Before a student adds their first course for a term, they must complete an initialization process. This process is used to verify graduate student biographic and demographic data as well as confirm academic load.

Student who do not plan to take courses are still required to complete the registration initialization process to confirm their registration and academic load.

Completing the registration initialization process is only required once per year on a graduate student’s anniversary month.

1. Log into the My UofC Portal using your student credentials.

2. Once in the Portal, your Student Centre should appear. If you have additional profiles at the University, as a Teaching Assistant for example, you may need to go into the Dashboard, and select your student profile.
3. To begin the initialization process, click the “here” link located under Enrolled Courses – Term.

4. **Introduction.** Click the **begin initialization** button to begin the initialization process.
5. Confirm Email Address.
   a. If the email address listed is correct, click the Confirm button to confirm the current email address information and proceed to the next step.

b. If the email address listed is incorrect. Click the Edit Email Addresses button to update the email address.
i. This will open a new window or tab, with the Personal Information page of the Student Centre. Click **Edit Email Addresses**

![Image of the Personal Information page]

ii. Click **Add a new Email Address**

![Image of the Add Email Address interface]
iii. Enter the desired email address, and click **Save**

![Email Addresses form]

iv. Click **OK**

![Save Confirmation dialog]

**Electronic Communications Policy**

All University of Calgary Electronic Communications (email, e-notifications) will be sent to your UCalgary email address. This is your official student email, as per the **Electronic Communications Policy**.

If you do not currently have a UCalgary email address, see the following instructions to create one.

Note that if your preferred email address is set to UCalgary, you will not be able to change it. Additional Email Addresses will be used for emergency purposes only.

Email Addresses entered will be kept confidential.
v. Close the window or tab and return to the Registration Initialization process. Click the **Refresh** button to display the updated information. Click **Confirm** to confirm the email address and proceed to the next step.

6. **Confirm Mailing Address and Phone Number.**
   a. If the Address and Phone number listed are correct, click the **Confirm** button to confirm the current address and phone number and proceed to the next step.
b. If the Address or Phone number listed are incorrect. Click the Edit Addresses or Edit Phones button to update the information.

7. **Confirm Emergency Contact.**
   a. If the Emergency Contact listed is correct, click the Confirm button to confirm the Emergency Contact and proceed to the next step.
b. If the Emergency Contact listed is incorrect. Click the Edit Emergency Contacts button to update the information.

   a. Click the appropriate “Full Time” or “Part Time” button to verify the Academic Load for the registration year beginning September 1st, January 1st, May 1st or July 1st.

   b. **NOTE**: the option to select “part-time” varies according to the academic program registered in. Doctoral, Master’s Thesis-based students are automatically registered as full time, Master’s Course-based students have the option to select full or part-time registration. Thesis based students who wish to register part-time must obtain approval from their graduate program to do so prior to the registration deadline. Changes to registration status must be submitted to the Faculty of Graduate Studies on a Change of Status Form.