

Next steps guide



# TIMELINE: A roadmap to registration

## JANUARY



### 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 5. Before then, you can browse the [course schedule](#) 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 [Advanced Placement \(AP\) Program](#).

[Click here](#) to learn more.

#### 2. Schedule Builder (SB)

All UCalgary students are encouraged to use the [Schedule Builder \(SB\)](#) 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 at [https://ucalgary.ca/schedule-builder/](#).

#### 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 ([https://ucalgary.ca/student-centre](#)) and click on the transfer credit report link.

View [transfer credit report](#) to see what you've received.

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 [Academic Advisor](#) or [Admissions Advisor](#) to find out if this is possible. If you have questions about your transfer credit report, contact the [Admissions Office](#).

### 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 at [ucalgary.ca/registrar/registration/advising](https://ucalgary.ca/registrar/registration/advising). 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 at [ucalgary.ca/registrar/contact-us](https://ucalgary.ca/registrar/contact-us).

#### INTERNATIONAL STUDENT SERVICES

It is important for all international students to make sure the application for your immigration documents is started early. Immigration paperwork is essential for legally studying in Canada. Visit the [International Student Services](#).

# FEBRUARY

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## MARCH



### Webinars

In April and May, we'll be offering a combination of in-person and virtual workshops/webinars. Keep an eye in your 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](http://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. You can finalize your registration in April/May.

Since registration doesn't happen until April/May, it would be a good idea to write down your required courses and options. That way you'll be able to easily find them when it comes time to choose your courses and build your schedule.

### 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 [t.ucalgary.ca/faculty](http://t.ucalgary.ca/faculty).

### MARCH TO DO LIST

Log in to [my.ucalgary.ca](http://my.ucalgary.ca) and initialize your account

Log in to [my.ucalgary.ca](http://my.ucalgary.ca) and start enrolment start time

Load and validate your shopping cart

Use the [Schedule Builder](#)

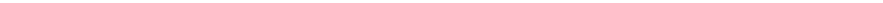
Interact with a program advisor

### 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 5 and 42-78 hours after you accept your offer and pay your deposit. View instructions on how to complete account initialization are available [here](#).

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### 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.







# Enrolment Services and The Office of the Registrar

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