

## Student Technology

Please be aware of the technological resources available to you. The [login information](#) for the Bridge, student email, Moodle, the ULink portal, UofL App, and Campus WiFi are all identical.

- **The Bridge** ([www.uleth.ca/bridge](http://www.uleth.ca/bridge))  
The Bridge is your portal to all things student-related such as: registering for courses, viewing your tuition fee assessments and class schedules, viewing your unofficial transcript and final grades, printing your T2202A tax forms, and more.
- **Student Email** ([webmail@uleth.ca](mailto:webmail@uleth.ca))  
Be sure to check your [@uleth.ca](mailto:@uleth.ca) email frequently as this is where you will receive important updates, communications, and announcements from your instructors, Academic Advisors, and the campus office.
- **Moodle** ([moodle.uleth.ca](http://moodle.uleth.ca))  
Moodle is the U of L's Learning Management System where instructors may deposit course materials. Please note that some instructors may choose to not use Moodle.
- **ULink** ([portal.uleth.ca](http://portal.uleth.ca)) & **U of L App**  
The ULink student web portal and U of L mobile app will be where you can access a lot of student information such as dates/deadlines, grades, account balances, and course registration in one central location.
- **Campus Wi-Fi**  
To access the campus wi-fi, please join the "Student@UofL" network. Enter your log-in information and accept the certificate.

## Bow Valley College Amenities

- **Computer Labs**  
Computer labs are available at the Bow Valley College Library & Learning Commons (BVC LLC, 1st Floor, North Campus). U of L students must present their student ID card to library staff upon request.
- **On-Site Printing Services**  
Visit the BVC LLC and purchase a rechargeable Pay-For-Print (PFP) card. Alternately, you can also visit *Splash Imaging* (1st floor, South Campus) with your documents on a Flash Drive/USB stick and pay-per-page. U of L students must present their student ID card if requested by staff from either location.
- **Study Rooms**  
Bow Valley College has walk-in study rooms that U of L students are free to use whenever they are available. They can be found on floors 4 and 5 of South Campus as well on floors 3 – 7 of North Campus.

## Important Contacts

### Calgary Campus

University of Lethbridge  
Suite S6032, 345 – 6th Ave. SE, Calgary AB T2G 4V1  
**Phone:** 403-571-3360  
**Fax:** 403-261-2944  
**Email:** [calgary.campus@uleth.ca](mailto:calgary.campus@uleth.ca)  
**Website:** [www.uleth.ca/calgary](http://www.uleth.ca/calgary)  
**Office Hours:** Monday to Friday, 10:00am to 6:00pm

### Do you have any questions or concerns about:

- **Student loans or scholarships**  
Contact Scholarships & Student Finance at [fin.aid@uleth.ca](mailto:fin.aid@uleth.ca) or at 1-403-329-2585
- **Payments**  
Contact the Cash Office at [cash.office@uleth.ca](mailto:cash.office@uleth.ca) or at 1-403-329-2469
- **Textbooks: Ordering, Shipping & Returns**  
Contact the U of L Bookstore at [bookstore@uleth.ca](mailto:bookstore@uleth.ca) or at 1-403-329-2611
- **The Student Health & Dental Plan**  
Contact the SU Benefits Administrator at [su.health@uleth.ca](mailto:su.health@uleth.ca) or at 1-403-329-2039
- **The Bridge, student email, Wi-Fi, or U of L App**  
Contact the U of L IT Help Desk at [help@uleth.ca](mailto:help@uleth.ca) or at 1-403-329-2490
- **Moodle**  
Contact the U of L Teaching Centre at [teachingsupport@uleth.ca](mailto:teachingsupport@uleth.ca) or at 1-403-380-1856
- **Registration inquiries**  
Contact the Registrar's Office at [regoffice@uleth.ca](mailto:regoffice@uleth.ca) or at 1-403-320-5700
- **Renting U of L Library materials**  
Contact the Library – General Services desk at [gsd.library@uleth.ca](mailto:gsd.library@uleth.ca) or at 1-403-329-2265

**WELCOME TO THE  
UNIVERSITY OF LETHBRIDGE!**

## CALGARY CAMPUS

## Survival Guide



University of  
Lethbridge



**CALGARY  
CAMPUS**

# TIPS FOR SURVIVAL AND SUCCESS

## Registration

- Follow your Program Planning Guide (PPG). We have extra PPGs in the office if you have misplaced yours.
- Visit this weblink for a detailed video walkthrough of the course registration process:  
[www.uleth.ca/ross/registration/register/howto](http://www.uleth.ca/ross/registration/register/howto)
- Finalize your registration by the add/drop deadline.

## Academic Advising

Our academic advising team is able to assist students with any of their academic-related questions by email, phone, or face-to-face visit. All in-person consultations are available on a drop-in basis between 2:30pm to 5:30pm, Monday to Friday. You should be in contact with your advisor every semester to ensure that you are:

- Following the requirements of your degree program, not taking any duplicate courses, and sequencing your classes appropriately.
- Identifying issues that might interfere with your ability to complete your degree.

## Money Matters

- Tuition will always be due on October 1st for Fall semesters and February 1st for Spring semesters.
- The easiest way to pay tuition is through online banking. Login to your financial institution's website (e.g. TD, CIBC, RBC, BMO etc.) and designate the "University of Lethbridge" as the bill payee and your 9-digit student ID number as the account number.
- The Calgary Campus office accepts debit card, personal cheque, or bank drafts/money orders for tuition payments. **Cash and credit cards will not be accepted for tuition.**
- For information on student loans, please visit Student Aid Alberta @ [studentaid.alberta.ca](http://studentaid.alberta.ca) for more details.
- The U of L Scholarships & Student Finance department will provide you with further information on the student loan process, scholarships and other financial awards @ [www.uleth.ca/ross/student-finance](http://www.uleth.ca/ross/student-finance)

## Calgary Campus Website

Information on course outlines, important dates, Co-operative Education, International Programs, timetables and more can be found at [www.uleth.ca/calgary](http://www.uleth.ca/calgary) under the Current Students Tab

## Academic Calendar

All academic and non-academic policies and regulations can be viewed in our online academic calendar at [www.uleth.ca/ross/calendar/calendar.html](http://www.uleth.ca/ross/calendar/calendar.html)

- Pay special attention to Part 4: *Academic Regulations, Policies, and Program Requirements*.

## Student ID Card

- For security purposes, all U of L students must have a valid student ID card with them at all times while on campus. Come into the Calgary Campus office and we will create one for you!

## Textbooks

- All Calgary students must purchase their textbooks through the U of L bookstore at [bookstore.uleth.ca](http://bookstore.uleth.ca)
- In-stock books should be delivered within 3-5 business days.
- Shipping is \$9.00 for the first item and \$1.50 for each additional item on the same purchase order. Save money on shipping by buying all of your books at once.
- Acceptable methods of payment are: (1) by credit card or (2) selecting "Student Charge Account" on the online order form.
- Textbooks can be purchased as early as 2 weeks before the start of classes.
- Refunds are considered (but not guaranteed) for newly bought books if they are returned to the bookstore: (1) with the original sales receipt, (2) still shrink wrapped, and (3) within 10 calendar days following the first day of classes for the semester.
- As an alternative, you can visit the Student Textbook Exchange webpage for used textbooks at [www.ulsu.ca/textbook-exchange](http://www.ulsu.ca/textbook-exchange)

## Student Health & Dental Benefits

- Come into the Calgary Campus office and we will provide you with a Health & Dental card.
- Visit [www.studentvip.ca](http://www.studentvip.ca) and select U of L to view complete details on your Health and Dental plan.
- Full-time students (3-5 courses) are automatically enrolled into the U of L's student Health & Dental plan.
- If you are part-time (1 or 2 courses) and would like to opt-in to the plan, visit the Student VIP website, download the "Opt-In Registration Form", and mail your form and payment to the SU office in Lethbridge.
- If you have alternate coverage from your employer or family, you may opt-out of the student benefits plan by logging on to your Bridge account and filling out the "Health and Dental Opt Out Form".
- Online opt-out deadlines usually fall on the 3rd working Friday of the first month of the semester.

## The Alberta Library (TAL) Card

- Come into the Calgary Campus office and we will verify if you qualify for a TAL Card.
- The TAL Card permits holders to borrow books from any public library in Alberta for free.
- TAL Cards must be renewed every semester.

## Personal Security

- A Safe Walk program is available most evenings. Campus security will provide escorts to nearby parking or the C-Train stations as timing permits.
- Please consult a patrolling guard or call the Bow Valley College Security main desk at 403-410-1713 for assistance.

