



New Student To-do List

Lethbridge campus | Spring 2018

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Today!

Note: You will find department contact details following the To-do List

Essential to-do

- *Visit the Next Steps (Spring 2018) website* | ulethbridge.ca/future-student/nextsteps
 - Next Steps is your go-to for everything you need to do before January
 - It includes resources, links, dates, details and contact information
 - Questions? Contact Enrolment Services

- *Sign-up for Family Mail (FAMILY OF STUDENTS ONLY)* | ulethbridge.ca/future-student/family-mail
 - Family Mail is an opportunity for you, as a family member of a student, to receive emails containing the important and helpful information being sent to your student
 - Never miss an important date, deadline, event or opportunity by signing up today
 - Questions? Contact Enrolment Services

- *Setup your Campus Login* | ulethbridge.ca/loginsetup
 - Your campus login is necessary to access the Portal, the Bridge, Webmail, Moodle and more.
 - To setup your Campus Login:
 - Have your nine-digit uLethbridge ID number and birth date available
 - Visit ulethbridge.ca/loginsetup
 - Follow the steps to select your username, password and security questions
 - It is a good idea to change your password regularly. Visit uleth.ca/webtools/account_tools
 - Questions? Contact Information Technology Services (ITS) Solutions Centre

- *Log in and access your Webmail, your uLethbridge email account* | webmail.uleth.ca
 - Webmail is the primary way uLethbridge will communicate with you
 - Check it often to ensure you don't miss any communications
 - Login using your Campus Login.
 - Important note: if you are unable to log in to your Webmail but can log in to the Bridge, try choosing a new password
 - To change your password, visit the Personal Information section of the Bridge (ulethbridge.ca/bridge), or this website ulethbridge.ca/webtools/account_tools
 - Your email address will be your username followed by @uleth.ca (e.g. Luxie T. Pronghorn's username is luxie.pronghorn, so his email address is luxie.pronghorn@uleth.ca)
 - Questions? Phone the Information Technology Services (ITS) Solutions Centre
 - Do not email for assistance with login, username or password inquiries. They can only effectively assist you over the phone or in-person

- *Tour ULink, your student portal* | ULink.ulethbridge.ca
 - ULink allows centralized access to the information you need to interact with uLethbridge, such as dates and deadlines, grades, account balances, course registration and more!
 - Login using your Campus Login
 - After you log in, click 'Take a tour' in the top-right corner
 - Questions? Contact Information Technology Services (ITS) Solutions Centre

- *Download the uLethbridge apps*
 - Available for iOS and Android devices
 - Search 'uLethbridge'

- Questions? Contact Information Technology Services (ITS) Solutions Centre
- Submit course outlines to have your courses assessed for transfer credit (TRANSFER STUDENTS ONLY)*
ulethbridge.ca/ross/admission-information/adm_routes/new_transfer.html
- Only necessary if requested by Admissions
 - Detailed course syllabi, materials, notes and textbooks may be requested
 - Questions? Contact Admissions
- Save the dates for upcoming major events*
- December 6 – Online course registration tutorials
 - January 5 – New Student Orientation
 - January 8 – First Day of Classes
 - Questions? Contact Enrolment Services
- Review important dates for the Spring 2018 semester*
https://www.ulethbridge.ca/ross/registration/dates_and_deadlines/leth_spring
- The spring semester is from January to April
 - This list includes deadlines, holidays, when classes begin and end, when final exams begin and end etc.
 - Visit ulethbridge.ca/academic-schedule for the academic schedule and important dates for future terms
 - Questions? Contact the Registrar's Office
- Learn about your ONE Pass membership to uLethbridge's sport and recreation facilities*
ulethbridge.ca/sportrec/content/memberships-one-pass-membership
- It gives you access to all Centre for Sport and Wellness facilities | ulethbridge.ca/sportrec/content/facilities
 - A ONE pass is mandatory for all uLethbridge students during their fall and spring semesters. The cost is included in your tuition and fees
 - Questions? Contact Sport and Recreation Services
- Learn what you can do with the major you've chosen* | ulethbridge.ca/ross/ces/what-can-i-do-major
- Get information on some of the career options in your major
 - Questions? Contact Career and Employment Services

Optional to-do

- Apply today to live on campus for Spring 2018* | ulethbridge.ca/housing
- If you are interested in living on campus in January, apply as soon as possible!
 - Questions? Contact Housing Services
- Apply today to live on campus for Fall 2018* | ulethbridge.ca/housing
- If you are interested in living on campus next September, apply as soon as possible!
 - Questions? Contact Housing Services
- Apply today for student loans* | ulethbridge.ca/ross/student-finance/student-loans
- The process can take up to eight weeks from date of application. Don't wait!
 - Questions? Contact Scholarships and Student Finance
- Explore your student finance options* | ulethbridge.ca/ross/student-finance
- Apply for external awards, scholarships and bursaries:

ulethbridge.ca/ross/student-finance/external-awards

- Questions? Contact Scholarships and Student Finance
- *Purchase the computer (hardware) and equipment you require*
ulethbridge.ca/information-technology/software-hardware/hardware
 - The ITS Solutions Centre can advise on the desktops, laptops, tablets, etc. that will be most effective on campus
 - Use the ITS Store and receive an educational discount on Dell and Apple products
ulethbridge.ca/information-technology/store/purchase
 - The University recommends Dell and Apple products as they have been extensively tested on campus
 - Questions? Contact the Information Technology Services (ITS) Solutions Centre
- *Purchase the software and apps you require* | ulethbridge.ca/information-technology/software-hardware/software
 - The ITS Solutions Centre offers many software titles at reduced educational rates or free of charge
 - Microsoft Office 365 is free of charge to all students
 - Visit portal.microsoftonline.com and use the same username and password as your campus login
 - Note: The University has a number of on-campus computer labs, each with a wide variety of software available. These labs are available for students to use free of charge
 - For a list of the software in each lab, visit ulethbridge.ca/information-technology/resources-labs/computer-lab-software
 - Use the ITS Store and receive an educational discount on additional software through Kivuto
ulethbridge.ca/information-technology/store/purchase
 - Questions? Contact the Information Technology Services (ITS) Solutions Centre
- *Register with the Accommodated Learning Centre (ALC)* | ulethbridge.ca/ross/accommodated-learning-centre
 - The ALC assists students with exploring and arranging accommodations, supports and funding that will aid in achieving academic success
 - What is available to you will depend on your documentation and individual need
 - Contact the ALC today to schedule an initial appointment and begin exploring your options
 - Questions? Contact the Accommodated Learning Centre (ALC)
- *Apply to a Co-operative Education and Internships program today!* | ulethbridge.ca/coop
 - Take your career prospects to new heights – expand your knowledge, gain practical hands-on experience and learn from industry experts
 - The Co-operative Education program helps you connect with employers and put future career opportunities to the test
 - Many employers begin posting their summer positions in January. Make sure you're ready!
 - Arts & Science, Fine Arts, and Public Health students, visit ulethbridge.ca/coop/artsci
 - Management students, visit ulethbridge.ca/management/co-op
 - Questions? Contact your Co-operative Education office
- *Discover the fine arts events taking place on campus and off* | ulethbridge.ca/finearts/events
 - Many fine arts plays, concerts, exhibitions and events are scheduled during your first semester and beyond
 - Visit the website above for the most up-to-date information
 - Purchase tickets online (ulethbridge.ca/tickets), call 403-329-2616 or visit the Box Office (W510)
 - Pick-up your copy of the Season at a Glance at the Box Office
 - Questions? Contact the Box Office

- *Apply for on-campus daycare* | ulethbridge.ca/vpadmin/daycare
 - Daycare facilities are on campus for uLethbridge students, faculty and staff with children aged 0 – 6 years
 - Questions? Contact the Daycare

October

Note: You will find department contact details following the To-do List

Essential to-do

- *Prepare to register for courses* | ulethbridge.ca/ross/registration-information
 - Course registration is the most important step before the first day of classes
 - Plan the actual courses you will take in your first semester and build a proposed schedule
 - Visit the website above for tutorials, resources, and tips that guide you through the process, step-by-step
 - Questions? Contact the Registrar's Office
- *View the final exam schedule for the Spring 2018 semester* | ulethbridge.ca/ross/final-exam-schedule
 - The schedule is subject to change
 - Final exams are scheduled based on the time your course is offered and cannot be changed to accommodate holidays or vacations
 - Questions? Contact the Registrar's Office

November

Note: You will find department contact details following the To-do List

Essential to-do

- *Attend an online course registration tutorial – November 27 | More details to follow*
 - Would you like assistance with course registration? Join us on social media for an Ask Me Anything session or for one of the online tutorials, where you'll be taken step-by-step through the course registration process
 - Questions? Contact Enrolment Services
- *Register for courses – begins November 28* | ulethbridge.ca/ross/registration-information
 - Course registration is the most important step before the first day of classes
 - Choose the actual courses you will take in your first semester
 - Visit the website above for tutorials, resources, and tips that guide you through the process, step-by-step
 - Questions? Contact the Registrar's Office

Optional to-do

- *Opt-out of the Students' Union health and dental plans – deadline is January 26* | ulethbridge.ca/bridge
 - The Students' Union health and dental plans are mandatory, unless you can show proof of alternate coverage
 - Here are the steps to opt-out online:
 - Log in to the Bridge: ulethbridge.ca/bridge

- Click on 'Registrar's Office and Student Services'
 - Click on 'Health and Dental Opt-out Form'
 - Finally, complete the opt-out form
- Questions? Contact the Students' Union Health and Dental Plans Administrator
- *Housing begins to offer rooms on campus, watch your Webmail | [webmail.ulethbridge.ca](mailto:webmail@ulethbridge.ca)*
 - Applicable only if you applied to live on campus
 - Offers will only be sent to your Webmail address (uLethbridge e-mail account) and have an expiry date. Be sure that you have access to your Webmail and are checking it often
 - If you have forwarded your Webmail to another account, regularly check your junk or spam folder as it is possible forwarded emails may be misidentified as spam
 - You may also receive a phone call
 - Questions? Contact Housing Services
- *Accept your Offer of Accommodation to live on campus*
 - Applicable only if you received an Offer of Accommodation from Housing
 - Accept your offer and pay your deposit by following the instructions on your Offer of Accommodation
 - Be sure to do this before the offer's expiry date
 - Questions? Contact Housing Services

December

Note: You will find department contact details following the To-do List

Essential to-do

- *Determine your tuition and fees | ulethbridge.ca/bridge*
 - You must be registered in courses for this feature to work
 - Tuition and fees won't be officially charged to your account until the first day of classes
 - In the meantime, use the Registration Fee Assessment to determine the cost of your tuition and fees
 - They will be based on your current course registration (e.g., if you are registered in four courses, it will automatically calculate the fees for four courses.) However, the system only updates once a day. Any changes to your current course registration will not be reflected until the following day
 - Here are the steps to access the Registration Fee Assessment
 - Log in to the Bridge: ulethbridge.ca/bridge
 - Click on 'Registrar's Office and Student Services'
 - Click on 'Cash Office'
 - Click on 'Registration Fee Assessment'
 - Questions? Contact the Cash Office
- *Plan and prepare for your medical needs | ulethbridge.ca/hr/health-centre*
 - The Health Centre is an on-campus, full-service medical clinic that provides physician appointments and can assist with your health needs and concerns
 - If you have a chronic health condition of any kind, call 403-329-2484 to schedule an initial medical planning appointment
 - Questions? Contact the Health Centre
- *View your list of your textbooks | ulethbridge.ca/bookstore/get-textbook-list*

- You must be registered in courses for this feature to work
- Textfinder will provide you with a list of the required and recommended textbooks for each course
- The system only updates once a day. Any changes to your current course registration will not be reflected until the following day
- Important note – If you are unable to log in to Textfinder but can log in to the Bridge, try choosing a new password
 - To change your password, visit the Personal Information section of the Bridge (ulethbridge.ca/bridge) or this website ulethbridge.ca/webtools/account_tools
- Questions? Contact the Bookstore

Optional to-do

- Confirm your course registration with your Faculty advising office* | ulethbridge.ca/ross/academic-advising
 - If you would like someone to double-check your course schedule, or still have questions about course registration, contact your Faculty advising office
- Download a verification of enrolment letter* | ulethbridge.ca/bridge
 - You must be registered in courses for this feature to work
 - This document is usually required for RESP's, scholarships etc.
 - Here are the steps:
 - Log in to the Bridge: ulethbridge.ca/bridge
 - Click on 'Registrar's Office and Student Services'
 - Click on 'Verification of Enrolment Letters'
 - Questions? Contact the Registrar's Office
- Purchase a parking pass (OFF-CAMPUS STUDENTS ONLY)* | ulethbridge.ca/bridge
 - If you will be parking on campus, you need to purchase a parking pass
 - More information, including prices and lot options can be found at ulethbridge.ca/facilities/parking
 - For the best selection, purchase early
 - Parking passes can be purchased through the Bridge
 - Log in to the Bridge: ulethbridge.ca/bridge
 - Click on 'Registrar's Office and Student Services'
 - Click on 'Cash Office'
 - Click 'Online Parking Services'
 - On-campus students can purchase a residence-specific parking pass from Housing Services
 - Questions? Contact Parking Services
- Register for on-campus sport and recreation programming* | ulethbridge.ca/sportrec
 - Sport and Recreation offers a wide variety of programming including classes in yoga, kick boxing, kayaking and more
 - More details to follow
 - Questions? Contact Sport and Recreation Services
- Find a part-time job* | ulethbridge.ca/ross/ces/job-board
 - The Career and Employment Services (CES) job board has a list of part-time jobs currently available
 - Contact CES to be added to the contacts list by 'major' and receive relevant information on jobs and careers
 - Questions? Contact Career and Employment Services

January

Note: You will find department contact details following the To-do List

Essential to-do

- Attend New Student Orientation – Friday, January 5 | [Register now!](#)*
 - Questions? Contact Enrolment Services

- Update your contact information (address, phone number and email) | ulethbridge.ca/bridge*
 - To view and update your contact information:
 - Log in to the Bridge: ulethbridge.ca/bridge
 - Click on 'Personal Information'
 - Click on and update the following sections:
 - 'Update Address(es) and Phone(s)'
 - 'Update Email Address(es)'
 - Questions? Contact the Registrar's Office

- Add Security Services' emergency number to your cell phone – 403-329-2345 | ulethbridge.ca/security*
 - Security Services is on campus and available 24 hours a day, 365 days a year, and responsible for protecting your personal security and the University's physical resources
 - They can always be contacted at the number above
 - Questions? Contact Security Services

- Add Safe Walk's number to your cell phone – 403-380-1888 | ulethbridge.ca/security/content/safe-walk*
 - A safety team (one male and one female) will accompany you to and from any point on campus
 - Visit the link above for more details, including hours of operation
 - Questions? Contact Security Services

- Sign-up for a uLethbridge key tag | L911, Library | ulethbridge.ca/security/content/key-tags*
 - Having a key tag on each set of your keys improves the chance of having your lost keys returned to you
 - This service is secure and confidential
 - Key tags can only be picked-up in person. Visit the Security Services office (L911) next time you're on campus
 - Questions? Contact Security Services

- Get your campus ID card | TH 218, Turcotte Hall | ulethbridge.ca/information-technology/services/campus-id-cards*
 - Must be completed in-person at the ITS Solutions Centre (TH 218) because your picture needs to be taken
 - One piece of government-issued photo ID is required to receive your campus ID card (e.g. drivers license, passport, etc.)
 - Questions? Contact the Information Technology Services (ITS) Solutions Centre

- Always have your provincial health care and extended benefits health insurance cards with you | ulethbridge.ca/hr/health-centre*
 - Keep them in your purse or wallet
 - Your provincial health care card is required to visit the uLethbridge Health Centre, off-campus medical clinics, hospitals, medical testing centres etc.
 - Your extended benefit health insurance card may be necessary when you visit a pharmacy, dentist, optometrist etc.

- Ensure you review and understand what your extended benefit health insurance covers
 - Questions about your provincial health card? Contact the Health Centre
 - Questions about your extended benefits health insurance card? Contact the Students' Union Health and Dental Plans Administrator *Add money to your Bridge Bucks account* | ulethbridge.ca/bookstore/bridge-bucks?destination=node%2F53
 - Bridge Bucks turns your campus ID card into an on-campus debit card for the following operations:
 - All food locations outside of the Students' Union building (e.g. Urban Market, Tim Hortons, Starbucks etc.); the Bookstore; print and copy machines; the Library and computing labs; and select uLethbridge vending machines
 - Money can be deposited on your account:
 - In-person at the Cash Office, Bookstore, Food Services or at one of the self-serve cash load stations on campus
 - Through the Bookstore's online store
<https://bookstore.uleth.ca/default.asp>
 - Questions? Contact the Bookstore
- Access the on-campus wireless on your devices* | ulethbridge.ca/information-technology/services/wireless-network-access
- Select the 'Student@UofL' network
 - Enter the same username and password as your campus login
 - When prompted, accept the security certificate
 - Questions? Contact the Information Technology Services (ITS) Solutions Centre
- Attend the first day of classes on Monday, January 8*
- Finalize your schedule before the add/drop deadline –Monday, January 15 at 11:59 p.m.* | ulethbridge.ca/bridge
- This is the final day you can make any changes to your schedule without financial penalty. After this date, you will need to withdraw from a class and a 'W' will appear on your transcript
 - Make any changes to your schedule through the Bridge: ulethbridge.ca/bridge
 - Questions? Contact the Registrar's Office
- Pay your tuition and fees* | ulethbridge.ca/financial-services/payment-methods
- Fees are due no later than February 1
 - A list of payment options is available at the link above
 - Questions? Contact the Cash Office
- Attend Club Rush week* | ulsu.ca/?p=3612
- Clubs are one of the best ways to pursue some of your interests outside of the classroom
 - With over 80 clubs to choose from, there is something for everyone
 - If you cannot find a club for one of your interests, start a club. It's easy!
 - Questions? Contact the Students' Union VP Student Affairs
- Register for an Alberta health care card (NEW PERMANENT RESIDENTS OF ALBERTA AND INTERNATIONAL STUDENTS) | ulethbridge.ca/hr/health-centre/content/health-insurance
- A provincial health care card is required to visit the uLethbridge Health Centre, off-campus medical clinics, hospitals, medical testing centres etc.
 - It is essential international students register for a health care card
 - By law, all Canadian students and landed immigrants must have a provincial health care card
 - Register by visiting the Health Centre (SU020) within the first two weeks of arriving on campus
 - International students: a hold will be placed on your account if registration is not complete within two weeks

- Questions? Contact the Health Centre
- ☐ *Meet your international student advisor (INTERNATIONAL STUDENTS ONLY) | ulethbridge.ca/international*
 - Visit the International Centre to meet your student advisor and become familiar with the services offered by the International Centre
 - Questions? Contact the International Centre

Optional to-do

- ☐ *Move-in to residence Thursday, January 4 | ulethbridge.ca/housing*
 - Applicable only if you accepted an offer to live on campus
 - Questions? Contact Housing Services
- ☐ *Cash and receive your student loan | ulethbridge.ca/ross/student-finance/student-loans*
 - For those who are receiving new student loans or have existing student loans
 - Follow the instructions in your student loan package
 - Transfer students: have the Scholarships and Student Finance office confirm your enrolment
 - Questions? Contact Scholarships and Student Finance
- ☐ *Join The Herd | gohorns.ca*
 - The Herd is the student-led spirit club that passionately follows our athletic teams, the uLethbridge Pronghorns
 - Herd memberships can only be purchased at the Athletics Office (PE209) or at any Pronghorn home game
 - Questions? Contact Athletics
- ☐ *Register for on-campus intramurals – begins January 8 | communityprograms.ulethbridge.ca*
 - Intramural registration will commence at 8 a.m. Register as soon as possible as many intramurals fill up quickly
 - Don't have a team? No problem, sign up as an individual
 - Visit the website above for a list of possible sports
 - Questions? Contact Sport and Recreation Services
- ☐ *Show your uLethbridge pride | ulethbridge.ca/bookstore*
 - Visit the Bookstore and purchase your first piece of blue and gold uLethbridge merchandise. Wear it proudly around campus – you're a Pronghorn now!
 - Questions? Contact the Bookstore
- ☐ *Sign-up for a Library tour | ulethbridge.ca/lib/self-serve/tours*
 - The Library is an essential resource for every uLethbridge student. During a Library tour you'll learn to navigate the Library and find the resources you'll need – in-person and online
 - Questions? Contact the Library
- ☐ *Start looking for a summer job | ulethbridge.ca/ross/ces/job-board*
 - Many employers begin posting their summer positions in January
 - The Career and Employment Services (CES) job board has a list of summer jobs currently available
 - Contact CES to be added to the contacts list by 'major' and receive relevant information on jobs and careers
 - Questions? Contact Career and Employment Services

To-do List Contacts

Department Name & Location	Phone	Email	Website
Accommodated Learning Centre (ALC) (B760)	403-329-2766	alc@uleth.ca	ulethbridge.ca/ross/accommodated-learning-centre
Admissions (SU140)	403-382-7134	admissions@uleth.ca	http://www.ulethbridge.ca/ross/admissions
Athletics (PE209)	403-329-2681	braydon.epp@uleth.ca	gohorns.ca/staff.aspx?staff=7
Bookstore (SU210A)	403-329-2611	bookstore@uleth.ca	ulethbridge.ca/bookstore
Box Office (W510)	403-329-2616	boxoffice@uleth.ca	ulethbridge.ca/finearts/events
Cash Office (AH144)	403-329-2469	cash.office@uleth.ca	ulethbridge.ca/financial-services/students
Career and Employment Services (AH154)	403-329-2187	ces.students@uleth.ca	ulethbridge.ca/ross/ces
Co-operative education offices			
Arts & Science, Fine Arts, and Public Health (AH154)	403-332-4461	artsci.coop@uleth.ca	ulethbridge.ca/coop/artsci
Management (AH154)	403-380-1810	mngt.coop@uleth.ca	ulethbridge.ca/management/co-op
Daycare	403-332-4064		ulethbridge.ca/vpadmin/daycare
Enrolment Services (SU065)	403-329-2762	inquiries@uleth.ca	ulethbridge.ca/future-student
Faculty advising offices			
Faculty of Arts & Science Student Program Services (SU060)	403-329-5106	artsci.advising@uleth.ca	ulethbridge.ca/artsci/advising
Faculty of Education Student Program Services (TH421)	403-329-2254	edu.sps@uleth.ca	ulethbridge.ca/education/student-advising
Faculty of Fine Arts Student Program Services (W660)	403-329-2691	finearts.advising@uleth.ca	ulethbridge.ca/finearts/advising
Faculty of Health Sciences Student Program Services			
Addictions Counselling & Public Health (M3080)	403-329-2649	health.sciences@uleth.ca	ulethbridge.ca/healthsciences/advising
Nursing (M3076)	403-329-2699	nursing@uleth.ca	ulethbridge.ca/healthsciences/advising
Faculty of Management Undergrad Programs (M2060)	403-329-2153	undergrad.management@uleth.ca	ulethbridge.ca/management/student-advising
Health Centre (SU020)	403-329-2484	health.centre@uleth.ca	ulethbridge.ca/hr/health-centre
Housing Services (C420)	403-329-2584	housing@uleth.ca	ulethbridge.ca/housing
Information Technology Services (ITS) Solutions Centre (TH 218)	403-329-2490	help@uleth.ca	ulethbridge.ca/information-technology
International Centre (SU040)	403-329-2053	international@uleth.ca	ulethbridge.ca/international
Library (Level 10 of the Library Building)	403-329-2265	gsd.library@uleth.ca	ulethbridge.ca/lib/ask_Us
Parking Services (L911)	403-329-2603	uleth.ca/security/contact	ulethbridge.ca/facilities/parking/
Registrar's Office (SU140)	403-320-5700	regoffice@uleth.ca	ulethbridge.ca/ross
Scholarships and Student Finance (AH151)	403-329-2585	fin.aid@uleth.ca	ulethbridge.ca/ross/student-finance
Security Services (L911)	403-329-2603	uleth.ca/security/contact	ulethbridge.ca/security
Sport and Recreation Services (PE160)	403-329-2706		ulethbridge.ca/sportrec
Students' Union (SU180)	403-329-2222	su.adasst@uleth.ca	ulsu.ca
Health and Dental Plans Administrator (SU180)	403-329-2039	su.health@uleth.ca	ulsu.ca
VP Student Affairs (SU180)	403-329-5155	su.studentaffairs@uleth.ca	ulsu.ca