Fall 2019/Winter 2020

COURSE/TIMETABLE/REGISTRATION INFORMATION

(for LOP and Exchange students)

1. BASIC INFORMATION
   • Course registration will open at 9:30 a.m. MDT on Monday, June 24.
   • 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.
   • Please read the following information carefully, before you register.

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**
   - 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 red “Schedule Builder” button, which appears on the Home page of your Student Centre.
   - Instructions on how to use Schedule Builder can be found [here](#).
   - 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 a multi-term course.

8. **NEED HELP WITH REGISTRATION?**
   - From your Student Centre:
     - 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).

9. **CHANGE OF REGISTRATION DATES: FALL TERM**
   - **Thursday, September 12:** Last day for dropping courses (without receiving a “W” grade).
   - **Thursday, September 12:** No refund of fees if you withdraw from full courses or Fall Term half-courses after September 12.
   - **Friday, September 13:** 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.

10. **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.

**11. 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 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:
  - **Friday, September 20**: fee payment deadline for Fall Term.
  - **Friday, January 31**: fee payment deadline for Winter Term.