# **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 <u>University of Calgary calendar</u>, requires that we communicate with you via your <u>@ucalgary.ca</u> e-mail address after you have been admitted. <u>Please check your @ucalgary.ca</u> 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 <a href="mailto:item">item</a> ucalgary.ca</a> 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 <u>recover your account</u> 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 <u>online</u> 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 <u>Term-based Registration Webpage</u> 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 <u>Faculty of Graduate Studies' website</u> for details on how to initialize your registration.

#### How and when do I register for courses?

**Information:** Course registration is done through your <u>myUofC</u> Student Centre. You must register for your courses prior to the registration deadlines outlined in the <u>University Calendar</u>.

**Action Item:** Please visit the <u>Faculty of Graduate Studies' guide</u> on how to find courses, register for them, and more.

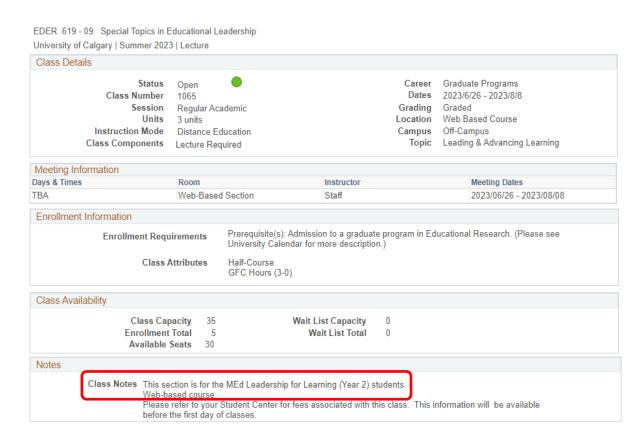
#### **Course Topics**

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



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



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 <u>University Calendar</u>. 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 <u>2022-2023 Graduate Tuition Navigation Tool</u>, located on the <u>Learning Resources</u> page under the Student Resources section.

Graduate Programs in Education gpe@ucalgary.ca

You may also contact your Graduate Program Administrator.

# **Paying your Fees**

Information: Please see the Faculty of Graduate Studies' website for details on fee payment options.

#### **Payment Plan**

UCalgary offers self-service <u>payment plans</u> 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 <u>academic regulations</u> 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 <u>Faculty</u> of <u>Graduate Studies'</u> website to learn more.

# **Student Resources**

The <u>Faculty of Graduate Studies</u> 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.