Course Registration Ins & Outs

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

For more detailed instructions, please visit [grad.ucalgary.ca/current-students/registration/annual-registration](http://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
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.

https://grad.ucalgary.ca/current-students/registration/course-registration
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’
4. Select term
5. Expand ‘Additional Search Criteria’
6. Enter Class Nbr (4 digits)
7. Search
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

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.

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Questions?