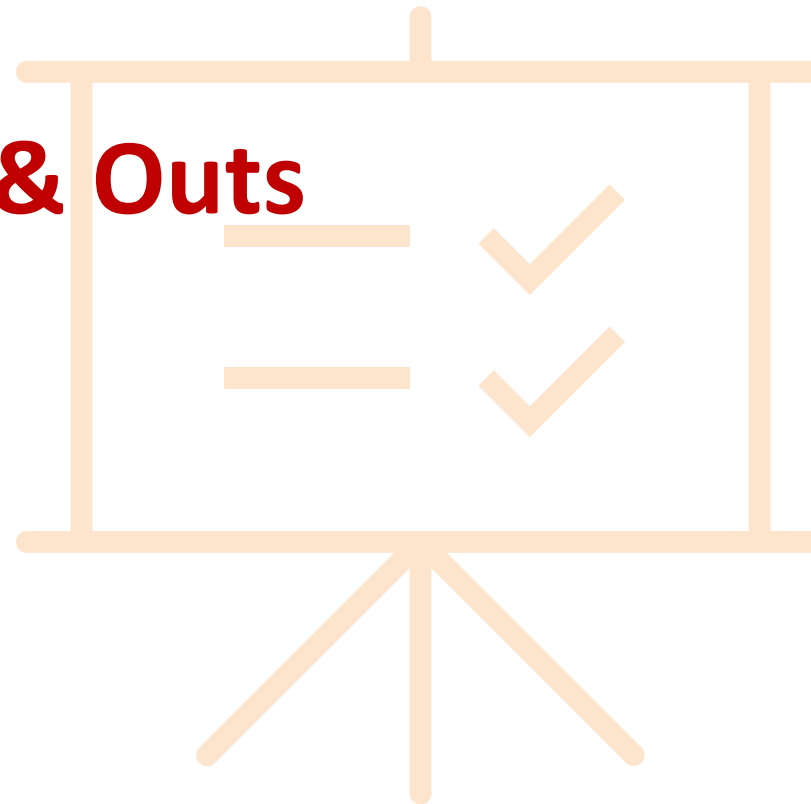


Course Registration Ins & Outs



Cheryl Ohly, Edith Mandeville and Sylvia Parks
Graduate Programs Administrators

Werklund School of Education, Graduate Programs in Education

The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.



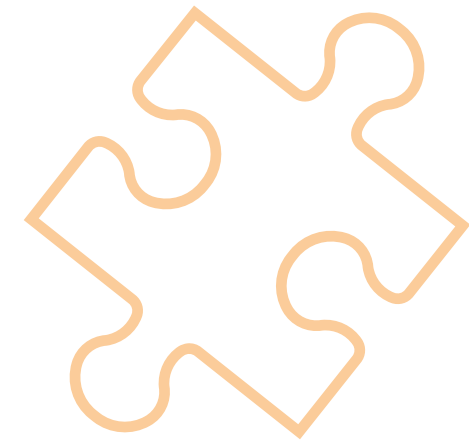
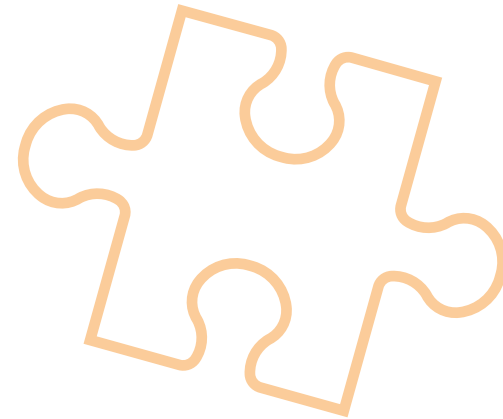
Date	Time	Sessions
Tuesday, March 28	5:00-5:20 PM	Welcome
	5:20-6:00 PM	Navigating the Website
Tuesday, April 4	5:00-5:45 PM	PhD Funding
	6:00-6:45 PM	MA, MSc Funding
Tuesday, April 11	5:00-6:00 PM	All about GPESA – Graduate Programs in Education Students Association
Tuesday, April 18	5:00-6:00 PM	Being an Online Learner
Tuesday, April 25	5:00-5:45 PM	Registration Ins & Outs (MA/MSc)
	6:00-6:45 PM	Registration Ins & Outs (PhD/EdD)

Agenda

- Introductions
- Territorial Acknowledgement
- Important Notes
- How do I register in my program?
 - Annual registration
 - Initializing your registration
- Which course do I register for?
- How do I Register in my course?
 - Registration guides
 - How to register for a class
- How do I register in my course after the class Add/Drop deadline?
 - Change of Course Registration form
- Questions

Important Notes

- Check your @ucalgary email regularly
- You are part of the Werklund School of Education AND the Faculty of Graduate Studies
 - grad.ucalgary.ca
 - werklund.ucalgary.ca/graduate-programs/graduate-programs
 - ucalgary.ca/pubs/calendar/grad/current/academic-schedule



How do I register in my program?

Annual Registration

Annual registration is **required for all students** and must be completed by the registration deadline in your anniversary term (i.e. the term in which you first started your program).

Initializing your Registration

1. Log into your Student Centre (my.ucalgary.ca)
2. Click the prompt under 'Enrolled Courses'
3. Begin Initialization: you will need to confirm your email address, phone number, mailing address and registration status

FACULTY OF GRADUATE STUDIES

Future Students ▾ Current Students ▾ Awards ▾ My GradSkills ▾ Grad Life ▾ FGS Services ▾ About Us ▾

Annual Registration

All graduate students must activate their registration annually even if they are not taking courses.

Graduate Calendar: Registration

Initialize your registration

In your Student Centre, click the prompt under Enrolled Courses on the homepage.

To activate your registration, you will need to confirm the following:

- email address
- phone number
- mailing address
- registration status

Click for detailed instructions

Go to your Student Centre

Registration status

Thesis-based students are considered to be enrolled full-time. If your program allows part-time status you must obtain approval from your program and submit a Change of Registration Status form.

Course-based students must also obtain program approval to change their registration status.

Learn more

If you miss your deadline

Late registration fee

You may still register online after the deadline. However, you will owe a late registration fee of \$60.00. Payment is due no later than 10 days after the registration is activated.

Involuntary withdrawal

Students who do not register by the fee payment deadline of their anniversary term will be withdrawn for failure to register. Follow the link below for more information about your options in this situation.

Related policies

- [Student status policy](#)
- [Readmission policy](#)

grad.ucalgary.ca/current-students/registration/annual-registration

Which courses do I register for?

GPE Website

- Information specific to your program and the courses you need to register in is available on the GPE website
- Program pages will include: program details, program/course schedule, course descriptions, contact information
- Note about course timetabling

When do courses open

- **Doctoral students:** Summer 2023, Fall 2023 and Winter 2024 course are open for enrollment
- **Masters students:**
 - MSc** - Summer 2023, Fall 2023 and Winter 2024 course are open for enrollment
 - MA** - Summer 2023 will open May 8. Fall 2023 and Winter 2024 courses are open for enrollment



CURRENT STUDENTS OVERVIEW

Programs



Registration & Fees



Student Resources



PROGRAMS OVERVIEW

Masters

- MEd Interdisciplinary
- MEd Specialist
- MEd School & Applied Child Psychology
- MSc Counselling Psychology
- MSc School & Applied Child Psychology
- Master of Arts (MA)
- Master of Counselling (MC)

Doctoral

- EdD Doctor of Education
- PhD Educational Research
- PhD Counselling Psychology
- PhD School & Applied Child Psychology

Bridge to Teaching

werklund.ucalgary.ca/graduate-programs/graduate-programs

Summer (fully online)

EDER 783.02 L02 (50198)



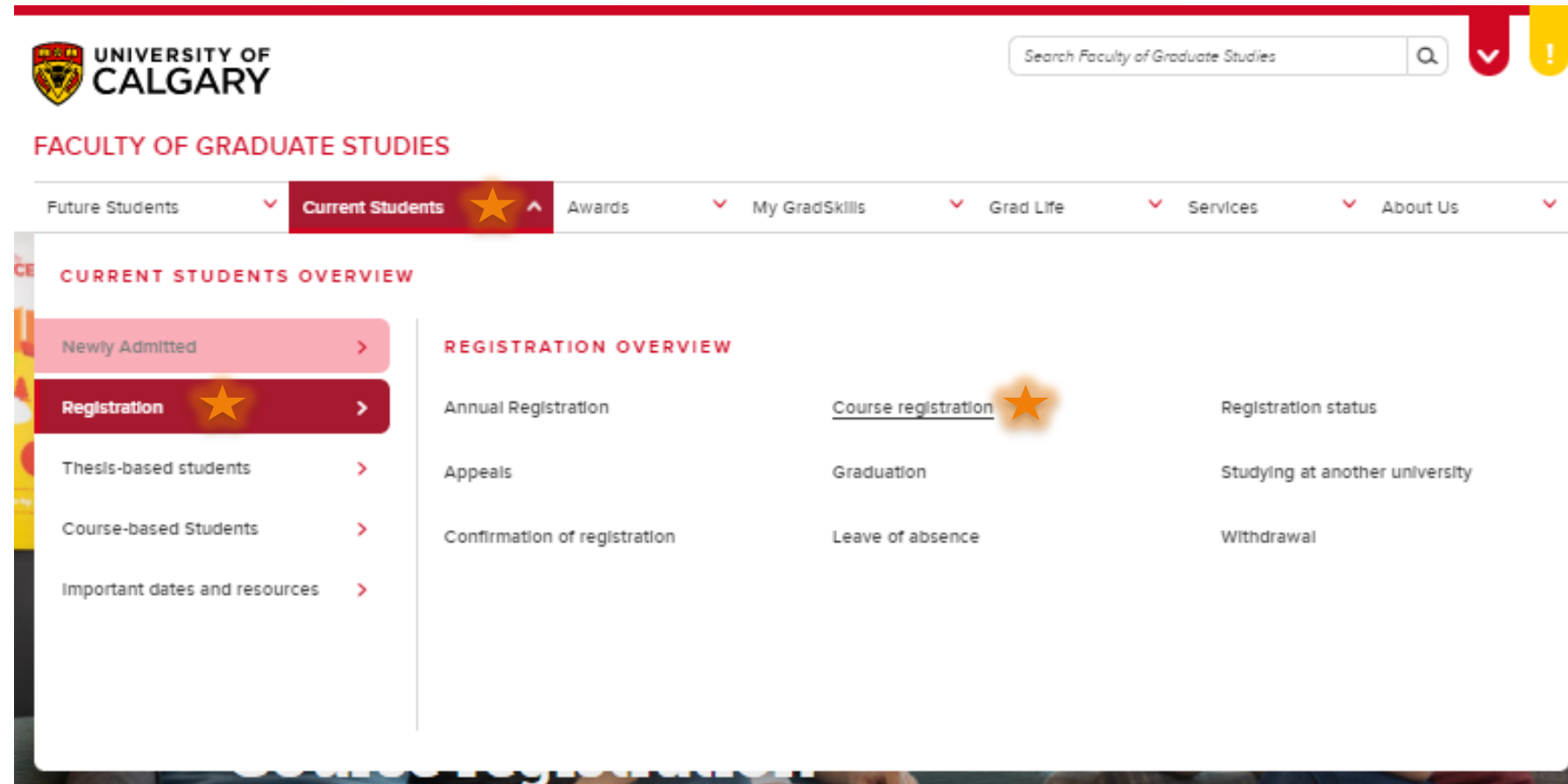
How do I register in my course?

FGS Website

- Available on the Graduate Studies website
- Look for Course Registration Guides

Considering taking a course outside of your program

- Consult with Supervisor, as permission must be granted
- Course Registration form must be completed and submitted for approval
- If course is relevant to program, extra course fees will not be applied
- If course is extra to program, student will be assessed a course fee, which is in addition to the program tuition.




The screenshot shows the University of Calgary Faculty of Graduate Studies website. The navigation menu includes 'Future Students', 'Current Students' (highlighted with a star), 'Awards', 'My GradSkills', 'Grad Life', 'Services', and 'About Us'. Under 'CURRENT STUDENTS OVERVIEW', the 'Registration' menu item is highlighted with a star. The 'REGISTRATION OVERVIEW' section lists various registration-related topics, with 'Course registration' also highlighted with a star.

<https://grad.ucalgary.ca/current-students/registration/course-registration>

Course registration guides

Please use these guides for instructions on managing course enrolment in your Student Centre.

-  **Register for a class**
[Read the Instructions](#)
-  **Edit a class**
[Read the Instructions](#)
-  **Swap a class**
[Read the Instructions](#)
-  **Drop a class**
[Read the Instructions](#)

How do I register in my course?

Registering in the course:

1. Find out which course(s) you need to register in for each term
2. Log into Student Centre
3. Go to 'Course Search' [Course Search](#)
4. Select term
5. Expand 'Additional Search Criteria'
6. Enter Class Nbr (4 digits)
7. Search

Search for Classes

Institution ★
 Term ★

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject
 Course Number
 Course Career

Show Open Classes Only
 Open Entry/Exit Classes Only

★ ▼ Additional Search Criteria

Meeting Start Time
 Meeting End Time
 Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ★

Course Keyword ?

Minimum Units
 Maximum Units

Course Component
 Session
 Mode of Instruction
 Campus
 Location

★

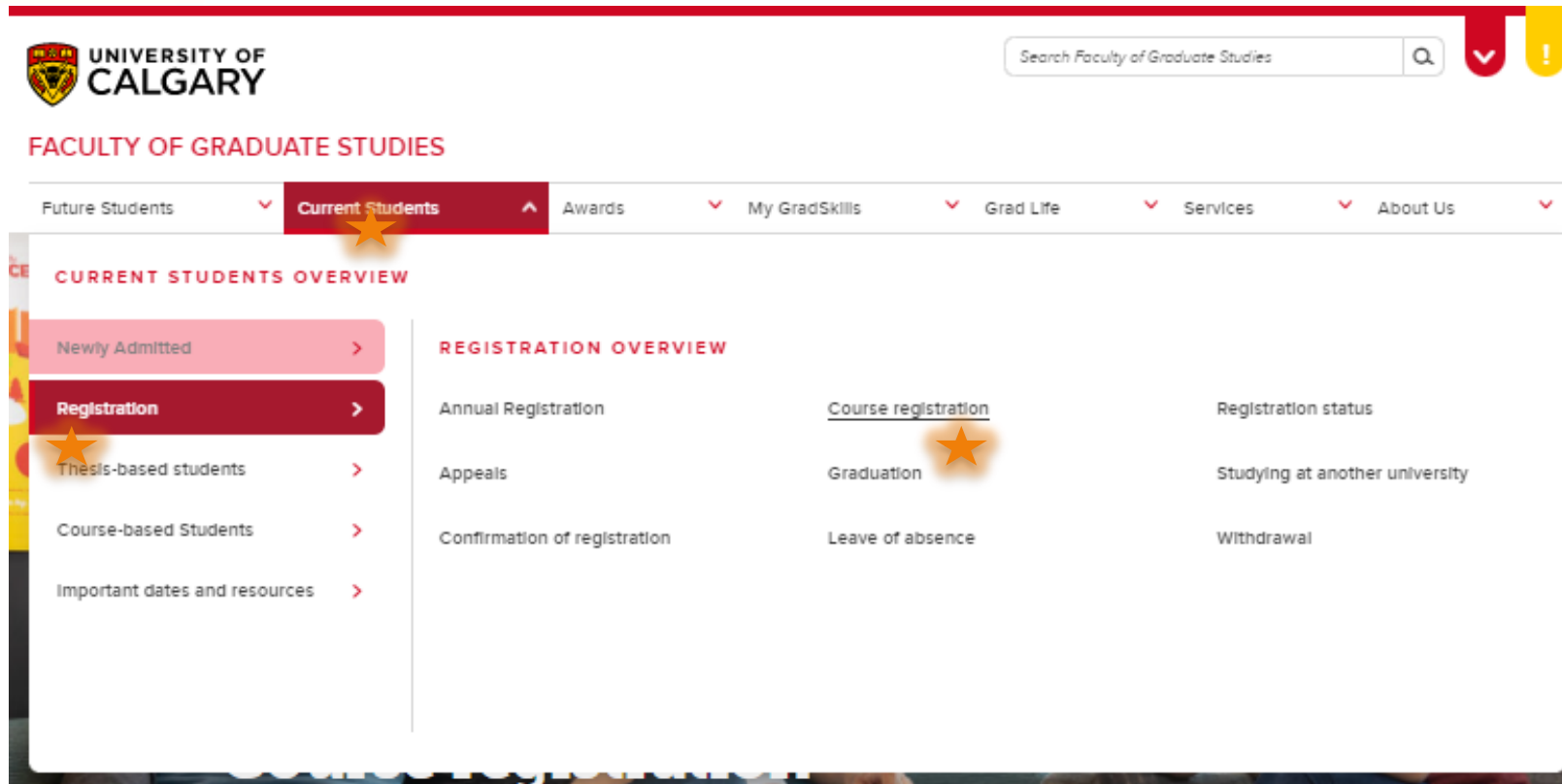
Registration after the Add/Drop deadline

FGS Website

- Available on the Graduate Studies website
- Look for Non-standard course registration
- Note: there is a \$60 fee

Important Dates

- Gradpost
- Student Center
- Academic Schedule: Graduate Studies Calendar 2023-2024
> Academic Schedule



UNIVERSITY OF CALGARY

Search Faculty of Graduate Studies

FACULTY OF GRADUATE STUDIES

Future Students Current Students Awards My GradSkills Grad Life Services About Us

CURRENT STUDENTS OVERVIEW

Newly Admitted

Registration

Thesis-based students

Course-based Students

Important dates and resources

REGISTRATION OVERVIEW

Annual Registration Course registration Registration status

Appeals Graduation Studying at another university

Confirmation of registration Leave of absence Withdrawal

<https://grad.ucalgary.ca/current-students/registration/course-registration>

Non-standard course registration

Use a *Change of Course Registration form* if you want to:

- register after the deadline (\$60 late fee will apply)
- audit a class

Submit the completed and signed form to your [Graduate Program Officer](#).

[Change of Course Registration form](#)

Related links

[Block Week and Non-Standard Schedules](#)

- [Block Week](#)
- [Non-Standard Scheduled Course](#)

REMINDER: Negative Indicator in Student Center

If your admission is conditional due to outstanding transcripts a negative service indicator was placed on your account. Please note that your registration may be impacted if documents are not received by the date stated in your offer letter.

Questions?

