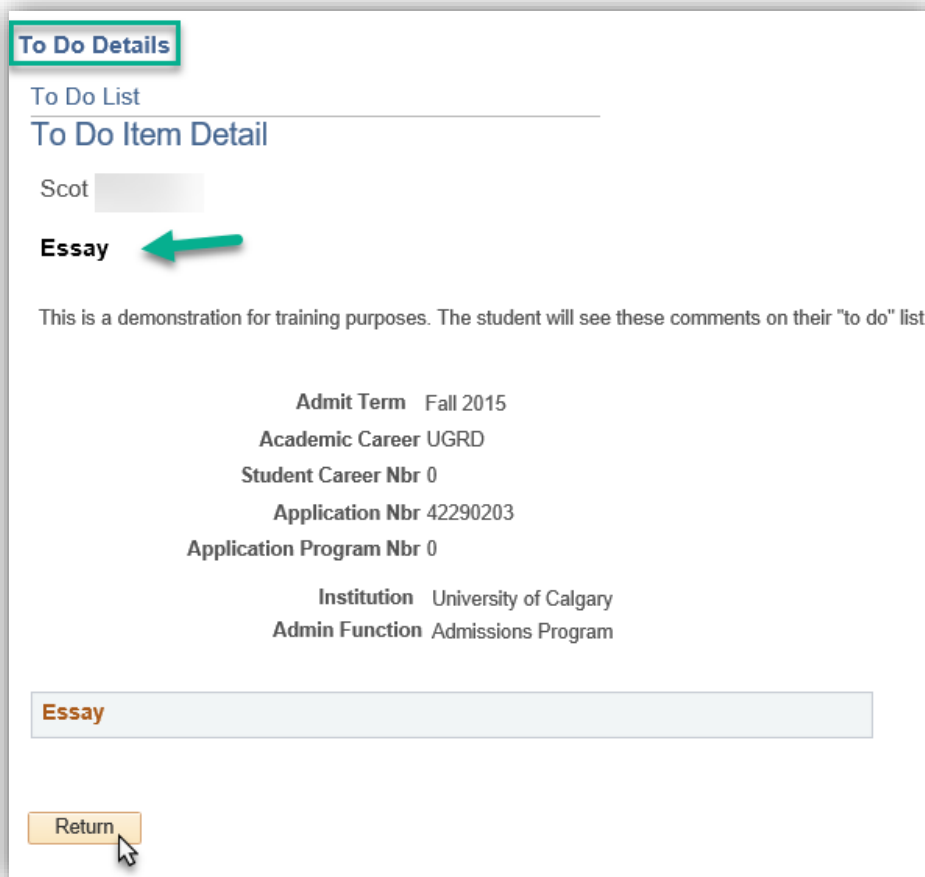
The To Do list is generated by checklists which are items related to admissions. In some cases the To Do items are what the student must complete to satisfy their enrolment requirements.

1. For this example the student has a To Do list item indicating "Essay". Click the **Essay** link.



2. For this example the student must complete an essay. There may be student specific comments and once the student has completed the item requested on the To Do list the item will be removed either automatically or by an individual in the department responsible for checklists. Click the **Return** button.

Return



To Do Details

To Do List

To Do Item Detail

Scot [Redacted]

Essay ←

This is a demonstration for training purposes. The student will see these comments on their "to do" list.

Admit Term Fall 2015
Academic Career UGRD
Student Career Nbr 0
Application Nbr 42290203
Application Program Nbr 0

Institution University of Calgary
Admin Function Admissions Program

Essay

Return

Student Services Centre Guide

SA – Campus Community



3. This is an example of a Graduate Student with several To Do List items. These are system generated checklist items which are requirements for their application for admission. Click the **Final Official Transcript** link.

The screenshot shows a student portal dashboard with several sections:

- Academics:** My Class Schedule, Shopping Cart, other academic...
- Finances:** My Account, Account Inquiry, other financial...
Account Summary: Past Due 0.00

Term	Amount Owed	Expected Loans	Total Due for Term
Fall 2018	0.00	0.00	0.00
- Personal Information:** Contact Information
Home (Mailing): 504 Boylinc Street SW, Regina SK S0T 6T1
Current Home Phone: None, Campus E-mail: None
- Admissions:** Change of Program, See Status, Select 'Status' link for details
My Applications:

Status	University of Calgary	Graduate Studies Doctoral	Fall 2018	Upload

On the right sidebar, the **To Do List** section is highlighted with a green box and contains the following items:

- Final Official Transcript Reference 3
- Unofficial Transcript
- More ▶

A dashed green arrow points from the 'Final Official Transcript Reference 3' link in the To Do List to the 'Status' link in the My Applications table.

4. This is an example of a To Do item requesting a Final Transcript from Kansas State University. This To Do list item will remain on the To Do list until the transcript is received. Click the **Return** button.

[Return](#)

To Do Details

To Do List

To Do Item Detail

Final Official Transcript
Kansas Postsecondary
Kansas State University

Admit Term Fall 2018
Academic Career GRAD
Student Career Nbr 0
Application Nbr 42411142
Application Program Nbr 0

Institution University of Calgary
Admin Function Admissions Program

Final Official Transcript

If you send us transcripts while you are still in program, or that do not show that a degree has been awarded, this checklist will continue to show as incomplete as we are waiting for your final transcript to be sent to us. You can view your application status to ensure that we have received your in progress transcripts.

Final Official Transcripts are:

Original documents or true certified copies of your official transcripts and degree certificates, in the original sealed envelope, directly from the issuing institution.

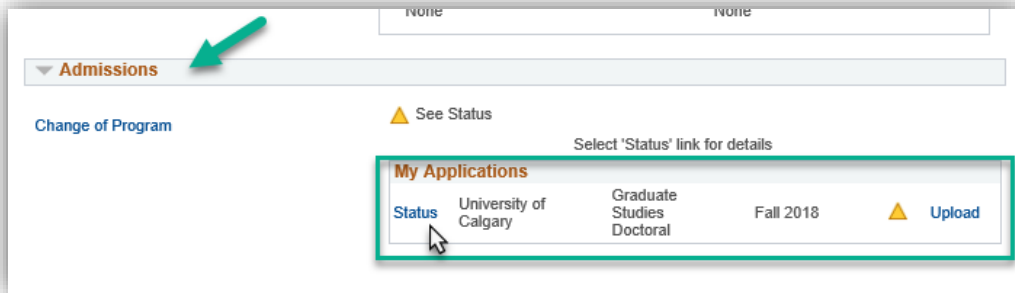
OR

Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing institution, and an English translation directly from the issuing University of a notarized word-for-word English translation of a duplicate copy of that original.

[Return](#)



5. Another way to view the To Do list can be completed by clicking on the Status link in Admissions. Click the **Status** link.



6. This is an example of a Graduate Students' requirements for admission. Click the **click here** link.

[click here](#)

Other Documents

Document Type	Name	Status
Curriculum Vitae		Completed
Portfolio		Completed
Proposed Funding Plan		Completed
Reference 1	Associate Professor HCP VXH	Completed
Reference 2	Associate Professor KUD ZER	Completed
Reference 3	Associate Professor HIK NFO	Initiated
Research Proposal		Completed
Sample of Written Work		Completed

To Do List:

You are responsible to submit any outstanding requirements on your 'To Do List' by the appropriate deadline/du dates. Your 'To Do List' can be viewed on your self-service 'Student Centre'.

To view your To Do List, [click here](#)




Cancel

7. There are three items on this student's To Do List. Click the [Final Official Transcript](#) link.

To Do List

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

View your To Do Items by

Due Date 

Item List

Admit Term	To Do Item	Name
Fall 2018	Final Official Transcript	Kansas Postsecondary
Fall 2018	Reference 3	
Fall 2018	Unofficial Transcript	Kansas Postsecondary

8. Note the To Do List is the same as the previous navigation from the To Do List. Click the **Return** button.

To Do Details

To Do List

To Do Item Detail

Final Official Transcript
Kansas Postsecondary
Kansas State University

Admit Term Fall 2018
Academic Career GRAD
Student Career Nbr 0
Application Nbr 42411142
Application Program Nbr 0

Institution University of Calgary
Admin Function Admissions Program

Description

If you send us transcripts while you are still in program, or that do not show that a degree has been awarded, this checklist will continue to show as incomplete as we are waiting for your final transcript to be sent to us. You can view your application status to ensure that we have received your in progress transcripts.

Final Official Transcripts are:

Original documents or true certified copies of your official transcripts and degree certificates, in the original sealed envelope, directly from the issuing institution.

OR

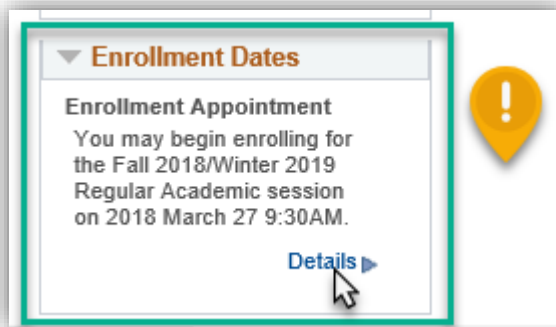
Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing institution, and an English translation directly from the issuing University of a notarized word-for-word English translation of a duplicate copy of that original.

[Return](#)

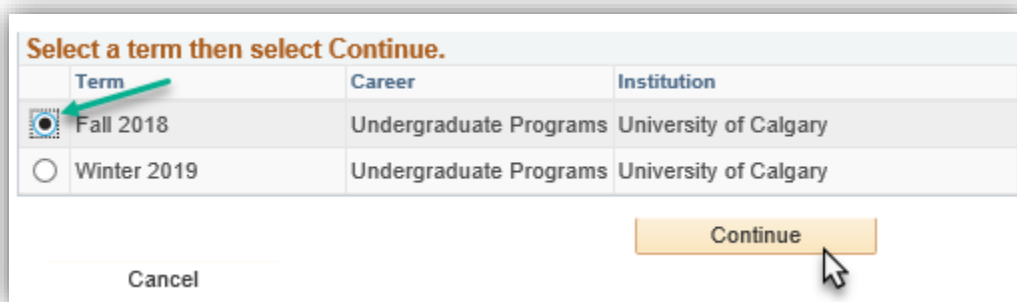
Enrollment Dates and Appointment Time

Enrollment Dates indicate the **exact day and time** the student can **begin** to register for courses in the specific term. Note: The student can begin to register **any time** after this date.

1. From Student Services Centre on Enrollment Dates you will see the student's Enrollment Appointment date and time (when available). For this example the student may begin registering for the Fall 2018/Winter 2019 terms on March 27 at 9:30 am. Click the **Details** link.



2. Specific terms display based on their Enrollment Term. Select the specific term (e.g. Fall 2018). Click the **Fall 2018** option and click the Continue button.



Select a term then select Continue.		
Term	Career	Institution
<input checked="" type="radio"/> Fall 2018	Undergraduate Programs	University of Calgary
<input type="radio"/> Winter 2019	Undergraduate Programs	University of Calgary

Cancel Continue

- Note the assigned Appointment Begins date and the Appointment Ends date. Also displayed are Open Enrollment Dates by Session. Open Enrollment Dates are for sessions included within a term. When completed, click the **Cancel** button.

Scot
ID

To view appointments and enrollment dates for another term, select the term and select Change.

Fall 2018 | Undergraduate Programs | University of Calgary

Local Calgary Time
Thu, September 13, 2018
3:11 pm

Change Term

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic	2018 March 27 9:30AM	2018 September 14 7:00PM	18.00	18.00	18.00	6.00

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
Regular Academic	2018 August 31	2018 September 14
Group Study Programs	2018 August 31	2018 September 14
Law Regular Academic	2018 August 31	2018 September 14
Law: Part A	2018 August 31	2018 September 14
Non-Standard	2018 August 31	2018 September 14
Multi-Term: Part A	2018 August 31	2018 September 14
Qatar Nursing Program	2018 August 31	2018 September 14

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	6.00

Cancel

For the corresponding online learning, consult the Student and Enrolment Services website. Also reference ***Student Services Centre View As Guide (New)*** to simulate a **View As** student.

End of Procedure.