



Fall 2023/Winter 2024

COURSE/TIMETABLE/REGISTRATION INFORMATION

(for 1L JD students)

1. BASIC INFORMATION

- Course registration will open at 9:30 a.m. MDT on Tuesday, June 20.
- 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.**
- 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. TIMETABLE

- The fall and winter timetables are posted on [SharePoint](#) under JD & Graduate Students.
- Your IT Account/UCalgary email address is used to sign into SharePoint. Please **do not request access to SharePoint** – we will add you before registration opens.
- 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.

3. 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 classes are separated into sections to maintain cohorts. You must register for the 1L course sections that you have been assigned. Section Assignments are emailed to you prior to course registration. Students who register in an incorrect section will be moved to the correctly assigned section. Requests for specific sections, or to change sections cannot be considered.
- 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 typically held Monday through Friday, 8:30 a.m. – 5:00 p.m. during the assigned period. Your instructors will provide more information. Attendance is mandatory. Please make your plans accordingly.

- Law 407 Foundations in Law & Justice I will be offered as a block course from September 6-22
- Law 408 Foundations in Law & Justice II will be offered as a block course from January 2-19
- 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.
- **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.

4. HOW TO REGISTER IN COURSES

- How-to guides for course registration [can be found here](#).
- Most 1L courses are full-year (multi-term) courses. Be aware when registering in 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 enrol in Part B first, you'll receive an error message and the enrolment action will fail.
- When selecting your section during course registration, be sure to look at the "Section" column, not the column marked "Section Group." (Note: this screenshot is from a previous year.)

LAW 400: Constitutional Law										
Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions
76810	01-LEC Law Part A	Mo 10:30AM - 11:50AM Th 2:00PM - 3:20PM			Maureen Therese Duffy Maureen Therese Duffy	1		2020/09/28 - 2020/12/08 2020/09/28 - 2020/12/08	<input type="checkbox"/>	
76811	02-LEC Law Part A	Mo 10:30AM - 11:50AM Th 2:00PM - 3:20PM			Howard Kislowicz Howard Kislowicz	1		2020/09/28 - 2020/12/08 2020/09/28 - 2020/12/08	<input type="checkbox"/>	

5. 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, 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.**

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. COURSE ADD/DROP DEADLINES

- Please refer to the 2023-2024 Important Dates for Students, which are posted on [SharePoint](#) under JD & Graduate Students.

8. PAYMENT OF FEES

- The preferred method of payment is through online banking with a Canadian bank account. Students who do not have a Canadian bank account can pay their fees through WU GlobalPay or CIBC Student Pay. Additional information, 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 22, 2023:** fee payment deadline for Fall Term.
 - **Friday, January 26, 2024:** fee payment deadline for Winter Term.

9. ENROLMENT VERIFICATION LETTERS

- Enrolment Verification letters will be available the day after you register for your courses.
- **Regular, full-time JD students** will be able to print an Enrolment Verification letter from their Student Centre.
- **Part-time and joint program students** will need to contact law@ucalgary.ca to request an Enrolment Verification letter.

10. EXAMINATION TIMETABLES

- The exam timetables will be available on [SharePoint](#) under JD & Graduate Students.