Welcome to the Werklund School of Education! We’re excited that you will be joining us as a Graduate Programs in Education student.

There are some things that you will need to do before you begin your program. Please see the checklist below for instructions on how to register for IT account, register for your courses, and prepare to begin your studies with us.

Graduate Programs in Education is here to help guide you through your program. Please connect with your Graduate Program Administrator if you have any questions. We will help you out or direct you to the resources that you need in order to succeed.

Newly Admitted Student Checklist

- **Register for your IT account**
  - **Information:** Your IT account will provide you with access to your online Student Centre, e-mail, D2L, and more.
  - The University of Calgary requires that we communicate with you via your @ucalgary.ca e-mail address after you have been admitted. Please check your @ucalgary.ca e-mail regularly.
  - Know that the University of Calgary will never ask you for your password or personal information. Keep your password confidential.

  **Action Item** for NEW University of Calgary students: You will need to create your IT account if you are brand new to the University of Calgary. Please have your Student ID number handy. Visit the [IT website](http://IT) and follow the instructions for new students to create your account. You may contact IT Support at 403.210.9300 or it@ucalgary.ca if you encounter any errors or difficulties.

  **Action Item** for PREVIOUS University of Calgary students: You do not need to recreate an account. You may recover your account details if you have forgotten them. Your Student ID number is required to recover your account details.

- **Unicard**
  - **Information:** The Unicard is the official campus identification for students. Your Unicard acts as an access card, a pass to transit, the libraries, and Active Living facilities.

  **Action Item:** Avoid the rush and submit your photo online for easy pick up when you arrive on campus.
Program and Course registration

Am I a part-time or full-time student?
Information: Your student status (full-time or part-time) is noted in the first paragraph of your offer letter.

Initialize your registration
Information: Completing the registration initialization process is required once per year on a graduate student’s anniversary month. Registration Initialization consists of five steps; verify e-mail address, mailing address, phone information, emergency contact and academic load. Thesis based students who do not plan to take courses are still required to complete the registration initialization process to confirm their registration and academic load.

Action Item: Please visit the Faculty of Graduate Studies’ website for details on how to initialize your registration.

How and when do I register for courses?
Information: Course registration is done through your myUofC Student Centre. You must register for your courses prior to the registration deadlines outlined in the University Calendar.

Action Item: Please visit the Faculty of Graduate Studies’ guide on how to find courses, register for them, and more. You may register for your summer courses right away. Fall/Winter registration will be available to students later this spring; your Graduate Program Administrator will provide you with more information on Fall/Winter courses as soon as registration is available.

Course schedules
Information: You can view course schedules for available terms by visiting the University Calendar and clicking on the “Class Schedule” link.
- Select the term you are looking for (e.g. Summer 2021).
- Select your subject, e.g. EDER or EDPS.
- You can specify a course number if you know it (e.g. 619).
- Select “Graduate Programs” for Course Career.
- Hit “Search” to see available courses.

Course Topics
Short-hand course topics will be listed to the right of each course as indicated below:

Click on the 4-digit class number link or the section link to view more details. You’ll see notes that indicate which cohort the course is meant for.
When will I see my courses in Desire2Learn (D2L)?
Information: Course access in D2L may vary. Your instructor will make your course available to you once they have finished building your course. Please be patient as many instructors work on course content up until the beginning of the term. Please connect with your Graduate Program Administrator if you have any questions about course registration.

When will I be able to view my course outline?
Information: Outlines are normally available 1-2 weeks prior to the start of term in D2L however, your instructor does have until the first day of class to make the course outline available to students when they must activate the course in D2L.

Fees
Graduate Tuition and General Fees
Information: Details on fees can be found in the University Calendar. Please see general fees and program-specific fees for more information. As a guide please use the GPE – Graduate Tuition and General Fees Navigation Tool.

Paying your Fees
Information: Please see the Faculty of Graduate Studies’ website for details on fee payment options.

Payment Plan
UCalgary offers self-service payment plans for all students. Your tuition and general fees can now be paid in installments over the term, rather than being due all at once on the term fee deadline.
Regulations
All students are bound to the academic regulations outlined in the University Calendar. Please familiarize yourself with these regulations.

Academic integrity is an important component of your experience as a graduate student. Please visit the Faculty of Graduate Studies’ website to learn more.

Student Resources
The Faculty of Graduate Studies has a great list of resources available to graduate students. We’ll share with you more information on resources as you prepare to begin your program. This leads us to our next point...