Next Steps Guide

Transfer Students | 2026

UNIVERSITY OF CALGARY

As a newly-admitted transfer student, you probably want to know how to prepare for this fall. This guide outlines what will happen between now and your first day of classes and provides the steps you'll need to follow to successfully register for your courses in April.

HOW TO USE THIS GUIDE:

You're receiving this booklet because you have accepted an offer to study at UCalgary! Regardless of when you're admitted, the information is still relevant to you. We encourage you to read through the information completely to ensure you don't miss any of the steps.

TIMELINE: A roadmap to registration

JANUARY

Course registration begins in April/May. Until then, you can begin familiarizing yourself with the tools and resources available to you. This will help ensure you're prepared when the time comes for you to register for your fall and winter term courses.

Registration Tools

1. **University calendar**
   The **university calendar** is a great reference tool for all students. The fall and winter course schedule is available March 3. Before then, you can select **explore courses** to view all of the courses UCalgary offers, along with descriptions for each course.

   Spend some time building a wish list of courses that interest you so you know what you might want to take when the course schedule launches. Not sure which courses you should be considering? Please see advising resources to the right of this page.

   Note: Students taking AP or IB courses in high school could get university level credits as per the **Academic Calendar.**

   Click here for more information.

2. **Schedule Builder (SB)**
   All UCalgary students are encouraged to use the **Schedule Builder when creating their schedule**. SB is a web-based tool you'll use to help you build potential class schedules and register for courses.
   We encourage you to begin familiarizing yourself with this tool now by watching the instructional videos on how SB can assist you in creating a schedule free of time-conflicts. These videos can be found **here**.

3. **View your transfer credit report**
   Before you begin choosing your courses, you'll want to determine what transfer credit you've received from your previous studies. To do so, log in to your Student Centre (**my.ucalgary.ca**) and click on the transfer credit report link.

   View **step-by-step instructions on how to review your credit report**.

   Are you currently completing winter semester courses at your former institution? If so, these courses won't be included in your transfer credit until they're completed and you've sent official transcripts to the admissions team at UCalgary. If you need to use any of the courses you're currently completing as pre-requisites, you'll need to speak with your **faculty program advisors at UCalgary** to find out if this is possible. If you have questions about your transfer credit report, contact the **Admissions team**.

JANUARY TO DO LIST:

- ☐ Explore registration tools:
  - ☐ Check transfer credit report
  - ☐ **University calendar**
  - ☐ **Schedule builder videos**
- ☐ Attend information sessions
- ☐ Keep yourself up to date if you need to apply for immigration documents

Advising Resources

FACULTY ADVISING
Each faculty has program advisors you can speak to about course planning, course selection, registration, program progression and more. You can view their contact information and hours of operation **here**. Plan to speak with your faculty advisor starting in April.

STUDENT SUCCESS CENTRE
The **Student Success Centre (SSC)** offers a variety of student support including help choosing a major, personalized academic planning, learning support, and more. As a newly-admitted student, access **New Student Registration Assistance (NSRA)** to help you select your first-year classes and build your course schedule. NSRA is available starting in May.

ENROLMENT ADVISING
Once you've started registering for courses, our Enrolment Services advisors can help you identify and troubleshoot any registration issues you may have. You can find their contact information **here.**

INTERNATIONAL STUDENT SERVICES

International students should start their immigration applications early, as these are essential for studying legally in Canada. For more support on the pre arrival process, please visit the **International Student Services website**.

FEBRUARY

Familiarize yourself with some of the common registration-related terminology used at UCalgary:

Requisites & Restrictions

Course restrictions: Many courses are reserved for students who are admitted to a specific degree program or a particular major. Restrictions tell you who can register for the course, and when. You may need to wait for a restriction to be lifted before you can register in some courses. **(In course search, restrictions will be indicated by a purple star icon. In schedule builder, they will be indicated within a brief sentence in the course description.)**

Prerequisite: This is a course (or courses) that you must complete before you can enrol in a given course. If a course is specified as a prerequisite, you must achieve a passing grade in that prerequisite before you can take the course (unless a specific grade is indicated, in which case you need to achieve at least that grade [e.g. some courses may indicate you must achieve a grade of 80% or higher in the pre-requisite course]). Pre-requisites are listed in the course description when registering on your Student Centre and in the **Academic Calendars course descriptions**.

Please ensure you carefully review the prerequistes for the courses you select.

Antirequisite: Two courses that cannot both be taken for credit because the content that is covered is too similar to one another.

Corequisite: Two courses that can be taken at the same time because the content is complementary.

Course Components

Lecture: Typically, the primary instructional component of a course is where instructors introduce and work through the topics of the course.

Lab: Secondary instructional component of a course where you can apply learning from lectures. The class size of lab sections is often smaller than the lecture.

Tutorial: Another secondary instructional component of a course where you can ask questions, discuss course and reading material, and receive additional assistance.

Registration Actions

Add: Add a new course to your schedule.

Drop: Completely remove a course from your schedule. No tuition will be assessed for the course(s) **dropped** before the **drop deadline**.

Swap: Trade or substitute one course for another.

Edit: Change the sub-component of a course (such as a lab or tutorial) while leaving the main component of a course (typically the lecture section) unchanged.

Waitlist: If a course is full, you may be able to join a **waitlist** and wait for a seat to open in the course (if this functionality is enabled*). If a student drops the class, a seat will open up and be automatically filled by the next student on the waitlist.

**Note: waitlists aren't enabled for every class. Waitlisting yourself does not guarantee a spot in the course!*

Withdrawal: After the term drop deadline passes, the drop function allows you to withdraw from a class up until the last day of classes for the term. **Tuition will be assessed and owing for the course**.

Course Delivery Options

Multi-term course: A multi-term course runs over both the fall and winter terms. You must register for the course in each term, and also enroll in the same class section. Multi-term courses are identified as "A" for fall and "B" for winter.

Synchronous: A component is scheduled at specific times. You must participate or engage at the scheduled time(s).

Asynchronous: A component is not scheduled at a specific time, which means you may engage, you may engage with the course material at a time that is convenient for you.

Blended: A blended course includes both in-person and online meetings.

Generic Transfer Credit: Some of your courses may have transferred as generic credit. If that happens, the course(s) will appear on your transfer credit report with XX in the course number (2XX for junior options and 9XX for senior options). Generic credit means that while your courses are transferrable for university credit, the content covered in the course you have already taken is not identical enough to a UCalgary course to be able to be considered equivalent to a Ucalgary course available for credit. There are instances where it'll be important for you to get your generic transfer credit specifically looked at by your department. These include:

- If you think one of your generic courses covered the same/similar material as a course you either want take, or have to complete, to fulfull your degree requirements at UCalgary.
- If you think your generic credit could be used to waive a specific prerequisite for a course you want to take at UCalgary. In these instances, you'll need to have your generic transfer credit evaluated. You do this by submitting a course outline for the course (from the year you completed it) to the department that offers the subject at UCalgary. Please note that this process can take a few weeks, so we encourage you to have your credit assessed as soon as possible.

FEBRUARY TO DO LIST:

- ☐ Review **registration terminology**
- ☐ Mark your calendar for the March 4 launch of the Fall 2026/Winter 2027 schedule
- ☐ Search for courses and make a list of ones you'd be interested in taking

Did you know?...

If a course has multiple components (lecture, lab, tutorial), all components must be open and fit into your schedule with no time conflicts before you can enrol. You can use the SB tool to ensure a conflict-free schedule. Once enrolled, it is recommended that all registration activity be made in your student center, not SB.

Learn more about course components in your Student Centre here.

MARCH

The course schedule for fall and winter is available for you to view in March. Now is a good time to think about accessing advising supports and begin understanding your program requirements.

Webinars

In April and May, we'll be offering a combination of in-person and virtual workshops/webinars. Keep an eye in your UCalgary inbox for information on workshop topics and event dates and how to register for them.

Requirements

The online **academic requirements (AR)** tool allows you to view the pending and completed course requirements for your degree. You can also plan future course selections and explore adding, removing, or entirely changing your degree program components.

To access the AR tool, go to your Student Centre (my.ucalgary.ca). Click on "My Academics" and then select "Academic Requirements." You can also access AR through the Quick Links menu on the myUCalgary dashboard.

You can now begin building potential class schedules using SB. Simply choose the courses that you want to take in the fall and winter terms, and add them to your shopping cart. Remember, at this stage you can only add items to your shopping cart. Your fall and winter registration is NOT finalized at this stage.

You can begin registering for courses at your enrolment start time (an enrolment start time is the exact date and time you can begin registering for courses in the fall and winter terms. View your enrolment start time in your Student Centre (my.ucalgary.ca).

Advising Appointments

If you still have lingering questions after attending a webinar and reviewing registration tools and resources, your faculty advisors are available to meet one on one to discuss any questions you have regarding registration, course selection, and schedule planning.

Faculty advisors will also be able to review the course schedules you created for yourself to ensure there aren't any issues with the courses you've selected. You can connect with an advisor from your faculty by reaching out to the faculty directly. Their contact information can be found at **ucalgary.ca/registrar/registration/advising**.

MARCH TO DO LIST:

- ☐ Log in to your Student Centre (**my.ucalgary.ca**) and **initialize your account**
- ☐ Log in to your Student Centre (**my.ucalgary.ca**) and find your **enrolment start time**
- ☐ **Load and validate your shopping cart**
- ☐ Create some potential fall and winter schedules using the **Schedule Builder** tool
- ☐ If required, **connect with a program advisor** in your faculty

TIP!

In April/May, you'll register for both fall and winter courses at the same time. Make sure you explore schedule(s) for both terms so you're ready to register!

Please ensure you **initialize your account** prior to enrolling for courses. Account initialization becomes available after the schedule is released on March 3 and 48-72 hours after you accept your offer and pay your deposit.

APRIL

Registration month! As a transfer student, you'll be able to start enrolling in courses on April 7.

Find out when you can register

Visit your Student Centre (**my.ucalgary.ca**) to view your **enrolment start time,** which is the exact date and time you can begin registering for your fall and winter courses. We encourage you to register as early as your enrolment start time allows, but you can register for courses up until the last day you're allowed to add courses for the term (you can check this and other important dates in the **Academic Schedule**). Make sure you register for both the fall 2026 and winter 2027 terms at the same time.

UCalgary students have the ability to initially register for courses either directly through their Student Centre (**my.ucalgary.ca**) or by using the schedule builder (SB) tool, which is also found in Student Centre. We recommend using SB to build and register in a schedule initially, but make any course changes (add, drop, swap and/or edit) directly through your Student Centre (**my.ucalgary.ca**).

Registering using Schedule Builder (SB)

Schedule Builder is a great tool to plan, build, and register for an initial schedule, but we highly recommend making any subsequent course changes (add, drop, swap, and/or edits) directly through your Student Centre.

Registering using the Student Centre

Although we encourage you to use SB to register for courses, you can also register using your Student Centre (**my.ucalgary.ca**). **Learn how to directly register for courses and edit your schedule in your Student Centre**. Please keep in mind that prior to your enrolment start time, only the shopping cart and **validate feature** will be accessible. You can start enrolling in classes when your enrolment start time arrives.

Make sure to fully register in the courses in your shopping cart! Click "Finish Enrolling" to ensure your registration is complete and check for success messages or error messages.

Please connect with your academic advising team if you're unable to attend UCalgary for the term you were accepted for.

APRIL TO DO LIST:

- ☐ Register for courses!
- ☐ Don't forget to enroll in courses for both the fall and winter terms.

TIP!

If you haven't already done so, make sure you **initialize your account** so you're ready for course registration in April/ May.

Important note for international students:

International students should start their immigration applications early, as these are essential for studying legally in Canada. For more information, please contact the **International Student Services** (ISS) website.

When you complete the ISS contact form, include your UCID and letter of admission.

MAY

Congrats on completing your initial registration!

Your faculty advisors will be available throughout the summer if you have any questions about your schedule, your Transfer Credit report or your Academic Requirements (AR) report. If you decide to make changes to your schedule we recommend scheduling an appointment with your faculty advisors to ensure you have selected courses that will keep you on track to complete degree requirements.

MAY TO DO LIST:

- ☐ Now that you've registered in classes, you can generate a **confirmation of registration letter** to provide proof of course registration for anyone who requires it (such as external scholarships, RESP, etc.)

University 101s

Join us throughout July and August as we take a deep dive into a topic ranging from understanding your fees, to applying for Financial Aid (loans and grants), to updating your personal information and more! The **University 101s Webinar page** will be updated with a reschedule of upcoming webinars as well as the links to watch the presentations.

JUNE/JULY

Understanding your fees

As a student you're charged tuition and general fees based on your citizenship status, your program of study, the number of courses you're enrolled in and your full-time or part-time status as a student. Details on **tuition and general fees** are available in the **Academic Calendar**.

Term Account Summary: This provides a detailed breakdown of all fees for each term. It also includes a record of payments made toward your balance and shows the remaining amount owed. You can request a term account summary in the "My Financials" tab in your Student Centre.

General Fees: All students pay general fees. While most general fees are mandatory and can not be opted out of, it may be possible to opt out of optional fees such as the health and dental plan or the Student Donation Fee. Details on how to opt out are available **here**; however, opt-outs are typically available by July and have to be done on or before the fee payment deadline.

While we wait for fees to calculate on your Student Centre in June, the **Undergraduate Student Cost Estimator** can be a helpful tool in the interim which you can use to roughly estimate the cost per semester or per year.

Applying for Government Financial Aid

Before applying you'll want to determine which provincial government you should apply with. Please visit your provincial government's website to determine your eligibility for provincial financial aid.

Many government financial aid applications open over the spring months. **Alberta Student Aid's** Fulltime application typically becomes available in June and is filled out entirely online. We recommend applying early to allow ample time for them to process your application.

Part-time financial aid applications that must be completed by the University can be submitted through a service request on your Student Centre. For more information about provincial loans, please **click here**.

JUNE/JULY TO DO LIST:

- ☐ Check out resources for understanding your fees:
  - ☐ **Academic Calendar**
  - ☐ **Understanding your fees webpage**
  - ☐ **Undergraduate student cost estimator**
- ☐ **Review the instructions** for online banking
- ☐ International students are encouraged to join the **International Student Orientation (ISO) series**.

Accessing your RESP

Most RESP organizations require you to submit a Confirmation of Registration document before you can access your RESP funds.

Once your course registration is complete, please follow **these instructions** to access your Confirmation of Registration through MyCreds.

How to Pay Your Fees

The easiest way to pay tuition fees is through online banking. If you bank with a Canadian Bank account, you can set up **online banking** entirely through your Bank by selecting the University of Calgary as a **payee** (payee title will vary by bank), Domestic students can also use CIBC Student Pay. If you have an international bank account, you can choose between Convera Global Pay or CIBC Student Pay. Payment by major credit card is available for all students through CIBC Student Pay or Convera Global Pay. Please note: service providers charge a processing fee on all credit card transactions, which is visible before finalizing the payment.

Detailed instructions on how to pay using the various methods of online banking can be found here.

You will need to set up a separate residence payee from the academic tuition payee. Refer to the Online Banking Tips for help with setting up online banking payees

Canadian online banking and credit card payments can take 3-5 business days to appear posted to your student account.

Review the following link for payment processing time for all other payment methods.

AUGUST

Fees should now be live on your account so it's important that you're able to understand the My Financial's page of your Student Centre.

Close to the top of the page will be your outstanding balance based on your current registration in courses. Please note that if you decide to change your registration, your fees may change accordingly.

Government Financial Aid Confirmations

After you've applied and are approved for government financial aid, UCalgary must verify your enrollment status. The role of UCalgary is to confirm whether you are enrolled as a full-time or part-time student for the term(s) you applied for with your lender. Full time and part time applications must be done separately.

The loan confirmation process begins at the start of August. You can check the status of your loan confirmation throughout the month of August through the My Financials page of your Student Center.

Please note: government financial aid information will appear once UCalgary receives notice from your lender that your loan is ready to be confirmed. Follow up on any loan confirmation errors as soon as possible to avoid delays in receiving your loan funds in time for the term fee deadline. UCalgary does not request loan funds to pay tuition fees directly, students will receive the funding and are responsible to pay their fees by the term fee deadline.

Payment Plan Option

Eligible students can choose to pay tuition term fees in installments, rather than paying all tuition fees at once by the term fee deadline. The payment plan option gives students more control over their student finances, and provides flexibility in cases where there may be delays in receiving funding. The deadline to apply for a payment plan is the term fee deadline. For more information refer to this **link** on Payment Plans. Please note that Residence fees cannot be included in a Payment Plan.

Third Party Sponsorship

Sponsored students are students who have their education funded in whole with limited exceptions by a third party, such as a company, agency or foreign government. The deadline line to apply for sponsorship is the term fee deadline. FInd more information on **Third Party Sponsorship** and the process to apply.

Third Party Authorization

The Third Party Authorization (TPA) process allows a trusted person to access your account. Without a TPA on file, we would be unable to disclose private information such as the balance you're owing for your fees or your enrolment status to anyone other than you. If you would like to give someone access to the private information from your account, you can do so through My Service Requests in your Student Centre.

AUGUST TO DO LIST:

- ☐ Consider opting into a **payment plan** through your My Financials tab on **my.ucalgary.ca**
- ☐ Once fees appear on your Student Centre (**my.ucalgary.ca**), look into opt-outs for optional fees
- ☐ Double check your loan confirmation on your Student Centre (**my.ucalgary.ca**)
- ☐ Set reminders for **upcoming important dates and deadlines**
- ☐ International students: Watch for **Financial resources** at the university sessions.

REMINDER! ★

Check upcoming deadlines:

Deadlines for the upcoming 2026-2027 academic year are listed in the **academic calendar**. It's your responsibility as the student to be aware of and adhere to these deadlines. A few important ones to watch out for are:

- last day to add/swap courses
- last day to drop courses
- fee payment deadline - Don't forget **payment processing times**!

Looking forward to seeing you in the fall!

Office of the Registrar
Enrolment Services

We're here to support every student though their journey at UCalgary.
See below for all the different ways to connect with us!

ucalgary.ca/registrar/contact-us

403.210.7625
1.855.246.7625 (toll free Canada & U.S.)

E-SERVICES:
- Chat support with Rex
- Submit a Service Request
- Call us for advising assistance
- Book a virtual advising appointment

IN PERSON SERVICES:
- Speak with a Student Services Administrator
- Book an in-person appointment

OPERATIONAL HOURS

Monday	9 a.m. - 4 p.m.
Tuesday	9 a.m. - 4 p.m.
Wednesday	9 a.m. - 4 p.m.
Thursday	10 a.m. - 4 p.m.
Friday	9 a.m. - 4 p.m.

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