

# Next Steps Guide

Open Studies: University Entrance Program 2025



UNIVERSITY OF  
CALGARY

## **Welcome to the University of Calgary!**

**We're excited to have you join our community,  
and to help you plan for success.**

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You're receiving this booklet because you have accepted an offer to study at UCalgary! We encourage you to read through the information completely to ensure you don't miss any important details.

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# STEP 1

## Learn about the Open Studies: University Entrance Program

As a student in the Open Studies: University Entrance Program (UEP), you can connect with a great community through events, programming, and faculty advising! You can take UCalgary for-credit courses while preparing to apply for admission into undergraduate degree programs.

There are several regulations all students in UEP should be aware of before taking courses. These regulations are found in the **Academic Calendar** under section C.1 and section C.2.

Important regulations to note:

- » Students in UEP can take a maximum of 36 units overall
- » Students in UEP can take up to 12 units per term for the fall and winter terms, and up to 6 units per term for the spring and summer terms

Students at the maximum of 36 units cannot take further courses in UEP

### Academic review

At the end of each winter semester, students who have completed a minimum of 9 units in UEP undergo an **academic review**. Students who have a GPA lower than 1.7, or have more than 15 units of withdrawals, will no longer be able to take courses through UEP.

### Where to Learn More

There are a few key website resources to help students in UEP learn more:

**University Entrance Program:** This website reviews steps for your UEP journey, the undergraduate degree admission guarantee, preparing for registration, and getting connected on campus.

**Arts Students' Centre:** This website reviews advising contact information for students in UEP Arts. Advisors can assist with course selection, registration, and understanding program requirements for your desired Faculty of Arts degree program.

**Undergraduate Science Centre:** This website reviews advising contact information for students in UEP Science. Advisors can assist with course selection, registration, and understanding program requirements for your desired Faculty of Science degree program.

### Definition

#### UNIT

A value assigned to a course. Typically, most courses at UCalgary are three units.

### STEP 1 TO-DO LIST:

- ☐ Review Open Studies Calendar regulations:
  - ☐ Section C.1
  - ☐ Section C.2
- ☐ Connect with **advisors** in the Arts Students' Centre or the Undergraduate Science Centre

## STEP 2

# Familiarize yourself registration terminology

It's important to begin familiarizing yourself with some of the common registration-related terminology used at UCalgary, such as:

### 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. Restrictions in course search will be indicated by a purple star in Course Search and with a brief sentence in Schedule Builder.

**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 prerequisites for the courses you select. You'll need to complete any high school pre-equisites by the end of June to retain your spot in these courses.*

**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:** Main instructional component of a course 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.

**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

### STEP 2 TO-DO LIST:

- ☐ Review registration terminology

allows you to withdraw from a class up until the last day of classes for the term. Students remain responsible for the fees associated with any withdrawn courses.

### 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; therefore, you may engage with the course material at a time that is convenient for you.

**Blended:** A blended course means that it includes both in-person and online meetings.

**Full-time:** Students are considered full-time when they register in nine units or more per term for the fall and winter terms, and six units or more in the spring/summer terms.

**Part-time:** Students are considered part-time when they register in fewer than nine units per term for the fall and winter terms, and three units in the spring/summer terms. The exception is students who have an approved accommodation for a reduced course load.

## STEP 3

# Prepare to register

### When can you register?

Find out when you can register by checking your **Enrolment Start Time** in your Student Centre ([my.ucalgary.ca](https://my.ucalgary.ca)).

Your enrolment start time will be the exact date and time when you can begin enrolling into courses. While we encourage you to register as early as your enrolment start time allows, you can register for courses until the last day students can add courses for each term. You can check this and other important dates in the **Academic Schedule**.

### Choosing courses

There are a few resources available to you to help with choosing courses:

- » The **Academic Calendar** is a great reference tool for all students. Browse the Explore Courses section to review descriptions of all courses offered at UCalgary. You can also browse the Explore Programs section to review different degree programs to understand the courses required for completion.
- » The **First-Year Degree Guide (FYDG)** provides a list of suggested first year course sequences for all our undergraduate degree programs. If you're interested in completing an undergraduate degree program at UCalgary, the FYDG is a good course selection tool. Check out the FYDG for UEP Arts and UEP Science.
- » Not sure which courses to choose? Connect with **advisors in either the Arts Students' Centre or the Undergraduate Science Centre** for course selection support. Not sure which undergraduate degree program you'd like to pursue? Connect with **Exploratory Advising** in the Student Success Centre to explore degree program options.



## IMPORTANT NOTE ABOUT PREREQUISITES

Many undergraduate courses have prerequisites that must be met before you can register.

Here are some things to consider:

- » Many 200-level (junior or first-year) courses have high school subjects as prerequisites. Students in UEP can take up to 12 units per term for the fall and winter terms, and up to 6 units per term for the spring and summer terms
- » Many 300/400/500-level (senior or upper-year) courses have university-level courses as prerequisites.
- » If you have completed post-secondary courses at another institution, you may be able to use those courses to meet a prerequisite. You will need to connect with the **faculty advising office** for appropriate permissions.

You can verify completed high school subjects and potential post-secondary transfer credit by reviewing the **Transfer Credit Report** in the My Application section of your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)).

**Generic Transfer Credit:** Some courses may transfer as generic credit and will appear in the Transfer Credit Report as 2XX (junior) or 9XX (senior). Generic credit means that while the courses are transferrable to UCalgary, the content covered is not identical enough to a specific UCalgary course, so generic credit is awarded.

### STEP 3 TO-DO LIST:

- ☐ Log in to your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)) and **initialize your account** and review your **Transfer Credit Report**
- ☐ Make a list of courses you are interested in taking
- ☐ Explore registration tools:
  - ☐ **first-year degree guide**
  - ☐ **University Calendar**

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**Note:** If you think a generic credit could be used to waive a specific prerequisite for a UCalgary course, you may submit the transfer credit course outline from the year you completed it to the faculty that offers the UCalgary course. As this process can take some time, we encourage you to have your generic credit assessed as soon as possible to prepare for registration.



# STEP 4

## Register

### How to register

Students can register for courses either through Course Search or Schedule Builder. These **tools** are found in the Student Centre (my.ucalgary.ca).

**Course search:** After you've registered, it's best to make any course changes (such as adding, dropping, swapping or editing) directly through your Student Centre (my.ucalgary.ca). View our **how-to guides** for information on how to register for courses and edit your schedule using Student Centre.

**Schedule Builder:** If you're planning on registering in more than one course we recommend Schedule Builder (SB) to build and register in a schedule initially, but make any course changes (add, drop, swap or edit) directly through your Student Centre.

SB is an online 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 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**.

We encourage you to build your schedule prior to your Enrolment Date. If you do build your schedule prior to when you can enrol, don't forget to **validate your shopping cart** to catch issues with your planned registration early. Using the Validate option, you can check for potential enrolment errors and resolve them prior to beginning enrolment.

**Note:** the validate option DOES NOT result in enrolment. Once your open enrolment date arrives, you'll still need to process your enrolment even if you've successfully validated your courses.

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### Important note for international students:

All newly-admitted international students must apply for the appropriate immigration documents as soon as possible. You must do this so you can legally study in Canada. For more details, visit the **International Student Services Immigration website**.

### STEP 4 TO-DO LIST:

- ☐ Build your schedule, and load and validate your shopping cart
  - ☐ **Schedule builder videos**
- ☐ Register for courses!
- ☐ After you've registered in courses, you can generate a **confirmation of registration letter** to provide proof of your course registration for anyone who requires it (such as external scholarships)

### Tip!

You can register for both fall and winter courses at the same time, or both the spring and summer at the same time! Explore schedules for all terms so you're ready to register!

Be sure to initialize your account prior to enrolling for courses. Account initialization becomes available after the schedule is released and 42-78 hours after you accept your offer and pay your deposit.

Instructions on how to complete account initialization are available **here**.

# STEP 5

## Get help

### Advising and resources

**Faculty of Arts and Faculty of Science advising:** You can meet with program advisors in the **Arts Students' Centre** or **Undergraduate Science Centre** to learn more about the degree programs offered in each faculty. Meeting with a program advisor is helpful for understanding course selection and overall degree planning.

**Faculty advising:** Each faculty has **program advisors** you can speak to about the degree programs offered by that faculty. If you are considering an undergraduate degree program from a faculty other than the Faculties of Arts or Science, meet with a program advisor for that program to discuss your course selection and overall degree planning.

**Student Success Centre (SSC):** The Student Success Centre offers many supports for all students. **Exploratory Advising** can help you explore degree program options based on your motivators, personality traits, interests, and academic strengths. Meet with an Exploratory Advisor to learn more about degree exploration and decision-making. **Academic Support** can help you improve your academic potential. Access a wide variety of learning supports to enhance your study skills, test-taking, time management, and more! **Writing Support** can help you improve your academic writing and overall learning. Meet with a Writing Support Tutor to maximize your written communication.

**New Student Registration Assistance (NSRA):** This program is open from May through August and is available to support students in UEP navigate registration processes and learn more about campus resources. Once you've figured out your desired courses, **New Student Registration Assistance** can help you build schedules, register for courses, and make adjustments to your course schedule.

**Booking appointments in Elevate:** Many student services on campus use the online appointment booking system, **Elevate**. You can book appointments with most faculty advising offices, the Student Success Centre, and more! Remember to set up your **UCalgary IT account and email address**.

**Enrolment Services:** Once you've started registering for courses, **Enrolment Services Advisors** can help you identify and troubleshoot any registration issues you may have. Enrolment Services, in the Registrar's Office, also manages the **Academic Review** process for students in UEP.



## STEP 6

# Understanding your fees

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

**Mandatory Fees:** It's not possible to opt out of mandatory fees.

**Optional Fees:** It may be possible to opt out of optional fees such as the health and dental plan or the student donation fee.

You can use the **undergraduate student cost estimator** to roughly estimate your fees. This helpful how-to guide will help you understand how to access information regarding your personal fee calculation once fees have calculated on your student account.

### University 101s

Enrolment Services takes a deep dive into many topics ranging from understanding your fees, applying for government financial assistance, and updating your personal information. Videos can be found **here**.

### Applying for government financial aid

Before applying you'll want to determine which **provincial government** you should apply with. It's important to note that some provinces don't fund Open Studies programs. Please visit your provincial government's website to determine your eligibility for provincial funding.

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

### Government financial aid confirmations

After you've applied for financial aid and your lender approves you for funding, our role as the university is to confirm with your lender whether or not you're enrolled as a full-time or part-time student with us. This confirmation process begins 30 days before the start of the semester, you can log into your Student Centre to check the status of your confirmation on the My Financials page.

Please note: the section regarding your loan confirmation doesn't appear on your Student Centre until a few days after we receive notice from your lender that your loan is ready to be confirmed. Please be patient as it may take some time for your confirmation to be processed.

More details can be found on the **financial aid** page of our website.

#### Reminder!

##### Check upcoming deadlines!

Deadlines for the upcoming academic year are listed in the **University Calendar**. It's your responsibility to be aware of and adhere to these deadlines.

A few important ones to watch for are:

- » last day to add/swap courses
- » last day to drop courses
- » last day to pay your tuition and fees

## HOW TO PAY YOUR FEES

The easiest way to pay is with online banking with your Canadian bank account. If you bank with a Canadian Bank account you can set it up entirely through your bank by selecting the University of Calgary as a payee, or you can use the **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 cards are available for all students. Domestic students can make a credit card payment through CIBC Student Pay. International students can utilize either Convera Global Pay or CIBC Student Pay to make a credit card payment.

Please note: service providers charge a processing fee on all credit transactions, which is visible before finalizing the transaction.

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

All payments take **payment processing time** depending on the payment method used to pay fees. Students must take payment processing time into account when making payments for deadlines.

### 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. 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 have their education funded in whole with limited exceptions by a third party, such as a company, agency or foreign government. Find more information on **Third Party Sponsorship** and the process to apply.

#### STEP 6 TO-DO LIST:

- ☐ Set reminders for upcoming important dates and deadlines
- ☐ Check out resources for understanding your fees:
  - ☐ **Academic Calendar**
  - ☐ **Understanding your Fees Webpage**
  - ☐ **Undergraduate student Cost Estimator**
- ☐ Review the instructions for online banking
- ☐ Watch our University 101 sessions
- ☐ **30 days before the semester starts, look into opt-outs for optional fees**
- ☐ At the start of the semester, double check your loan confirmation on your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca))

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### A note about RESPs:

#### RESP Forms

Once you've finalized your schedule your **Confirmation of Registration Letter** will become available in your Student Centre, however it won't have any of your fees information until your fees are calculated. Many RESP providers require information regarding your tuition and general fees, so we recommend waiting until your fees are showing up on your Student Centre before requesting your Confirmation of Registration Letter. If your RESP provider requires a confirmation of your enrollment at the University of Calgary, please provide them the **Confirmation of Registration letter**.

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## Looking forward to seeing you in the fall!

# Enrolment Services and The Office of the Registrar

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

**[ucalgary.ca/registrar/contact-us](https://ucalgary.ca/registrar/contact-us)**

## **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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