



Fall 2023/Winter 2024

COURSE/TIMETABLE/REGISTRATION INFORMATION

(for Letter of Permission and Exchange students)

1. BASIC INFORMATION

- **Course registration will open at 9:30 a.m. MDT on Tuesday, June 20.**
 - 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 enrol 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, since many students may be trying to register in the same courses.
 - **You must send your completed LOP & Exchange Student Academic Prerequisite Form to Hilary Neatby at law.studentservices@ucalgary.ca by June 15, 2023.** This will allow us to pre-waive any academic prerequisites blocks in our system before course registration opens.
 - **You must include 10 courses per term that you will be attending UCalgary on your LOP & Exchange Student Academic Prerequisite Form.** Planning alternate course options in advance will help you register for courses faster if your 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 throughout the summer, in case a spot opens up.
 - Some courses also allow a limited number of students on a waitlist, so we recommend checking the 'waitlist if class is full' box when enrolling.
- **If you have questions about whether you qualify for the prerequisite for a course, or any other course registration questions, please contact Hilary Neatby at law.studentservices@ucalgary.ca**
- 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.

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 510 – Ethical Lawyering
 - Law 602 – Advocacy

4. TIMETABLE

- The fall and winter timetables are posted on [SharePoint](#) under JD & Graduate Students.
- There may be timetable changes that will occur over the summer. All changes to the timetable will be posted on SharePoint.

5. 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 Hilary Neatby at law.studentservices@ucalgary.ca**
 - **If you are not sure about whether you qualify for the prerequisite for a course, please contact Hilary Neatby at law.studentservices@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 enrol 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.**

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 can be found 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. EXAMINATION TIMETABLES

- The exam timetables are posted on [SharePoint](#) under JD & Graduate Students.