



Fall 2020/Winter 2021

COURSE/TIMETABLE/REGISTRATION INFORMATION

(for LOP and Exchange students)

1. BASIC INFORMATION

- **Course registration will open at 9:30 a.m. MDT on Thursday, June 25.**
 - We recommend that you check what time this is in your own time zone well before course registration opens.
- Please read the following information carefully, *before you register*.
- **Courses often fill up very quickly when registration opens. We recommend preparing in advance, and being ready to enroll at the time registration opens.**
 - You may be able to add courses to your shopping cart before registration opens; however, this does not guarantee registration in those courses, as many students may be trying to register in the same courses.
 - Planning alternate course options in advance will help you register for courses faster if your initial preferred courses are full.
 - If you wait until several hours after course registration opens, you may find that many courses are already full, which will limit your options.
 - If you are unable to register in a course because it is full, we recommend trying to change your course registration every so often throughout the summer, in case a spot opens up. Some courses also allow a limited number of students on a waitlist, so be sure to check the 'waitlist if class is full' box when enrolling.
- You are responsible for complying with all academic prerequisites, and for registering in your courses by the relevant university deadlines. You are also responsible for obtaining approval from your home institution for your final course selection.
- **If you have questions about whether you qualify for the prerequisite for a course, or any other course registration questions, please contact Assistant Dean, Student Services, Angela Gallo Dewar at agallode@ucalgary.ca.**

2. IT ACCOUNT/UCALGARY EMAIL

- You will need to use your [IT Account](#) and UCalgary email address to access the timetables and exam timetables.
- 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.**
- All communications from the Faculty of Law will be sent to UCalgary email addresses only, in accordance with the UCalgary Electronic Communications Policy.

3. COURSE RESTRICTIONS

- **Enrolment restrictions to some courses apply.** LOP and Exchange students may not enrol in any of the following compulsory courses:
 - Any 400-level (1st year) courses
 - Law 503 – Administrative Law
 - Law 505 – Civil Procedure
 - Law 507 – Evidence
 - Law 508 – Negotiation
 - Law 509 – Business Associations
 - Law 510 – Ethical Lawyering
 - Law 602 – Advocacy

4. 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.

5. EXAMINATION TIMETABLES

- The exam timetables are available on both the [New Students](#) and [Current JD Students](#) pages, through SharePoint.

6. 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.

7. HOW TO REGISTER IN COURSES

- How-to guides for course registration [can be found here](#).
- **If you encounter an error message that says you do not meet the academic prerequisite for a course, but you have already verified that you do, please email Eunice Wong at emmwong@ucalgary.ca**
 - **If you are not sure about whether you qualify for the prerequisite for a course, please contact Assistant Dean, Student Services, Angela Gallo Dewar at agallode@ucalgary.ca.**
- Be aware when registering in full-year (multi-term) courses:
 - 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.**
 - **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.
 - **If you are only at UCalgary Law for one semester, you cannot enrol in part of a full-year (multi-term) course.**

8. COURSE ADD/DROP DEADLINES

- Please refer to the 2020-2021 Important Dates for Students, which can be found on both the [New Students](#) and [Current Students](#) pages.

9. 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. Additional information on fee payments, including instructions, can be found [here](#).
- You can access your tuition and fee statement through your Student Centre after registering for courses.
- See the Office of the Registrar website for information on how [Alberta Student Loans](#), [Out of Province Student Loans](#), and [US Loans](#) are confirmed by the Financial Aid Office.
- **For more information regarding fee assessment and payment, contact [Enrolment Services](#).**
- Tuition and fee deadlines:
 - **Friday, September 25:** fee payment deadline for Fall Term.
 - **Friday, January 22:** fee payment deadline for Winter Term.