



UNIVERSITY OF
CALGARY

Registration Webinar

Faculty of Arts

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Faculty of Arts, Arts Students Center

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.

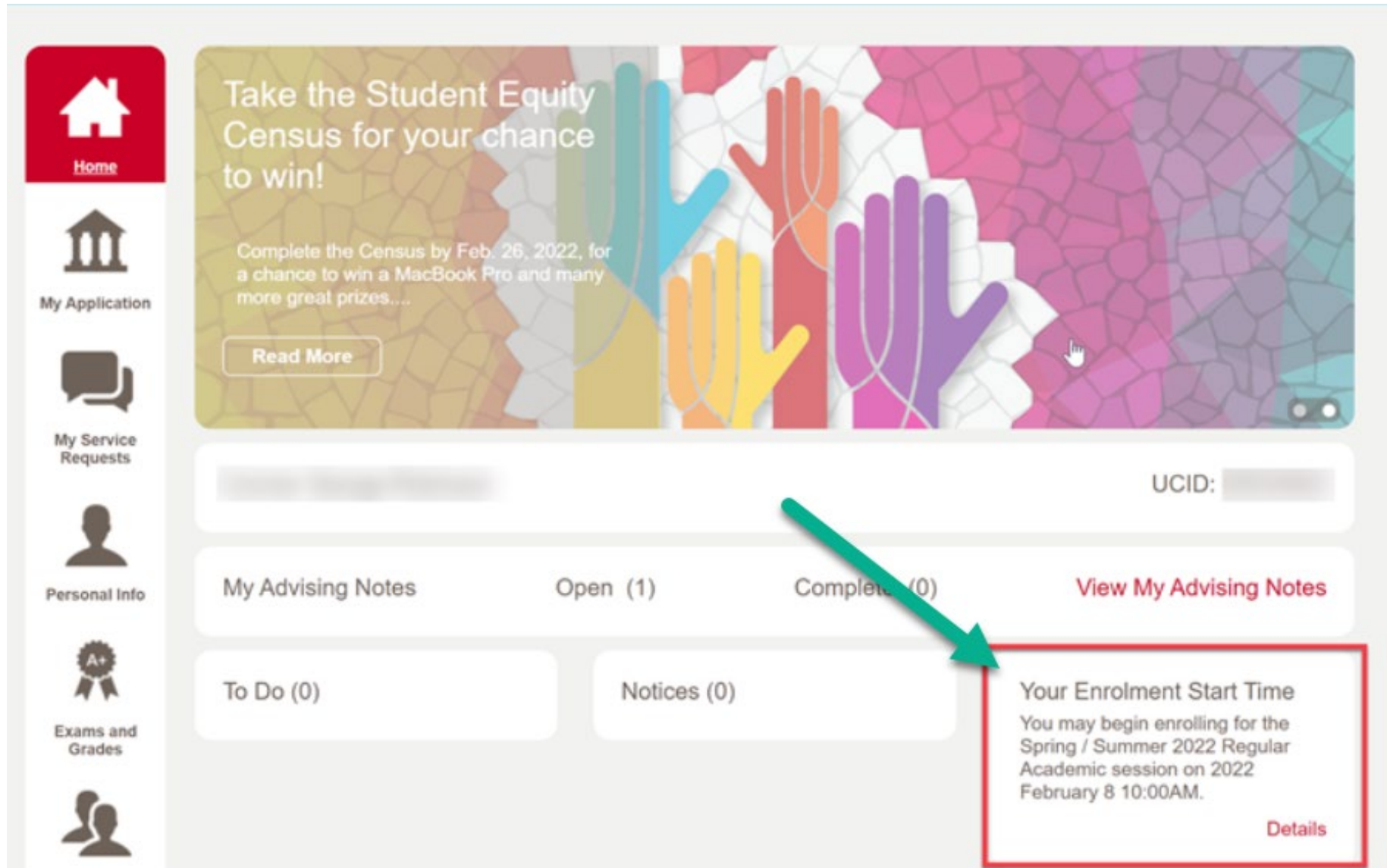


Agenda

- Registration Terminology
- Choosing Courses
- How to Register
- Getting Help



Enrolment Start Time



The screenshot shows a student portal dashboard with a sidebar on the left containing navigation links: Home, My Application, My Service Requests, Personal Info, Exams and Grades, and a profile icon. The main content area features a banner for the Student Equity Census, a UCID input field, and a section for 'My Advising Notes' with 'Open (1)' and 'Complete (0)' counts, and a 'View My Advising Notes' link. Below this are 'To Do (0)' and 'Notices (0)' boxes. A green arrow points to a notification box titled 'Your Enrolment Start Time' which states: 'You may begin enrolling for the Spring / Summer 2022 Regular Academic session on 2022 February 8 10:00AM.' with a 'Details' link.

Take the Student Equity Census for your chance to win!

Complete the Census by Feb. 26, 2022, for a chance to win a MacBook Pro and many more great prizes....

[Read More](#)


UCID:

My Advising Notes Open (1) Complete (0) [View My Advising Notes](#)

To Do (0) Notices (0)

Your Enrolment Start Time
You may begin enrolling for the Spring / Summer 2022 Regular Academic session on 2022 February 8 10:00AM.
[Details](#)

Important Terminology – Requisites & Restrictions

- **Course restrictions:** Many courses are reserved for students who are admitted to a specific degree program or a particular major. Restrictions tell you who can register for the course, and when. You may need to wait for a restriction to expire before you can register in some courses. **(Restrictions in course search will be indicated by a purple star in Course Search and with a brief sentence in Schedule Builder)** 
- **Prerequisite:** This is a course (or courses) that you must complete before you can enrol in a given course. If a course is specified as a prerequisite, you must achieve a passing grade in that prerequisite before you can take the course (unless a specific grade is indicated, in which case you need to achieve at least that grade). Prerequisites are listed in the course description when registering on your Student Centre and in the Academic Calendars course descriptions.
- **Antirequisite:** Courses that cannot both be taken for credit because they are too similar to each other.
- **Corequisite:** Two courses that can be taken at the same time because the content is complementary.

Important Terminology – Course Components

- **Lecture:** Main instructional component of a course where instructors introduce and work through the topics of the course.
- **Lab:** secondary instructional component of a course where you can apply learning from lectures. The class size of Lab sections is often smaller than the lecture.
- **Tutorial:** Another secondary instructional component of a course where you can ask questions, discuss course and reading material, and receive additional assistance.



Important Terminology – Course Delivery Options



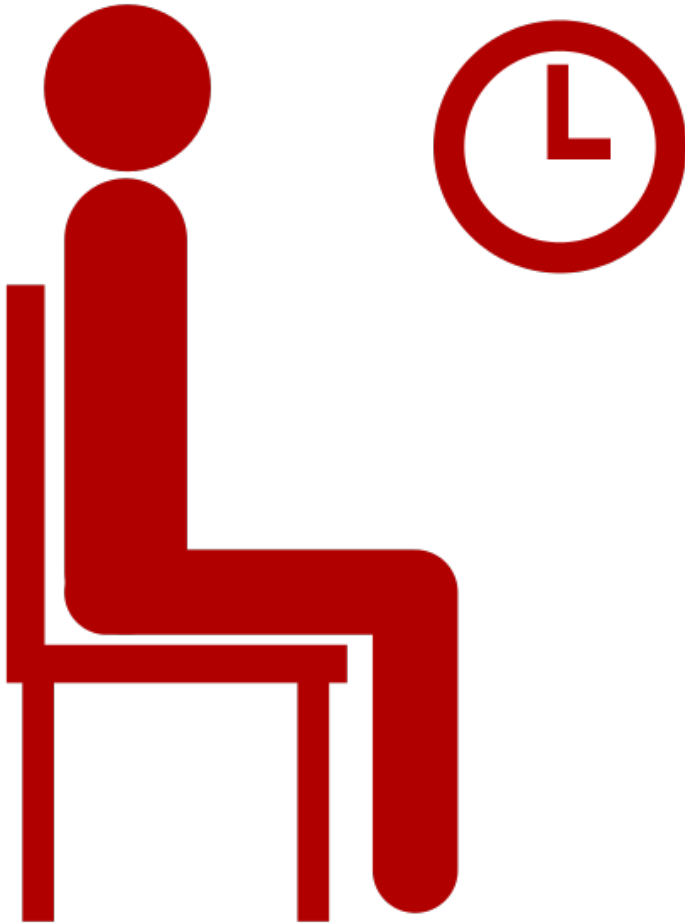
- **Multi-term course:** A multi-term course runs over both the fall and winter terms. You must register for the course in each term, and also enroll in the same class section. Multi-term courses are identified as “A” for fall and “B” for winter.
- **In person:** A component is scheduled for in person learning at the indicated time and place.
- **Web-based instruction:** A component is scheduled for web-based learning and may or may not be scheduled at a specific time. A component that is not offered at a specific time will be indicated by a “TBA” under Days & Times in the system.
- **Blended learning:** A component includes both in-person and web-based instruction.

Important Terminology – Registration Actions

- **Add:** Add a new course to your schedule.
- **Drop:** Completely remove a course from your schedule.
- **Swap:** Trade or substitute one course for another.
- **Edit:** Change the sub-component of a course (such as a lab or tutorial) while leaving the main component of a course (typically the lecture section) unchanged.
- **Withdrawal:** After the term drop deadline passes, the drop function allows you to withdraw from a class up until the last day of classes for the term.



Wait Lists – Do's & Don'ts



- **Wait list:** If a course is full, you may be able to join a wait list and wait for a seat to open in the course (if this functionality is enabled*). If a student drops the class, a seat will open up and be automatically filled by the next student on the wait list.

**Note: wait lists aren't enabled for every class. Wait listing yourself does not guarantee a spot in the course!*



Choosing Courses

- **First Year Degree Guide**

- The First-Year Degree Guide (ucalgary.ca/degreeguide/) is an online tool that allows you to view suggested courses you should register for in your first year of studies.

- **Open options**

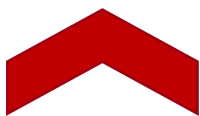
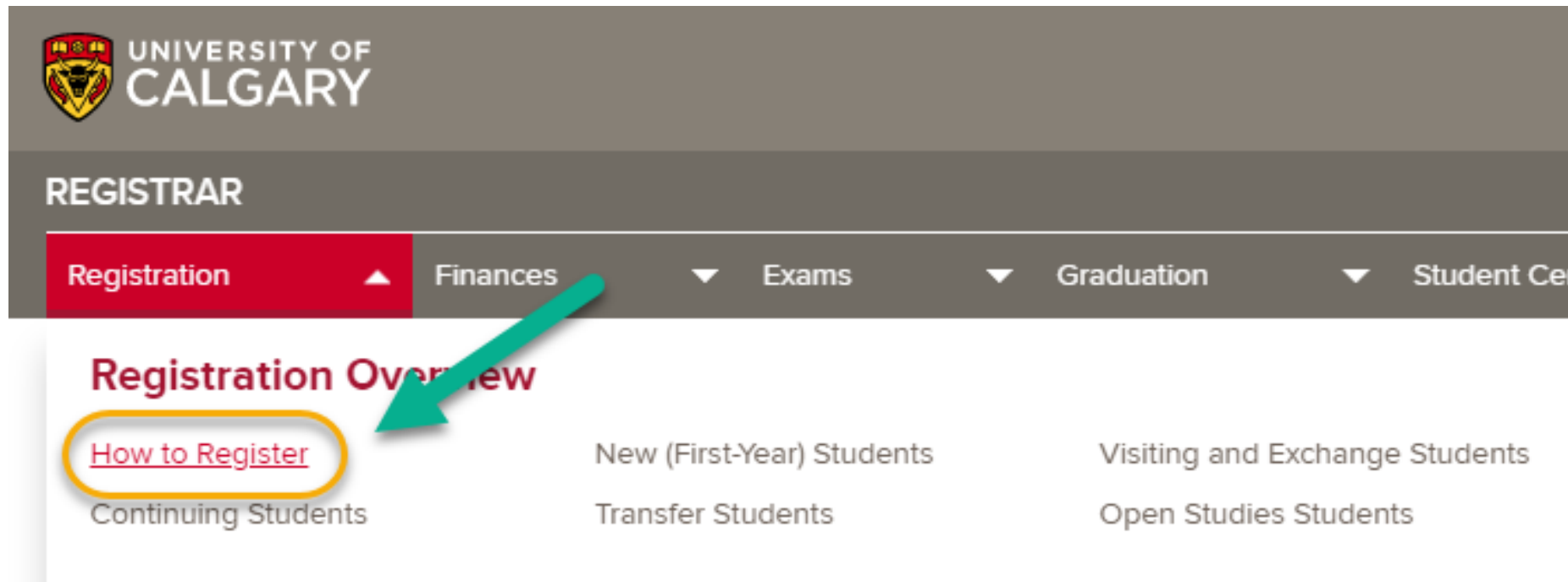
- **Academic Calendar**

- The university calendar (ucalgary.ca/pubs/calendar) is a great reference tool for all students. The fall and winter course schedule is available March 8. Before then, you can browse the courses of instruction section to view all of the courses UCalgary offers, along with descriptions for each course.



How to Register – Registrar's Website

The University of Calgary Registrar's website is a helpful tool that can assist students in understanding important matters pertaining to their student record.



On the **Registration** tab, you are able to review information regarding how to register for courses, definitions, deadlines and important dates.

<https://ucalgary.ca/registrar/registration/how-register>

How to Register - Student Centre & User Guides

On the **Student Centre** tab of the website, you are able to review information pertaining to the use of your MyUCalgary Student Centre.



You can also access the Registrar's **How-To Guides**, which provide step-by-step instructions for some of the more common task students complete in the Student Centre.



Transcripts

Updating Personal Information

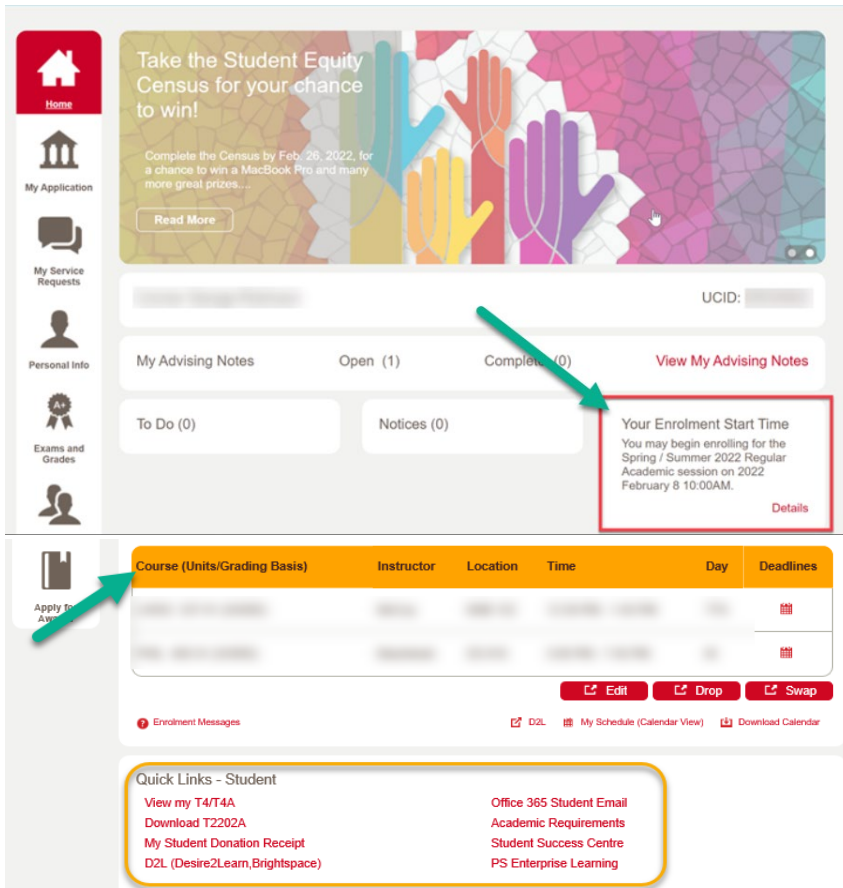
[How-To Guides](#)

How to Register – Your Student Centre

You can think of your MyUCalgary Student Centre as a one stop shop for all matters pertaining to your application, registration, enrolment verification, grades, personal information, taxes, and tuition charges and fees.

On the **Home Tab**, you can access:

- Course registration
- Enrolment Start Time
- Schedule
- Quick Links



Take the Student Equity Census for your chance to win!

Complete the Census by Feb. 26, 2022, for a chance to win a MacBook Pro and many more great prizes...

Read More

UCID: [input field]

My Advising Notes Open (1) Completed (0) [View My Advising Notes](#)

To Do (0) Notices (0)

Your Enrolment Start Time
You may begin enrolling for the Spring / Summer 2022 Regular Academic session on 2022 February 8 10:00AM.
[Details](#)

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

[Edit](#) [Drop](#) [Swap](#)

Enrolment Messages [D2L](#) [My Schedule \(Calendar View\)](#) [Download Calendar](#)

Quick Links - Student

[View my T4/T4A](#)
[Download T2202A](#)
[My Student Donation Receipt](#)
[D2L \(Desire2Learn, Brightspace\)](#)

[Office 365 Student Email](#)
[Academic Requirements](#)
[Student Success Centre](#)
[PS Enterprise Learning](#)



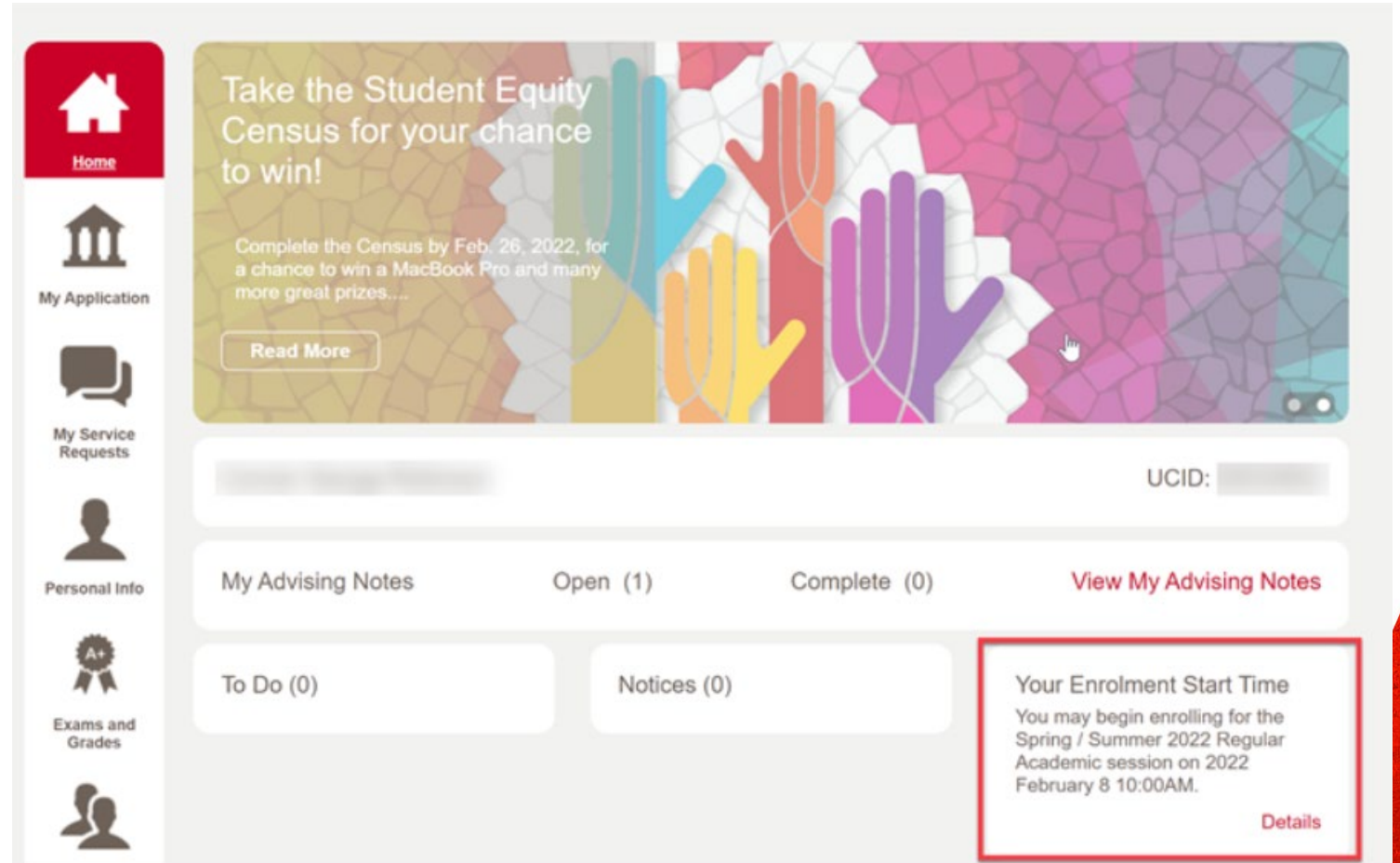
Registration Tools: Schedule Builder (VSB)

- The Visual Schedule Builder (VSB) is a web-based tool you'll use to help you build potential class schedules and register for courses.
- Incredibly useful for generating a schedule that works well for you as you can build schedules around having certain days off, around a work schedule etc.
- We encourage you to begin familiarizing yourself with this tool by watching the instructional videos on how SB can assist you in creating a schedule free of time conflicts.
- The videos can be found at www.ucalgary.ca/registrar/registration/schedule-builder

	Mon Jan 18	Tue Jan 19	Wed Jan 20	Thu Jan 21	Fri Jan 22
8 am					ACCT 217 TUT
9 am					
10 am					
11 am	ENGL 251 LEC		ENGL 251 LEC		ENGL 251 TUT
12 pm	MGST 217 LEC		MGST 217 LEC		MGST 217 LEC
1 pm					
2 pm	ACCT 217 LEC		ACCT 217 LEC		
3 pm					
4 pm					
5 pm					

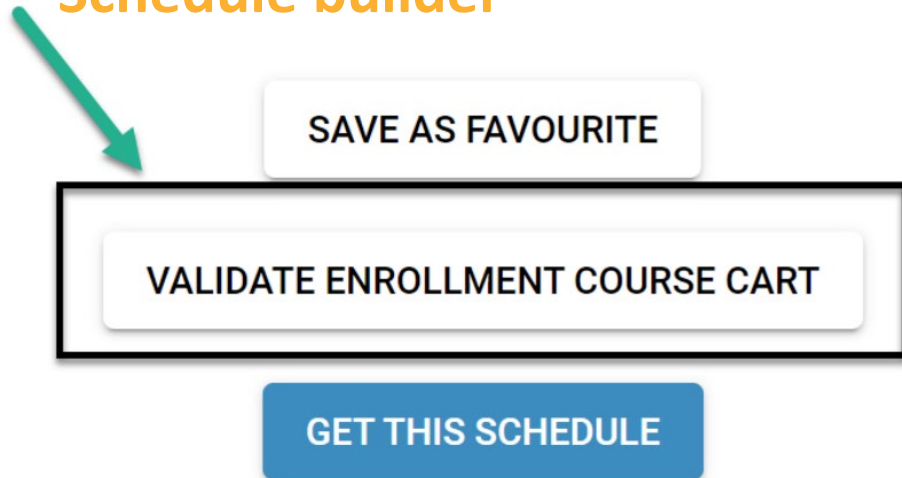
Registration Tools: Course Search

- You can also register using your Student Centre (my.ucalgary.ca) using "Course Search"
- We recommend you use the VSB tool to initially build a schedule and register in your courses. After you've registered, it's best to make any course changes (such as adding, dropping, swapping or editing) directly through your Student Centre (my.ucalgary.ca).
- To learn how to directly register for courses and edit your schedule in your Student Centre, visit: www.ucalgary.ca/registrar/student-centre/how-guides

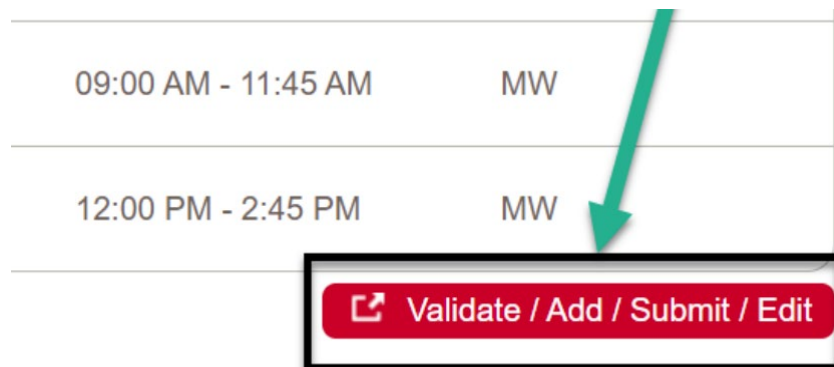


Registration Tools: Validate Shopping Cart

Schedule builder



Course Search



- Using the “Validate” option, students can validate their shopping cart before their enrolment start time to check for potential enrolment errors.
- These errors include time conflicts, unfulfilled pre-requisites or co-requisites, missing departmental consent, anti-requisites, etc.
- **Note:** the validate option DOES NOT result in enrolment. Once your enrolment Start Time arrives, you’ll still need to process your enrolment even if you’ve successfully validated your courses.

Error Messages

- The Registration Issues Page on the registrar's website has a list of **common registration error messages** and their meaning and solution, we recommend starting here when encountering an unfamiliar error message:
<https://www.ucalgary.ca/registrar/registration/issues>
- If you are still unable to find the cause of the error message [Enrolment Services Advisors](#) are available to assist in troubleshooting the issue:

Need help or have questions?



Enrolment Services hours

Monday 9 a.m. - 4 p.m.
Tuesday 9 a.m. - 4 p.m.
Wednesday 9 a.m. - 4 p.m.
Thursday 10 a.m. - 4 p.m.
Friday 9 a.m. - 4 p.m.



Call Us

Reach one of our advisors at:

1.403.210.7625

(toll-free in Canada & the US 1.855.246.7625)

Advising Supports

- The Arts Students' Centre supports students in Faculty of Arts programs. We offer booked appointments, email, phone, and drop in advising.
- If you're unsure where to turn or you're having trouble choosing a major, the Student Success Centre offers academic support including help choosing a major, personalized academic planning, learning support programs, and much more.



New Student Registration Assistance (NSRA)



- Unsure if the schedule you've generated needs adjusting? Need help choosing some of your courses?
- Starting in May, New Student Registration Assistants provide one on one appointments where they can teach you how to build a first-year schedule and navigate the registration system.
- <https://www.ucalgary.ca/student-services/student-success/advising/nsra>