

Welcome to UCalgary Open Studies

New Student Orientation, Fall 2024

Presented by Enrolment Services in the Registrar's Office and Exploratory
Advising in the Student Success Centre



UNIVERSITY OF CALGARY
Student Success Centre

Welcome to Open Studies Orientation!

QR Codes and Hyperlinks

QR codes

- QR codes will be used throughout this presentation
- To access the website through the QR code hold your camera up to it and tap on the link that appears

Hyperlinks

- Additional online resources are hyperlinked in the presentation
- Access PDF of presentation with links in Orientation D2L

2

There are seven QR codes within the presentation for websites that will be important for your journey in Open Studies. To access the website through the QR code, hold your camera up to the QR code and tap on the link that appears.

Some additional online resources are hyperlinked in the presentation. To access hyperlinked websites, click on the embedded linked provided.

Session Topics



- Open Studies Regulations



- Terminology and Registration



- Transfer Credit and Degree Application



- Open Studies Supports

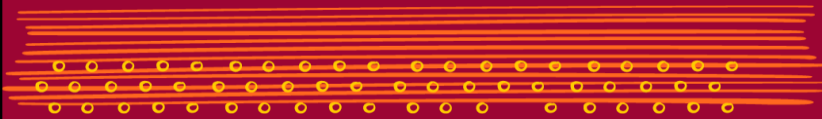
3

The presentation will cover four essential topics that students in Open Studies should be aware of.

1. Open Studies regulations
2. Terminology and registration
3. Transfer credit and degree application
4. Open Studies supports

This a general overview of important information for students in Open Studies. For more detailed information or advising on the information relative to your academic background and goals, please contact the campus support offices referenced later in the presentation.

Open Studies Regulations



The first topic is Open Studies regulations.

Academic Calendar

Helpful resource for learning about:

- Open Studies regulations
- Registration dates and processes
- Course descriptions and requisites
- Degree program requirements



[Academic Calendar](#)

5

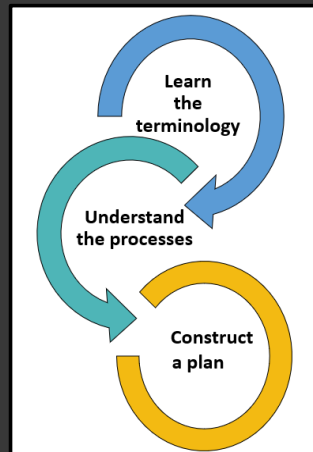
Many of the upcoming slides of the presentation focus on information that can be found within the Academic Calendar. It is a helpful resource for learning about:

- Open Studies regulations within the “University Regulations” section
- Registration dates and processes within the “Academic Schedule” section
- Course descriptions and requisites within the “Explore Courses” section
- Degree program requirements within the “Explore Programs” section

Use the QR code to access the Academic Calendar. The QR code accesses the Academic Calendar home page. From there, you’ll need to navigate to parts of the Calendar to find specific information.

Opportunity in Open Studies

- Take university-undergraduate-level, for-credit courses
- Accumulate credit toward an undergraduate degree program
- Bridge into an undergraduate degree program
- Explore areas of interest
- Engage on campus



6

Open Studies is an opportunity to:

- Take university-undergraduate-level, for-credit courses
- Accumulate credit toward an undergraduate degree program
- Bridge into an undergraduate degree program
- Explore areas of interest
- Engage on campus

Students in Open Studies can take any undergraduate-level course that they meet the requisites for. Students in Open Studies can attempt to take courses toward a specific major or program, and can take option courses, all of which move with the student into a degree program if they are admitted to it in a future year. For some, Open Studies is an opportunity to become a qualified degree program applicant using university-level grades. Some students in Open Studies aren't sure which degree program they'd like to pursue and use Open Studies to explore their current interests and develop new ones. All students in Open Studies are UCalgary students, so can

engage with the campus community in a variety of ways.

Open Studies Regulations: Non-Degree

- Maximum 12 units (4 courses) allowed per semester
- Maximum 36 units (12 courses) allowed overall
- Registration block once 36units (12 courses) is completed
- Maximum 15 units (5 courses) of Withdrawals (W grade) allowed
- Minimum 1.7 GPA to continue after completed 9units (3 courses)
- Yearly Academic Review: checks for maximum overall units, maximum W grades, and GPA

7

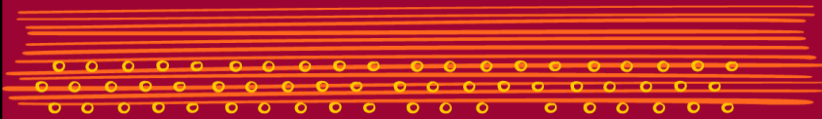
Non-degree holder Open Studies means students who have not yet completed an undergraduate or bachelor's degree. For students in Open Studies who are non-degree holders, there are important regulations to be aware of:

- 12units or 4 courses is the maximum allowed per semester – since the enrolment limit is 12units, students' enrolment cannot exceed 12units, including enrolled and wait listed courses
- 36units or 12 courses is the maximum allowed overall in Open Studies – students can take 36units in one academic year from September to August, or could spread out the units across multiple years; it is common for students to take 18units across their first Fall and Winter semesters and then another 18units across the second Fall and Winter semesters, thus spending two years in Open Studies
- Regardless of when a student completes 36units, a registration block is placed on the file once 36units is completed – this blocks students from registering in more courses in Open Studies; before students reach 36units completed in Open Studies, they should have a plan for successful admission into a degree program so that they can continue their studies; often, many students don't end up using all

36units available in Open Studies before moving into degree programs

- 15units or 5 courses is the maximum of Withdrawal or W grade allowed in Open Studies – students can choose to withdraw from courses for a variety of reasons; the 15units of W grade do not count toward the 36units of completed courses allowed overall because W grades are not completed courses
- Once students in Open Studies complete 9units, they are subject to the Yearly Academic Review and must maintain a minimum 1.7 GPA on their courses in Open Studies to continue in Open Studies
- A Yearly Academic Review is conducted by the Registrar’s Office in the summer; the Review checks for maximum overall units, maximum W grades, and GPA – students who have reached the 36units maximum, have 15units of W grades, and/or whose GPA is below 1.7 at the time of Review will be withdrawn from Open Studies

Terminology and Registration



8

The second topic is terminology and registration. Since the University uses a lot of specific terms, it's important to get familiar with them.

Degree Terminology

- **Faculty:** division or school that offers the degree
- **Degree:** credential received upon graduation
- **Major:** main field of study within the degree
- **Minor:** secondary field of study outside major

For Open Studies: Faculty is the Registrar's Office / Enrolment Services

9

Some essential terms to know about degree programs are:

- **Faculty** – is the division or school within the University that offers a particular degree; it is like the house that students are part of, follow rules for, and that grants the degree when completed
- **Degree** – is the credential received upon graduation once specific requirements for the program are completed; an undergraduate or bachelor's degree is the first credential level awarded at university; there are specific degree types based on the program of study; some degree types are Bachelor of Arts, Bachelor of Science, Bachelor of Kinesiology; every faculty offers specific degree programs under certain degree types, but some faculties offer multiple degree types
- **Major** – is the main field of study, or subject area of focus, within the degree program; called the major because it typically makes up the majority of courses in the degree program
- **Minor** – is a secondary field of study, or subject area of focus, outside the major field within a degree program; not necessary to complete degree, but students choose to do minors for a variety of reasons

Since students in Open Studies are admitted to the University, but not to a specific faculty, the Registrar's Office / Enrolment Services acts as the faculty that oversees Open Studies.

Registration Definitions

Helpful resource for learning about:

- Requisites
- Course status
- Registration actions or functions



[Registration Definitions](#)

10

Many of the upcoming slides of the presentation focus on course terminology and registration actions. The Registration Definitions page on the Registrar's Office website is a helpful resource for learning about:

- Requisites
- Course status
- Registration actions or functions

Use the QR code to access the Registration Definitions website.

Course Terminology (1/3)

- **Course:** specific topics covered in one subject area over a semester
- **Components:** lecture (LEC), lab (LAB), tutorial (TUT)
- **Prerequisite:** previous study completed, often with minimum grade requirement (usually C- grade); admission to specific program
- **Co-requisite:** two courses that can or must be taken at the same time
- **Anti-requisite:** two courses with too similar content; cannot take or retain credit in both courses

11

Since there is a lot of course terminology to know, the content is divided across three slides. This is the first slide for course terminology, focusing on requisites.

- **Course** – specific topics covered in one subject area over a semester; students can choose to register in courses in the same subject area or in multiple subject areas during the semester
- **Components** – each course has specific components like Lecture, Laboratory, and Tutorial; many courses have only the Lecture component, while others have Lecture and Lab, or Lecture and Tutorial, or all three components; student must register in all components of a course to be successfully enrolled
- **Prerequisite** – previous study completed, often with minimum grade requirement (usually C- grade) and/or number of units completed or admission to a specific degree program; prerequisites must be met for students to successfully enroll in a course
- **Co-requisite** – two courses that can or must be taken at the same time in the same semester; content of the two courses complements each other so are taken together

- Anti-requisite – two courses with too similar content; students cannot take or retain credit in both courses

Example: Prerequisite & Anti-requisite

Course: ACCT 217

- **Prerequisite:** admission to Haskayne School of Business and completion of 12 units
- **Anti-requisite:** Cannot retain credit for both ACCT 217 and ACCT 301

ACCT217
Introductory Financial Accounting
Subject ACCT - Accounting
Description Introduction to accounting for business organizations. Reporting of financial results of operations and financial position to investors, managers, and others. Emphasis on the use of accounting information for decision making.
Prerequisite(s): Admission to the Haskayne School of Business and 12 units.
Antirequisite(s): Credit for Accounting 217 and 301 will not be allowed.

12

The next two slides provide examples requisite terminology. The first example reviews prerequisite and anti-requisite.

The example course is Accounting (ACCT) 217. The image is a screenshot of the course description for ACCT 217 taken from the Academic Calendar. The prerequisite to take the course is both having admission to the Haskayne School of Business and having already completed 12units or 4 courses in any subject. Therefore, only students admitted to the Bachelor of Commerce program who have completed 12units or 4 courses can successfully enroll in ACCT 217.

The anti-requisite is that students cannot retain credit for both ACCT 217 and ACCT 301. Students who complete ACCT 217 cannot then register in ACCT 301, and students who complete ACCT 301 cannot then register in ACCT 217.

Example: Prerequisite & Co-requisite

Course: ECON 203

- **Prerequisite:** complete ECON 201 with C- or better
- **Co-requisite:** Take ECON 201 and 203 in the same semester

ECON203	
Principles of Macroeconomics	
Subject	ECON - Economics
Description	Measurement of economic activity, economic growth, money and financial systems, international economy and exchange rates, business cycles, unemployment and inflation, and macroeconomic policies.
Corequisite(s): Prerequisite or Corequisite:	Economics 201.

13

The second example reviews prerequisite and co-requisite.

The example course is Economics (ECON) 203. The image is a screenshot of the course description for ECON 203 taken from the Academic Calendar. The prerequisite to take ECON 203 is to have completed ECON 201 with a C- grade or better. Or, since ECON 201 is a co-requisite of ECON 203, students could choose to take both courses at the same time in the same semester. Since ECON 201 is a prerequisite for ECON 203, students cannot take ECON 203 first and then ECON 201.

Students either take ECON 201 first in one semester, then ECON 203 in another semester as a prerequisite, or they can take the two courses at the same time in the same semester as a co-requisite.

Course Terminology (2/3)

- **Restriction:** course seats reserved for specific student groups for specific time periods – restrictions end!
- **Open:** course has available seats – must meet requisites and have available space in schedule to enroll
- **Waitlist:** wait for space in course to open – maximum 6 units (2 courses) of waitlist out of total 12 units (4 courses) for semester
- **Closed:** seats in course have been taken, including waitlist

Course status changes, so continue to review courses of interest

14

This is the second slide for course terminology, focusing on course status.

- Restriction – seats in a course are reserved for specific student groups for specific time periods; restrictions do end, at which point, any student who meets the requisites can enroll if the course has available seats

TIP: in Course Search, the purple star indicates a restriction, but the star doesn't go away when restriction ends, so review "Class Details" for end dates by clicking on the hyperlink under "Section" (e.g. LEC 01 link). In Schedule Builder, restrictions are written in the course attributes when courses are displayed in the middle panel of the platform.

- Open – course has available seats, so students can enroll into it if they meet the requisites, have space in their schedule to add it, and if there are no restrictions or the restrictions have ended
- Wait list – partial enrolment where students are put on a waiting list to wait for space in a course to open; students must meet the requisites and have available space in their schedule when moved into position one on the waitlist; students in

Open Studies can waitlist for a maximum of 6units or 2 courses per Fall & Winter semester and cannot exceed 12units or 4 courses, so could be waitlisted for one, enrolled in three, or waitlisted for two, enrolled in two courses.

- Closed – all seats in a course have been taken, including the wait list, so students cannot enroll in the course; if another student drops the course, the course may become wait listable or open

Since the status of courses changes, continue to review courses of interest in case seats open, especially for the Winter semester.

Course Terminology (3/3)

- **Enroll:** successfully add all course components to schedule
- **Add:** enroll in a course from shopping cart
- **Swap:** change an enrolled course for one in shopping cart; drops enrolled course and adds new course or new LEC section of course
- **Edit:** change LAB or TUT component of a course
- **Drop:** remove a course from schedule before or on “drop deadline”
- **Withdraw:** remove a course from schedule after “drop deadline”

15

This is the third slide for course terminology, focusing on registration actions or functions.

- **Enroll** – students are enrolled in a course when they have successfully added all course components to their schedule; listed in “Enrolled Courses” section on main page of Student Centre (MyUCalgary portal)
- **Add** – is the function of enrolling in a course from the shopping cart to add it into the schedule and become enrolled
- **Swap** – allows students to change an enrolled course for a course in their shopping cart; the action drops the enrolled course and adds the new course; swap is commonly used to change two different courses by changing one for the other; swap can also be used to change the LEC component of an enrolled course for another LEC section in the same course following the same action of dropping the enrolled LEC section and adding the new LEC section
- **Edit** – allows students to change the LAB or TUT component of a course they are enrolled in; the action edits the currently enrolled LAB or TUT component for another component section

When enrolling, adding, swapping, or editing, the course and its components must be open, and the student must meet the prerequisites and have space in their schedule for the course.

- Drop – students can remove a course from their schedule before or on the “drop deadline”
- Withdraw – students can remove a course from their schedule after the “drop deadline”; note that the enrolment function is still called “drop”, but the implications are different

Registration Actions

	Drop	Add, Swap, Edit	Withdraw
Deadlines	Fall 2024: Sept 12 Winter 2025: Jan 23	Fall 2024: Sept 13 Winter 2025: Jan 24	Fall 2024: Dec 6 Winter 2025: Apr 11
Impact	<ul style="list-style-type: none"> No record on transcript No tuition paid 	<ul style="list-style-type: none"> Changes to schedule Finalize schedule Enrolled in course 	<ul style="list-style-type: none"> W grade on transcript Forfeit tuition Counted toward 15 units maximum of W grade in OS Not counted in GPA

16

The registration actions or functions that were defined on the previous slide have specific deadlines and impacts. The chart on this slide outlines the deadlines and impact of the Drop function, the Add, Swap, Edit functions, and the Withdraw function.

The second column from the left indicates the deadlines and impact for the Drop function. The last day to drop courses in the Fall 2024 semester is September 12, and January 23 in the Winter 2025 semester. The impact of dropping courses before or on those dates is that there is no record of a dropped course on a student's transcript and the student doesn't have to pay tuition for dropped courses.

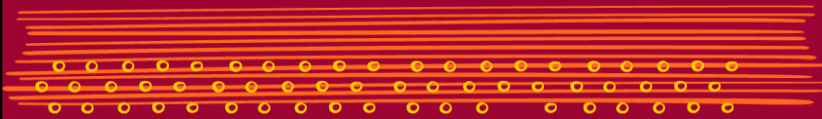
The third column from the left indicates the deadlines and impact for the Add, Swap, and Edit functions. The last day to add, swap or edit courses in the Fall 2024 semester is September 13 and January 24 for the Winter 2025 semester. The impact of adding, swapping or editing courses is making changes to a student's schedule to finalize enrolment in courses. After the add, swap, edit deadline, a student's schedule is finalized for the semester and new courses cannot be added or changes to courses

cannot be made.

The fourth column from the left indicates the deadlines and impact for the Withdraw function. After the drop deadline, students have one more opportunity to remove a course from their schedule by withdrawing. The last day to withdraw from courses in the Fall 2024 semester is December 6 and April 11 for the Winter 2025 semester. The impact of withdrawing from courses, after the drop deadline and before or on the withdraw deadline, is that the courses will be recorded on a student's transcript with a W grade, the tuition paid for the courses will be forfeit or not refunded, and the W grades will count toward the 15units maximum of W grades allowed in Open Studies. W grades are not counted as part of a student's GPA as there is no grade associated with a W.

Registration deadlines can be reviewed in the "Academic Schedule" section of the Academic Calendar and from your Student Centre (MyUCalgary portal) by clicking on the red calendar icon next to courses.

Transfer Credit and Degree Application



17

The third topic is transfer credit and degree application. This section provides general information about this topic and you can follow up with the Admissions Office later if you still have questions.

Transfer Credit

Meet with Admissions to learn about:

- Posting high school courses for registration prerequisites, including upgraded courses
- Postsecondary transfer credit processes
- Using the Transfer Credit Search Tool
- Reviewing Transfer Credit Report on your Student Centre



[Transfer Credit Search Tool](#)

18

To understand the transfer credit process, meet with the Admissions Office to learn about:

- Posting high school courses for registration prerequisites, including upgraded courses – all students in Open Studies should have high school courses that act as prerequisites for 200-level university courses posted to their files; if you have upgraded a high school course over the summer, or plan to during the Fall or Winter semesters, contact the Admissions Office once the courses are completed to update the posting of your high school credits
- Postsecondary transfer credit processes – students in Open Studies Non-Degree Holder do not have postsecondary transfer credit posted as this happens with admission into degree programs
- Using the Transfer Credit Search Tool – use to investigate how postsecondary courses may transfer to UCalgary if admitted to a degree program
- Reviewing the Transfer Credit Report on your Student Centre (MyUCalgary portal)

Use the QR code to access the Transfer Credit Search Tool if you have previous

postsecondary coursework completed.

Degree Application

- **What:** apply for two degree program choices
- **How:** submit application online through [Apply Alberta](#)
- **When:** available October 1 until March 1 for Fall application
- **Why:** to move from Open Studies into a faculty degree program

Undergraduate Admission Guarantee: could be guaranteed admission to certain degree programs in Faculty of Arts or Faculty of Science

19

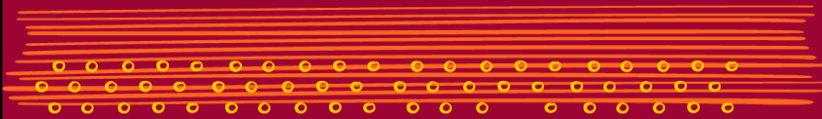
Students in Open Studies are admitted into the University, but not into a specific faculty, so they must still apply and be admitted into a degree program to continue beyond Open Studies. Some basic things to consider about the degree application process are:

- **What** – students can apply for two degree program choices; it is recommended to apply to your desired program as a first choice and include a less competitive program as a second choice to be strategic in your application
- **How** – students must submit the degree application online through Apply Alberta ([applyalberta.ca](#)); this includes creating a profile on Apply Alberta, then selecting UCalgary as the school to apply to, and completing the UCalgary application with program choices
- **When** – the Fall application is available from October 1 to March 1 each year; most degree programs only admit for the Fall semester, so if applying for Fall 2025 admission, you would submit the application between October 1 and March 1 with your Open Studies courses in-progress; it is recommended that students in Open Studies apply early, before the end of January

- Why – admission into a degree program means entrance into a faculty and continuing studies toward an undergraduate or bachelor’s degree credential

There is an Undergraduate Admission Guarantee where students in Open Studies who meet specific criteria could be guaranteed admission to certain degree programs in either the Faculty of Arts or the Faculty of Science. Meet with the Admissions Office to learn more.

Open Studies Supports



20

The fourth topic is Open Studies supports. There are lots of ways students in Open Studies can get connected on campus to help them navigate their journey.

Main Open Studies Supports

Service	Support Provided
Enrolment Services	Advice on Open Studies regulations and registration processes, including registration troubleshooting; advice on financing education
Admissions	Advice on applying to degree programs, admission requirements, and application processes, including strategic program choices
Faculty Advising	Advice on degree planning, degree requirements, and course selection, if you know which program you'd like to pursue
Exploratory Advising	Support with the exploration process to choose a degree program or decide between multiple program options, if you are uncertain

21

There are four main services on campus that will best support students in Open Studies. The chart on this slide lists the four services and provides a brief description of what they can help with.

The service in the second row is Enrolment Services, which provides advice on Open Studies regulations and registration processes, including registration troubleshooting. Enrolment Services additionally provides advice on financing your education.

The service in the third row is Admissions, which provides advice on applying to degree programs, admission requirements, and application processes, including how to make strategic degree program choices for your application.

The service in the fourth row is Faculty Advising, which provides advice on degree planning, degree requirements, and course selection, if you already know which degree program you would like to pursue.

The service in the fifth row is Exploratory Advising, which supports students with the exploration process to choose a degree program or decide between multiple program options, if you are uncertain which degree program you would like to pursue.

Main Support Contacts (1/2)

Enrolment Services: regulations and registration processes

Admissions: degree application and admission processes



22

This slide provides QR codes to access the contact information for Enrolment Services on the left, and for Admissions on the right.

Contact Enrolment Services for support with regulations and registration processes, as well as financing information. Contact Admissions for support with degree application and admission processes.

Main Support Contacts (2/2)

Faculty Advising: specific degree planning, requirements, and course selection



Exploratory Advising: exploring degree program options and decision-making



23

This slide provides QR codes to access the contact information for Faculty Advising on the left, and for Exploratory Advising on the right.

Contact Faculty Advising for support with specific degree planning, requirements, and course selection. Contact Exploratory Advising for support with exploring degree program options and decision-making.

Exploratory Advising: Exploration Process

The following graphic outlines the stages of degree exploration:

- Decision
- Reflect & Connect
- Information & Options
- Evaluate & Decide
- Take Action



Student Success Centre
EXPLORATORY ADVISING TEAM



Exploratory Advising, offered through the Student Success Centre, is another support for students in Open Studies who are unsure of which degree program to pursue.

This slide provides the graphic representation of the stages of exploration that we use with students to help them make informed decisions about their degree options. The stages are Decision to be made, Reflect & Connect, Information & Options, Evaluate & Decide, and Take Action. The graphic is a semi-circle with each of these stages plotted at intervals around the semi-circle. The semi-circular design demonstrates that the exploration process is iterative, so sometimes students move back and forth among the stages instead of through them in a linear way.

While you make decisions everyday, for bigger, more impactful decisions, like choosing a degree program, this process challenges you to be mindful of the important steps needed to make an informed decision – particularly reflection, gathering information, and evaluating your options.

Nearly 75% of all students decide to change their degree program at some point during their education. Even if you feel certain about your degree program choice

now, you may change your mind later, and that's okay. Exploratory Advising is always available for students who are undecided and not sure where or how to start, and for students who have an idea of their direction but may want to discuss it with an advisor.

Student Success Centre Supports

[Academic Support](#)

[Success Seminars](#)

[First-Generation Program](#)

[PASS Program](#)

[Writing Support](#)

[Online Learning Resources](#)

25

The Student Success Centre offers many supports that all students in Open Studies can access. Each box on this slide represents a different service within the Student Success Centre.

The box on the top left is Academic Support – students can meet one-to-one with an Academic Strategist to learn more about tools for academic success, including tips for note-taking, test-taking, avoiding procrastination, time management, and individualized study plans.

The box on the top middle is Success Seminars – students can attend workshops led by their peers to learn more about a variety of study habits and tips.

The box on the top right is the First-Generation Program – students who are the first in their family to attend university or postsecondary can access a range of supports to navigate their university journey.

The box on the bottom left is the PASS Program – students in specific courses can join Peer Assisted Study Sessions to get additional support with learning course material and concepts.

The box on the bottom middle is Writing Support – students can meet one-to-one with a Writing tutor to learn more about the writing process, including brainstorming ideas, getting ideas to paper, and editing; students can access Writing Support for any written assignment in any course.

The box on the bottom right is Online Learning Resources – there are lots of excellent tools and resources that students can access through the Student Success Centre website.

Click on the embedded hyperlinks to access websites for these services.

Additional Campus Supports

[Student
Accessibility
Services](#)

[Centre for
Career and
Personal
Development](#)

[Writing
Symbols
Lodge](#)

[Student
Union Clubs &
Q Centre](#)

[Student
Wellness
Services](#)

[Global
Learning](#)

26

There are a lot more services available across campus that all students in Open Studies can access. Each circle on this slide represents a different service on campus that may be helpful for your university journey.

In the circle on the top left is Student Accessibility Services – students can register with Student Accessibility Services for accommodations supporting their academic success.

In the circle on the top middle is the Centre for Career and Personal Development – students can attend workshops and meet one-to-one with leadership and career advisors to learn more about developing their leadership skills, leadership opportunities, and career exploration and planning.

In the circle on the top right is Writing Symbols Lodge – students who identify as indigenous can access cultural supports, and students of all backgrounds can engage in indigenous-centred programming and volunteer opportunities.

In the circle on the bottom left is Student Union Clubs and the Q Centre – students can join or start a campus club to get involved and meet new people, and can engage in a variety of inclusivity-centred programming and volunteer opportunities.

In the circle on the bottom middle is Student Wellness Services – students can access a variety of physical and mental health services and supports.

In the circle on the bottom right is Global Learning – there are lots of ways that students can internationalize their university experience, including opportunities in Calgary.

Click on the embedded hyperlinks to access websites for these services.

Best of Luck in Open Studies!

New Student Orientation, Fall 2024



UNIVERSITY OF CALGARY
Student Success Centre

Best of luck with your Open Studies and university journey!