Fall 2018/Winter 2019

COURSE/TIMETABLE/REGISTRATION INFORMATION

(for 1L JD students)

1. BASIC INFORMATION
   • Course registration will open at 10:00 a.m. MDT on Monday, June 25.

   • You are responsible for complying with all JD degree requirements, and for registering in your courses by the relevant university deadlines. Please read the following information carefully, before you register.

   • Students must enroll in courses by August 1. If you are unable to do so please contact Catherine Valestuk at catherine.valestuk@ucalgary.ca.

   • If you are applying for student loans, you may need to register in your courses sooner rather than later. For the specifics on this, check the conditions of your loan applications.

2. IT ACCOUNT/UCALGARY EMAIL
   • You will need to register for an IT Account and UCalgary email address by July 15.

   • We have recently had a website update, and an IT Account/UCalgary email address is now needed in advance to access the timetables and exam timetables in SharePoint.
     o We will give all incoming 1Ls access to SharePoint after July 15. It is therefore very important that you create your IT Account and UCalgary email address by this deadline.

   • Your IT Account also gives you access to campus WiFi, Office 365, and more.

   • If you need any help registering or accessing your IT Account and UCalgary email, you will need to contact IT Support directly.

   • In accordance with the UCalgary Electronic Communications Policy, all email correspondence will be sent to your UCalgary email account after July 15. It is very important that you check that inbox regularly during the summer, so you do not miss any important information that may be sent out.

   • Law 407: Foundations I instructors may make prep materials available in Desire2Learn (D2L) sometime during the week before the first class. They may also send an email to your UCalgary email address the week before classes begin.

3. TIMETABLE
   • The fall and winter timetables are posted on the New Students and Current JD Students pages, through SharePoint.
• There may be timetable changes that will occur over the summer. All changes to the timetable will be posted on SharePoint.

• Block courses do not appear on the timetable. Please see MANDATORY COURSES/SECTIONS below for more information about block courses.

4. EXAMINATION TIMETABLES
• The exam timetables are available on both the New Students and Current JD Students pages, through SharePoint.

5. COURSE OUTLINES
• A course outline, list of required readings and a syllabus will also be available the first day of each class. Some instructors may also make their course outline available through D2L.

6. MANDATORY COURSES/SECTIONS
• All first year law courses are compulsory and are assigned a 400 level course number.

• Only second and third year students may register in 500 and 600 level courses, and only graduate students take 700 level courses.

• Students in our 1L class are separated into one or more class sections.

• You must register for the 1L course sections that you have been assigned. Please refer to the Section Assignment PDF that was emailed to you. Students who register in an incorrect section will be moved to the correctly assigned section.

• It is possible that you may be reassigned to a different section before classes begin. If your section number changes, we will advise you by email.

• Block courses are held Monday through Friday, 8:30 a.m. – 5:00 p.m. during the assigned period. Your instructors will provide the classroom location. Attendance is mandatory. Please make your plans accordingly.
  o Law 407 Foundations in Law & Justice I will be offered as a block course from September 5-21
  o Law 408 Foundations in Law & Justice II will be offered as a block course from January 7-25

• Remember! In order to graduate in law from the University of Calgary, you must achieve satisfactory performance (C- or better, or Credit in courses marked CR/D/F) in each required element of the curriculum.

7. HOW TO REGISTER IN COURSES
• You can register for courses using Schedule Builder. Schedule Builder is a web-based tool to help you build a class schedule and register for courses. Schedule Builder is available to by logging into the My UCalgary portal and clicking on the “Schedule Builder” button, which appears at the top of your Student Centre.

• Instructions on how to use Schedule Builder can be found here.
• Most 1L courses are full-year (multi-term) courses. Be aware when registering in multi-term courses:
  o Multi-term courses are identified as "A" for fall and "B" for winter. You must register for the course in each term as well as pick the same class section.
  o You must register in Part A prior to enrolling in Part B. If you try to enroll in Part B first, you'll receive an error message and the enrolment action will fail.

8. JD/MBA & JD/MPP COMBINED PROGRAM STUDENTS
• Depending on if your combined program has already been set up, your courses may show up under your graduate student record. Please do not worry, as this is normal. The system will still assess your tuition and fees based on the type of class in which you have enrolled: i.e. you will be charged law tuition and fees for law courses, and graduate tuition and fees for graduate courses.

• NOTE: If you find that you get charged graduate fees for a term in which you have not registered for graduate courses, please contact Corey Wilkes in the Faculty of Graduate Studies; her email address is wilkes@ucalgary.ca.

9. NEED HELP WITH REGISTRATION?
• From your Student Centre:
  o Click on the “Help” link.

  The help link will take you to the Course Registration Guide, where you can find step-by-step instructions on how to register for classes.

  Help is also available from Enrolment Services – contact them by phone at 403-210-7625, or in person at MacKimmie Block (MB 117).

10. CHANGE OF REGISTRATION DATES: FALL TERM
• Thursday, September 13: Last day for dropping courses (without receiving a “W” grade).

• Thursday, September 13: No refund of fees if you withdraw from full courses or Fall Term half-courses after September 13.

• Friday, September 14: Last day for adding courses or for changing registrations from credit to audit or audit to credit in full courses and Fall Term half-courses.

11. CHANGE OF REGISTRATION DATES: WINTER TERM
• Monday, February 4: Last day for dropping courses (without receiving a “W” grade).

• Monday, February 4: No refund of fees if you withdraw from full courses or Winter Term half-courses after this date.

• Tuesday, February 5: Last day for adding courses or for changing registration from credit to audit or audit to credit in full courses and Winter Term half-courses.

12. PAYMENT OF FEES
• It is highly recommended that you use online banking to pay your fees. If you do not have a Canadian bank account, you may pay through Western Union’s GlobalPay for Students.
• The University of Calgary no longer accepts fee payments by credit card or cash.

• Additional information on fee payments, including instructions, can be found here.

• You can access your tuition and fee statement through your Student Centre.

• For more information regarding fee assessment and payment, contact Enrolment Services, located in MacKimmie Library Block (MLB 117), or at 403-210-7625.

• Tuition and fee deadlines:
  o Friday, September 21: fee payment deadline for Fall Term.
  o Friday, January 25: fee payment deadline for Winter Term.