Letter of Permission Process

All University of Calgary students taking courses at another institution ***must*** <u>apply, and be approved</u> for a Letter of Permission (LoP) to study and register in courses at another institution. For each term we have deadlines for LoP submissions as follows:

Deadlines & Timelines	
Fall non-Education terms:	
Must submit by: June 15th	UPE Response by: July 1st
If changes required, email upe@ucalgary.ca	
Winter non-Education terms:	
Must submit by: October 15th	UPE Response by: November 1st
If changes required, email upe@ucalgary.ca	
Spring and/or Summer non-Education terms:	
Must submit by: February 15th	UPE Response by: March 1st
If changes required, email upe@ucalgary.ca	

Note: If you are unable to submit your LoP prior to the deadlines above, please contact upe@ucalgary.ca

Transcripts
Transcripts for all LoP courses taken in the past academic year (Spring – Winter semesters) must be received to university admissions by: **<u>June 1st each year</u>**

Students should note that:
1. Grades achieved on Letter of Permission courses count towards academic standing GPA, withdrawal limitations, and other Student Academic Standing reviews. Please refer to Werklund Calendar Regulation 3.3;
2. Without transcripts, credit will not be posted. Students are responsible for ensuring that transcripts are submitted to Admissions for credit processing. Admissions' address is:
   > **Admissions**
   > **MT 116**
   > **University of Calgary**
   > **2500 University Dr NW**
   > **Calgary AB**
   > **T2N 1N4**
3. Students who have not submitted any transcripts by June 1st preceding their final year of 500-level courses will be blocked from enrolling in said classes, due to the regulation that all other coursework must be completed prior to the final year.
4. ***It's important never to delete/cancel an LOP once submitted, as this cannot be changed.***

For Steps on the LoP Application Process – SEE NEXT PAGE ->

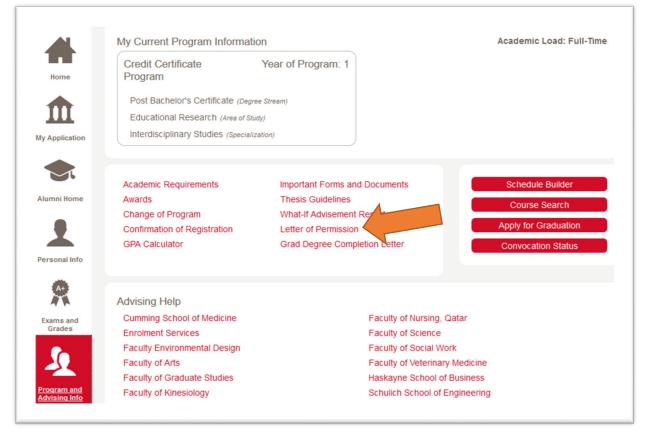**TAKING COURSES OUTSIDE OF UCALGARY THROUGH LETTER OF PERMISSION:**

First, it is strongly recommended to review your Academic Requirements, and discuss your LoP course plans with your program advisors (upe@ucalgary.ca) prior to submitting your LoP for review, as editing functions are limited. *On-Campus (non-Community-based students) must email for LoP approval prior to submission.*

Submitting a Letter of Permission via MyUofC
1. Log into MyUofC:

2. Go to your Student Centre and select 'Letter of Permission' under the 'Program and Advising Info' section:
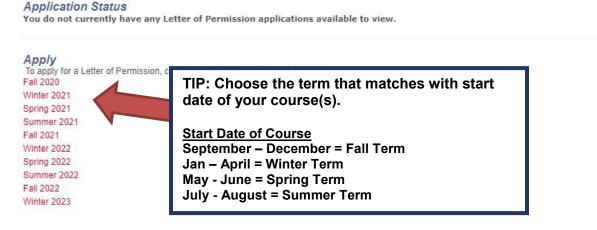
3. From the Letter of Permission page, select the term for which you are planning to take courses at another institution:

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, c

Fall 2020
Winter 2021
Spring 2021
Summer 2021
Fall 2021
Winter 2022
Spring 2022
Summer 2022
Fall 2022
Winter 2023

TIP: Choose the term that matches with start date of your course(s).

Start Date of Course
September – December = Fall Term
Jan – April = Winter Term
May - June = Spring Term
July - August = Summer Term

4. Click the disclaimer of 'I have read the above information' after reviewing the 'important information' section, as well as this Guide, and the other information on the 'Letter of Permission' tab on your program site. Then use the red 'select' buttons to fill in the required information for the Letter of Permission application. You must select & search for the name of the institution you are attending (the address should automatically populate), Country, Province, and the 'Reason for Request'.

☑ I have read the above information.

Host institution you wish to attend

Please select the host institution that you plan to attend by clicking on the 'click here to select an institution' button below.

Host Institution:	click here to select an institution	
	Athabasca University	
Country:	click here to select a country	Canada
Address 1:	1 University Dr	
Address 2:		
Address 3:		
Address 4:		
City:	Athabasca	
Province /State:	click here to select a province / state	Alberta
Postal:	T9S 3A3	

Reason for Request

Please select why you are submitting this application by choosing an item from the drop-down list below. If you are not able to find a reason from the drop-down list and then type it in manually in the 'Specify if [OTHER] Reason' field below when it appears.

Reason for Request:	This institution is closer to where I live ⌄

UNIVERSITY OF CALGARY

5. Click on "Select Course Name" and search for the course name (e.g PSYC) by code, then under "Select Course number", search for the course code from the university you are taking it from (e.g. 210). Finally, add the start/end month for *all* of the courses you are planning on taking at that institution for that term (as per the Tip info on step 3). We recommend submitting the courses you plan to take (plus a backup course or two, if needed)

Course(s) you intend to take at the host institution

Please enter details in the table below for course(s) that you intend to complete at the host institution.
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 typ 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 you are interested in, please type it in manually to the right of the 'select course number' button.

☑ I give permission to the University of Calgary to request transcripts from ApplyAlberta partner institutions.

Course(s) you intend to take at the host institution

		Course Name		Course Number	From Month	To Month
1	select course name	PSYC	select course number	210	2022-01 ▼	2022-04 ▼
2	select course name	ARHI	select course number	202	2022-01 ▼	2022-04 ▼
3	select course name	ENGL	select course number	212	2022-01 ▼	2022-04 ▼
4	select course name	NUTR	select course number	331	2022-01 ▼	2022-04 ▼
5	select course name	HIST	select course number	368	2022-01 ▼	2022-04 ▼
6	select course name	MATH	select course number	270	2022-01 ▼	2022-04 ▼
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			

TIP: Allow the course details to auto-populate so that it shows up correctly! Remember that you are entering the name & number of the course(s) according to what they are called at the other institution (Not their UofC equivalent).

6. Review the information, and if everything looks correct, click the 'Submit' button to send to your Advisors for review. Click 'Previous' if you wish to make any changes to your application before submission.

2. Confirm Intentions 1—2—3

Request for Winter 2022

Host Institution: Athabasca University

1 University Dr
Athabasca AB T9S 3A3

Reason for Request: This institution is closer to where I live

Course(s) you intend to take at the host institution

Course Name	Course Number	Course Description	From Month	To Month
PSYC	210	PSYC 210	2022-01	2022-04
ARHI	202	ARHI 202	2022-01	2022-04
ENGL	212	ENGL 212	2022-01	2022-04
NUTR	331	NUTR 331	2022-01	2022-04
HIST	368	HIST 368	2022-01	2022-04
MATH	270	MATH 270	2022-01	2022-04

To complete this process, click the 'SUBMIT' button below. Then please wait until this processing is completed for confirmation that your request for a Letter of Permission has been submitted successfully.

CANCEL   PREVIOUS   SUBMIT

Advisors will review your LoP and contact you to let you know if it has been approved, denied, or if it needs any changes. Again, you can check on the status of your Letter of Permission request anytime by going to the initial Letter of Permission start page. You do not need to send your official transcripts upon completion of each course, but you should inform your Advisors if you have dropped any courses on

your Letter of Permission, or need to request any changes or edits to your LoP (as any edits must be done manually by the advising team). **NOTE: Never cancel/delete an LoP.**

Reminder – official transcripts from Spring-Winter studies each year, must be sent to arrive to university admissions by **June 1st annually**, so that advisors have an update on LoP courses in-progress or completed over the past year.