

Werklund School of Education

Graduate Programs in Education

Student Resource Guide



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.

As noted the [University of Calgary calendar](#), 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](#) 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. For students who will be on campus 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?

Course-Based Student Information: Effective Spring 2023, full-time or part-time status for course-based graduate students will be determined on a term-by-term basis, based on a student’s course registration. Please see the Faculty of Graduate Studies [Term-based Registration Webpage](#) for more information.

Thesis-Based Student Information: Thesis-Based students are enrolled as full-time.

Initialize your registration

Information: Registration Initialization consists of five steps; verify e-mail address, mailing address, phone information and emergency contact.

Course-Based Student Information:

Course-based students will be prompted to initialize their registration once a year on a graduate student’s anniversary month, for the purposes of confirming contact information.

International students should maintain full-time registration status for the duration of their study, with the exceptions of scheduled breaks or their final term in program. International students can be part-time for their final term in program without any impacts to their immigration status or post-graduate work permit eligibility.

Thesis-Based Student Information: Completing the registration initialization process is required once per year on a graduate student’s anniversary month. 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.

Course Topics


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

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions	Topic: Leading & Advancing Learning
1065	09-LEC Regular	TBA	Web Based Course	Web-Based Section	Staff	9	25	2023/06/26 - 2023/08/08	●		

Click on the 4-digit number under “Class” or the link under “Section” to view more details. Review the **Class Notes** to ensure you are enrolling in the section meant for your program/cohort.

Class Detail

EDER 619 - 09 Special Topics in Educational Leadership
University of Calgary | Summer 2023 | Lecture

Class Details			
Status	Open 	Career	Graduate Programs
Class Number	1065	Dates	2023/6/26 - 2023/8/8
Session	Regular Academic	Grading	Graded
Units	3 units	Location	Web Based Course
Instruction Mode	Distance Education	Campus	Off-Campus
Class Components	Lecture Required	Topic	Leading & Advancing Learning

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Web-Based Section	Staff	2023/06/26 - 2023/08/08

Enrollment Information	
Enrollment Requirements	Prerequisite(s): Admission to a graduate program in Educational Research. (Please see University Calendar for more description.)
Class Attributes	Half-Course GFC Hours (3-0)

Class Availability			
Class Capacity	35	Wait List Capacity	0
Enrollment Total	5	Wait List Total	0
Available Seats	30		

Notes	
Class Notes	This section is for the MEd Leadership for Learning (Year 2) students. <u>Web-based course</u> Please refer to your Student Center for fees associated with this class. This information will be available before the first day of classes.

Please connect with your Graduate Program Administrator if you have any questions about course registration.

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.

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. If you have questions regarding your schedule in the 1-2 weeks before classes start, please feel free to contact your instructor.

Questions?
Contact us!

□ 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 students who are admitted for the 2022-2023 academic year can view the [2022-2023 Graduate Tuition Navigation Tool](#), located on the [Learning Resources](#) page under the Student Resources section.

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.

Graduate Programs
in Education
gpe@ucalgary.ca

You may also contact your
[Graduate Program
Administrator](#).

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.