QR Codes and Hyperlinks

QR codes

- QR codes will be used throughout this presentation
- To access the website through the QR code hold your camera up to it and tap on the link that appears

Hyperlinks

- Additional online resources are hyperlinked in the presentation
- Access PDF of presentation with links in Orien 432 243 reW*Bc4(RG 0087 Qu1

Session Topics

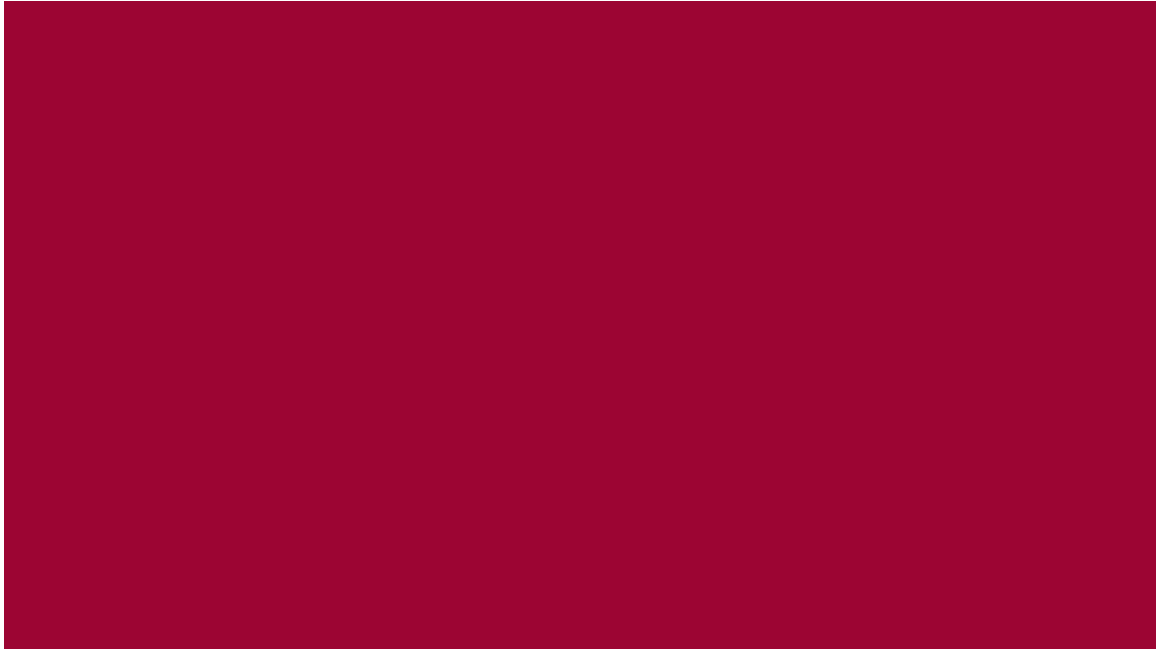‡Open Studies Regulations

‡Terminology and Registration

‡Transfer Credit and Degree Application

‡Open Studies Supports

The presentation will cover four essential topics that students in Open Studies should
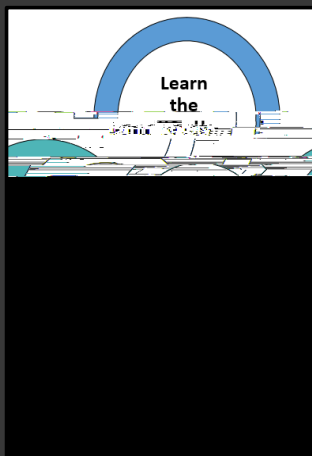
Academic Calendar

Helpful resource for learning about:

- Open Studies regulations
- Registration dates and processes
- Course descriptions and requisites
- Degree program requirements

Academic Calendar

Opportunity in Open Studies

engage with the campus community in a variety of ways.

Open Studies Regulations: Non-Degree

‡ Maximum 12 units (4 courses) allowed per semester

‡ Maximum 36 units (12 courses) allowed overall

‡ Registration block once 36units (12 courses) is completed

‡ Maximum 15 units (5 courses) of Withdrawals (W grade) allowed

‡ Minimum 1.7 GPA to continue after completed 9units (3 courses)

‡ Yearly Academic Review: checks for maximum overall units, maximum W grades, and GPA

Non-degree holder Open Studies means students who have not yet completed an

36units available in Open Studies before moving into degree programs

‡ 15units or 5 courses is the maximum of Withdrawal or W grade allowed in Open Studies – students can choose to withdraw from courses for a variety of reasons;

Terminology and Registration

The second topic is terminology and registration. Since the University uses a lot of specific terms, it's important to get familiar with them.

Degree Terminology

‡Faculty: division or school that offers the degree

‡Degree: credential received upon graduation

‡Major: main field of study within the degree

‡Minor: secondary field of study outside major

For Open Studies: Faculty is the Registrar's Office / Enrolment Services

Some essential terms to know about degree programs are:

‡ Faculty – is the division or school within the University that offers a particular degree; it is like the house that students are part of, follow rules for, and that grants the degree when completed

‡ Degree –

Since students in Open Studies are admitted to the University, but not to a specific faculty, the Registrar's Office / Enrolment Services acts as the faculty that oversees Open Studies.

Registration Definitions

Helpful resource for learning about:

‡ Requisites

‡ Course status

‡ Registration actions or functions

[Registration Definitions](#)

Many of the upcoming slides of the presentation focus on course terminology and registration actions. The Registration Definitions page on the Registrar's Office website is a helpful resource for learning about:

‡ Requisites
‡ Course status
‡ Registration actions or functions

Use the QR code to access the Registration Definitions website.

Course Terminology (1/3)

‡Course: specific topics covered in one subject area over a semester

‡Components: lecture (LEC), lab (LAB), tutorial (TUT)

‡Prerequisite: previous study completed, often with minimum grade requirement (usually C- grade); admission to specific program

‡Co-requisite: two courses that can or must be taken at the same time

‡Anti-requisite: two courses with too similar content; cannot take or retain credit in both courses

Since there is a lot of course terminology to know, the content is divided across three slides. This is the first slide for course terminology, focusing on requisites.

‡ Course – specific topics covered in one subject area over a semester; students can choose to register in courses in the same subject area or in multiple subject areas during the semester

‡ Components – each course has specific components like Lecture, Laboratory, and Tutorial; many courses have only the Lecture component, while others have Lecture and Lab, or Lecture and Tutorial, or all three components; student must register in all components of a course to be successfully enrolled

‡ Prerequisite – previous study completed, often with minimum grade requirement (usually C- grade) and/or number of units completed or admission to a specific degree program; prerequisites must be met for students to successfully enroll in a course

‡ Co-requisite – two courses that can or must be taken at the same time in the same semester; content of the two courses complements each other so are taken together
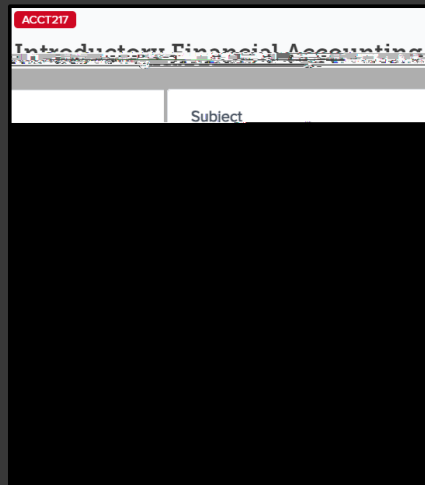
‡ Anti-requisite – two courses with too similar content; students cannot take or retain credit in both courses

Example: Prerequisite & Anti-requisite

Course: ACCT 217

‡ Prerequisite: admission to Haskayne School of Business and completion of 12 units

‡ Anti-requisite: Cannot retain credit for both ACCT 217 and ACCT 301

The next two slides provide examples requisite terminology. The first example reviews prerequisite and anti-requisite.

The example course is Accounting (ACCT) 217. The image is a screenshot of the course description for ACCT 217 taken from the Academic Calendar. The prerequisite to take the course is both having admission to the Haskayne School of Business and having already completed 12units or 4 courses in any subject. Therefore, only students admitted to the Bachelor of Commerce program who have completed 12units or 4 courses can successfully enroll in ACCT 217.

The anti-requisite is that students cannot retain credit for both ACCT 217 and ACCT 301. Students who complete ACCT 217 cannot then register in ACCT 301, and students who complete ACCT 301 cannot then register in ACCT 217.
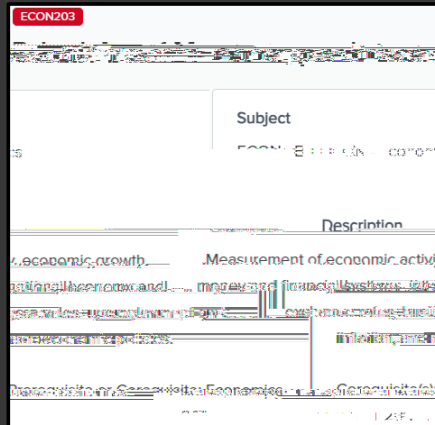
Example: Prerequisite & Co-requisite

Course: ECON 203

‡ Prerequisite: complete ECON 201 with C- or better

‡ Co-requisite: Take ECON 201 and 203 in the same semester

The second example reviews prerequisite and co

Course Terminology (2/3)

‡Restriction: course seats reserved for specific student groups for specific time periods – restrictions end!

‡Open: course has available seats – must meet requisites and have available space in schedule to enroll

‡Waitlist: wait for space in course to open – maximum 6 units (2 courses) of waitlist out of total 12 units (4 courses) for semester

‡Closed: seats in course have been taken, including waitlist

Course status changes, so continue to review courses of interest

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This is the second slide for course terminology, focusing on course status.

‡ Restriction – seats in a course are reserved for specific student groups for specific time periods; restrictions do end, at which point, any student who meets the requisites can enroll if the course has available seats

TIP: in Course Search, the purple star indicates a restriction, but the star doesn't go away when restriction ends, so review "Class Details" for end dates by clicking on the hyperlink under "Section" (e.g. LEC 01 link). In Schedule Builder, restrictions are written in the course attributes when courses are displayed in the middle panel of the platform.

‡ Open – course has available seats, so students can enroll into it if they meet the requisites, have space in their schedule to add it, and if there are no restrictions or the restrictions have ended

‡ Wait list – partial enrolment where students are put on a waiting list to wait for space in a course to open; students must meet the requisites and have available space in their schedule when moved into position one on the waitlist; students in

Open Studies can waitlist for a maximum of 6units or 2 courses per Fall & Winter semester and cannot exceed 12units or 4 courses, so could be waitlisted for one, enrolled in three, or waitlisted for two, enrolled in two courses.

‡ Closed – all seats in a course have been taken, including the wait list, so students cannot enroll in the course; if another student drops the course, the course may become wait listable or open

Since the status of courses changes, continue to review courses of interest in case seats open, especially for the Winter semester.

Course Terminology (3/3)

‡Enroll: successfully add all course components to schedule

‡Add: enroll in a course from shopping cart

‡Swap: change an enrolled course for one in shopping cart; drops enrolled course and adds new course or new LEC section of course

‡Edit: change LAB or TUT component of a course

‡Drop: remove a course from schedule <u>before</u> or on "drop deadline"

‡Withdraw: remove a course from schedule <u>after</u> "drop deadline"

This is the third slide for course terminology, focusing on registration actions or functions.

‡ Enroll – students are enrolled in a course when they have successfully added all course components to their schedule; listed in "Enrolled Courses" section on main page of Student Centre (MyUCalgary portal)

‡ Add – is the function of enrolling in a course from the shopping cart to add it into the schedule and become enrolled

‡ Swap – allows students to change an enrolled course for a course in their shopping cart; the action drops the enrolled course and adds the new course; swap is commonly c4(an)-5(d.000008037 0 540om)-3ou1cart5(d)-if(c4u)-7(ee)106(St)-5(u)-4(dolle)-4(d)

When enrolling, adding, swapping, or editing, the course and its components must be open, and the student must meet the requisites and have space in their schedule for the course.

‡ Drop – students can remove a course from their schedule before or on the "drop deadline"

‡ Withdraw – students can remove a course from their schedule after the "drop deadline"; note that the enrolment function is still called "drop", but the implications are different

Registration Actions

	Drop	Add, Swap, Edit	Withdraw
Deadlines	Fall 2024: Sept 12 Winter 2025: Jan 23	Fall 2024: Sept 13 Winter 2025: Jan 24	Fall 2024: Dec 6 Winter 2025: Apr 11
Impact	‡ No record on transcript ‡ No tuition paid	‡ Changes to schedule ‡ Finalize schedule ‡ Enrolled in course	‡ W grade on transcript ‡ Forfeit tuition ‡ Counted toward 15units maximum of W grade in OS ‡ Not counted in GPA

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The registration actions or functions that were defined on the previous slide have specific deadlines and impacts. The chart on this slide outlines the deadlines and impact of the Drop function, the Add, Swap, Edit functions, and the Withdraw function.

The second column from the left indicates the deadlines and impact for the Drop function. The last day to drop courses in the Fall 2024 semester is September 12, and January 23 in the Winter 2025 semester. The impact of dropping courses before or on those dates is that there is no record of a dropped course on a student's transcript and the student doesn't have to pay tuition for dropped courses.

The third column from the left indicates the deadlines and impact for the Add, Swap, and Edit functions. The last day to add, swap or edit courses in the Fall 2024 semester is September 13 and January 24 for the Winter 2025 semester. The impact of adding, swapping or editing courses is making changes to a student's schedule to finalize enrolment in courses. After the add, swap, edit deadline, a student's schedule is finalized for the semester and new courses cannot be added or changes to courses

Transfer Credit and Degree Application

postsecondary coursework completed.

Degree Application

‡What: apply for two degree program choices

‡How: submit application online through <u>Apply Alberta</u>

‡When: available October 1 until March 1 for Fall application

‡Why: to move from Open Studies into a faculty degree program

Undergraduate Admission Guarantee: could be guaranteed admission to certain degree programs in Faculty of Arts or Faculty of Science

Students in Open Studies are admitted into the University, but not into a specific faculty, so they must still apply and be admitted into a degree program to continue beyond Open Studies. Some basic things to consider about the degree application process are:

‡ What – students can apply for two degree program choices; it is recommended to apply to your desired program as a first choice and include a less competitive program as a second choice to be strategic in your application

‡ How – students must submit the degree application online through Apply Alberta (applyalberta.ca); this includes creating a profile on Apply Alberta, then selecting UCalgary as the school to apply to, and completing the UCalgary application with program choices

‡ When – the Fall application is available from October 1 to March 1 each year; most degree programs only admit for the Fall semester, so if applying for Fall 2025

‡ Why – admission into a degree program means entrance into a faculty and continuing studies toward an undergraduate or bachelor's degree credential

There is an Undergraduate Admission Guarantee where students in Open Studies who meet specific criteria could be guaranteed admission to certain degree programs

Open Studies Supports

The fourth topic is Open Studies supports. There are lots of ways students in Open Studies can get connected on campus to help them navigate their journey.

Main Open Studies Supports

Service	Support Provided
Enrolment Services	Advice on Open Studies regulations and registration processes, including registration troubleshooting; advice on financing education
Admissions	Advice on applying to degree programs, admission requirements, and application processes, including strategic program choices
Faculty Advising	Advice on degree planning, degree requirements, and course selection, if you know which program you'd like to pursue
Exploratory Advising	Support with the exploration process to choose a degree program or decide between multiple program options, if you are uncertain

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There are four main services on campus that will best support students in Open Studies. The chart on this slide lists the four services and provides a brief description of what they can help with.

The service in the second row is Enrolment Services, which provides advice on Open Studies regulations and registration processes, including registration troubleshooting. Enrolment Services additionally provides advice on financing your education.

The service in the third row is Admissions, which provides advice on applying to degree programs, admission requirements, and application processes, including how to make strategic degree program choices for your application.

The service in the fourth row is Faculty Advising, which provides advice on degree planning, degree requirements, and course selection, if you already know which degree program you would like to pursue.

The service in the fifth row is Exploratory Advising, which supports students with the exploration process to choose a degree program or decide between multiple program options, if you are uncertain which degree program you would like to pursue.

Main Support Contacts (1/2)

Enrolment Services: regulations
and registration processes
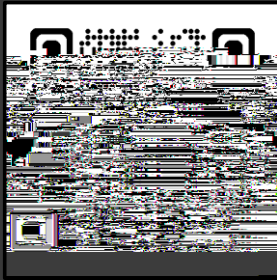
Admissions: degree application
and admission processes

This slide provides QR codes to access the contact information for Enrolment Services on the left, and for Admissions on the right.

Contact Enrolment Services for support with regulations and registration processes, as well as financing information. Contact Admissions for support with degree application and admission processes.

Main Support Contacts (2/2)

Faculty Advising: specific degree planning, requirements, and course selection

Exploratory Advising: exploring degree program options and decision-making

This slide provides QR codes to access the contact information for Faculty Advising on the left, and for Exploratory Advising on the right.

Contact Faculty Advising for support with specific degree planning, requirements, and course selection. Contact Exploratory Advising for support with exploring degree program options and decision-making.

Exploratory Advising: Exploration Process

The following graphic outlines the stages of degree exploration:

- Decision
- Reflect & Connect
- Information & Options
- Evaluate & Decide
- Take Action
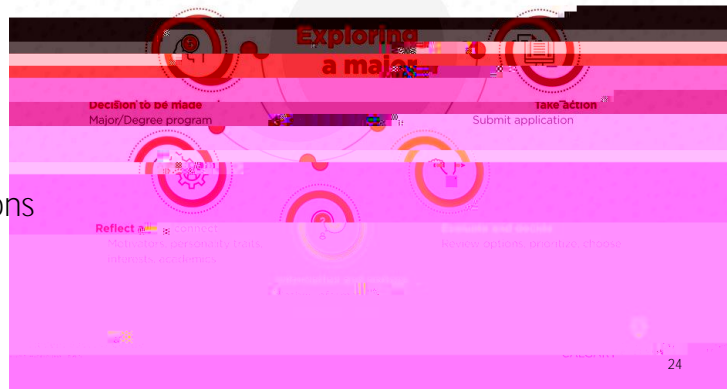
Exploratory Advising, offered through the Student Success Centre, is another support for students in Open Studies who are unsure of which degree program to pursue.

This slide provides the graphic representation of the stages of exploration that we use with students to help them make informed decisions about their degree options. The stages are Decision to be made, Reflect & Connect, Information & Options, Evaluate & Decide, and Take Action. The graphic is a semi-circle with each of these stages plotted at intervals around the semi-circle. The semi-circular design demonstrates that the exploration process is iterative, so sometimes students move back and forth among the stages instead of through them in a linear way.

While you make decisions everyday, for bigger, more impactful decisions, like choosing a degree program, this process challenges you to be mindful of the important steps needed to make an informed decision – particularly reflection, gathering information, and evaluating your options.

Nearly 75% of all students decide to change their degree program at some point during their education. Even if you feel certain about your degree program choice

now, you may change your mind later, and that's okay. Exploratory Advising is always available for students who are undecided and not sure where or how to start, and for students who have an idea of their direction but may want to discuss it with an advisor.

Student Success Centre Supports

Academic Support

Success Seminars

First-Generation Program

PASS Program

Writing Support

Online Learning Resources

The box on the bottom left is the PASS Program – students in specific courses can join Peer Assisted Study Sessions to get additional support with learning course material and concepts.

The box on the bottom middle is Writing Support – students can meet one-to-one with a Writing tutor to learn more about the writing process, including brainstorming ideas, getting ideas to paper, and editing; students can access Writing Support for any written assignment in any course.

The box on the bottom right is Online Learning Resources – there are lots of excellent tools and resources that students can access through the Student Success Centre website.

Click on the embedded hyperlinks to access websites for these services.

Additional Campus Supports

Student Accessibility Services

Centre for Career and Personal Development

Writing Symbols Lodge

Student Union Clubs & Q Centre

Student Wellness Services

Global Learning

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In the circle on the bottom left is Student Union Clubs and the Q Centre – students can join or start a campus club to get involved and meet new people, and can engage in a variety of inclusivity-centred programming and volunteer opportunities.

In the circle on the bottom middle is Student Wellness Services – students can access a variety of physical and mental health services and supports.

In the circle on the bottom right is Global Learning – there are lots of ways that students can internationalize their university experience, including opportunities in Calgary.

Click on the embedded hyperlinks to access websites for these services.

Best of Luck in Open Studies!

New Student Orientation, Fall 2024

UNIVERSITY OF CALGARY

Best of luck with your Open Studies and university journey!