NEW STUDENT CHECKLIST

For new and continuing uLethbridge students in the Master of Arts, Master of Fine Arts, Master of Music, Master of Science, and Doctor of Philosophy programs

University of Lethbridge School of Graduate Studies
sgs@uleth.ca

University of Lethbridge
School of Graduate Studies

New Student Checklist

For new and continuing uLethbridge students in the Master of Arts, Master of Fine Arts, Master of Music, Master of Science, and Doctor of Philosophy programs

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Beginning your graduate journey

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GETTING STARTED

ESSENTIAL

☐ **Review important documents for your program**

- All documents included in your offer of admission
- The *Registration Guide*: ulethbridge.ca/graduate-studies/registration-guide
- The policies and procedures manual for your program: ulethbridge.ca/graduate-studies/policies-procedures
- The *School of Graduate Studies Governing Principles*: ulethbridge.ca/graduate-studies/governing-principles
- The *Graduate Studies Calendar and Course Catalogue*: ulethbridge.ca/ross/academic-calendar
- Questions? Contact the School of Graduate Studies (SGS): ulethbridge.ca/graduate-studies/connect

☐ **Set up your campus login | ulethbridge.ca/bridge**

- Your campus login is necessary to check the status of your application documents, access the Portal, the Bridge, Webmail, Moodle and more
- To set up your campus login:
  - Have your nine-digit uLethbridge ID number and birth date available
  - Go to ulethbridge.ca/loginsetup.
  - Follow the steps to select a username, password and security questions
- Questions? Contact Information Technology Services (ITS) Solutions Centre: help@uleth.ca

☐ **Accept your Offer of Admission**

- Submit your completed Confirmation of Admission (COA) form and pay the required tuition deposit before your offer expires
- Due by the date indicated on the Confirmation of Admission (COA) form
- Questions? Contact the Admissions Office: admissions@uleth.ca

☐ **Arrange for all final official transcripts to be sent to the Admissions Office | ulethbridge.ca/ross/admission-information/application/steps**

- Official documents must be received by uLethbridge directly from the issuing institution
- If you attended a post-secondary institution participating in ApplyAlberta (applyalberta.ca), uLethbridge request your transcripts on your behalf
- If you attended any institutions not participating in ApplyAlberta, you will need to arrange for your final official transcripts to be sent to Admissions
- Questions? Contact Admissions: admissions@uleth.ca

☐ **Get your campus ID card | E610, University Hall | ulethbridge.ca/information-technology/services/campus-id-cards**

- Must be completed in-person at the ITS Solutions Centre (E610) because we need to take your picture
- One piece of government-issued photo ID is required to receive your campus ID card (e.g., driver's license, passport)
- Questions? Contact the ITS Solutions Centre: help@uleth.ca

☐ **Get in touch with the SGS**

- Check the SGS website often for important information and announcements: ulethbridge.ca/sgs
- Like us on Facebook: facebook.com/ulethgradstudies
- Follow us on Twitter: twitter.com/UofLGradStudies
- Watch your uLethbridge email account for communications from the SGS, including our newsletter
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Get familiar with the GSA | ulgsa.ca**

- As a registered graduate student, you are a member of the Graduate Students' Association (GSA)
- Review the *Graduate Students' Association Collective Agreement*: ulethbridge.ca/hr/graduate-student-association-gsa-collective-agreement
    - This agreement governs the employment of graduate students as graduate assistants at uLethbridge
- Review the GSA policies, constitution, and bylaws: ulgsa.ca/governance
- Like the GSA on Facebook: facebook.com/ulgsa
- Follow the GSA on Twitter: twitter.com/ULGSA
- Questions? Contact the GSA: contact@ulgsa.ca

☐ **Log in and access Webmail, your uLethbridge email account | webmail.ulethbridge.ca**

- Webmail is the primary way uLethbridge will communicate with you; check it often
- Login using the same username and password as the Bridge
- 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 ITS Solutions Centre at 403-329-2490

If you are unable to login to your Webmail but can login to the Bridge, try choosing a new password: ulethbridge.ca/webtools/account_tools/pswdchng

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**

- The portal 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 the ITS Solutions Centre: help@uleth.ca

☐ **Download the uLethbridge apps**

- Available for iOS and Android devices; search for "uLethbridge"
- Questions? Contact the ITS Solutions Centre: help@uleth.ca

☐ **Know important dates and deadlines**

- The Academic Schedule (ulethbridge.ca/ross/academic-schedule) includes holiday dates; deadlines for fees payments, adding and dropping courses, application for graduation; and other important related information
    - Questions? Contact the Registrar's Office: regoffice@uleth.ca
- Check the SGS Events calendar (ulethbridge.ca/graduate-studies/events) for important deadlines and events in the SGS
    - Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

OPTIONAL

☐ **Purchase a parking pass (off-campus students only) | ulethbridge.ca/bridge**

- If you will be living off-campus and parking on campus, you need to purchase a parking pass through the Bridge
- On-campus students can purchase a residence-specific parking pass from Housing Services
  More information, including prices and lot options can be found at ulethbridge.ca/facilities/parking
- For the best selection, purchase early
- Questions? Contact Parking Services: parking@uleth.ca

☐ **Reserve your textbooks | ulethbridge.ca/bookstore/textfinder/reservation**

- The Bookstore will pick and pack your course materials per your course list for the Fall term
- Questions? Contact the Bookstore: bookstore@uleth.ca

☐ **View your list of your textbooks | ulethbridge.ca/bookstore/get-textbook-list**

- Textfinder will provide you with a list of the required and recommended textbooks for each course you are registered in
- The system only updates once a day. Any changes to your current course registration will not be reflected until the following day
- Questions? Contact the Bookstore: bookstore@uleth.ca

If you are unable to login to Textfinder but can login to the Bridge, try choosing a new password: ulethbridge.ca/webtools/account_tools/pswdchng

☐ **View the final exam schedule | 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: regoffice@uleth.ca

☐ **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 your campus login and, when prompted, accept the security certificate
- Questions? Contact the ITS Solutions Centre: help@uleth.ca

☐ **Sign-up for a Library tour | ulethbridge.ca/lib/self-serve/tours**

- The Library is an essential resource for every student at uLethbridge. During a Library tour you'll learn to navigate the Library and look for resources - in-person and online
- Services for Graduate Students: ulethbridge.ca/lib/services/display.asp?PageID=137.
- Questions? Contact the Library: gsd.library@uleth.ca

☐ **Register with the ALC | ulethbridge.ca/ross/accommodated-learning-centre**

- Students with documented disabilities can receive support through the Accommodated Learning Centre (ALC)
- Questions? Contact the ALC office: alc@uleth.ca

☐ **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: ces.students@uleth.ca

REGISTRATION AND COURSES

You will be provided with a Program of Studies form. Complete registration details are in the **Managing your graduate journey** section.

FUNDING AND FEES

☐ **Provide your payroll information**

- Only necessary if you will be receiving payment through uLethbridge
- For your payments to be made to you through Payroll, the following information is required:
    - Direct Deposit form: ulethbridge.ca/hr/payroll/forms
    - Social Insurance Number (SIN): servicecanada.gc.ca/eng/sc/sin/index.shtml
        - You will need to obtain a letter of employment from your home department to take to Service Canada prior to applying for your SIN
- Information must be submitted to Payroll by the Payroll Cutoff for all Monthly Payroll Authorization Forms date in the *Payroll Calendar* to receive payment at the end of the month: ulethbridge.ca/hr/payroll-finance-calendar-events
- Questions? Contact the SGS Graduate Awards Advisor: sgs.awards@uleth.ca

☐ **Determine your tuition and fees | ulethbridge.ca/bridge**

- You must be registered in your program 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, you can use the Registration Fee Assessment tool in the Bridge to determine the cost of your tuition and fees
    - Graduate students are charged a program fee. Fees for graduate students are **not** based on the number of courses you are registered in.
- See the *Graduate Studies Calendar and Course Catalogue* for information on fees ulethbridge.ca/ross/academic-calendar/sgs/fees
- Questions? Contact the Cash Office: cash.office@uleth.ca

☐ **Pay your tuition and fees | ulethbridge.ca/financial-services/payment-methods**

- Fees are due no later than:
    - **October 1** for the Fall term
    - **February 1** for the Spring term
    - **June 1** for the Summer term
- A list of payment options is available at the link above
- Questions? Contact the Cash Office: cash.office@uleth.ca

☐ **Review and apply for award and scholarship opportunities | ulethbridge.ca/graduate-studies/award-opportunities**

- Opportunities offered by the GSA are available at: ulgsa.ca/services/funding-opportunities
- Notify the SGS Graduate Awards Officer of any funding you receive
- Questions? Contact the SGS Graduate Awards Officer: sgs.awards@uleth.ca

☐ **Apply for student loans today | ulethbridge.ca/ross/student-finance/student-loans**

- The process can take up to eight weeks from the date of application. Don't wait!
- Questions? Contact Scholarships and Student Finance: fin.aid@uleth.ca

☐ **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
- Questions? Contact Scholarships and Student Finance: fin.aid@uleth.ca

☐ **Add money to your Bridge Bucks account** | **ulethbridge.ca/my-card/bridge-bucks-information**

- 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), 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 MyCard Manage: mycard-manager.uleth.ca
- Questions? Contact the ITS Solutions Centre: help@uleth.ca.

Managing your graduate journey

Note: You will find department contact details following the checklist list

☐ **Register for courses prior to the last day for course add/drop for all students | ulethbridge.ca/ross/registration-information/dates_and_deadlines**

- Course registration is the most important step before starting your graduate program
- You will be provided with a Program of Studies form at the beginning of your program that you will need to reference for registration via the Bridge (ulethbridge.ca/bridge)
- Refer to the *Graduate Studies Calendar and Course Catalogue*: ulethbridge.ca/ross/academic-calendar
- Questions? Contact the Registrar's Office: regoffice@uleth.ca

The deadline to register could be after the payroll deadline

☐ **Register in your Thesis course each term**

- **Master of Arts and Master of Science students**
  - Register in Thesis 6000 **each** term in addition to any courses identified on your Program of Studies form
- **Master of Fine Arts students**
  - Register in Thesis 6002 **each** term in addition to any courses identified on your Program of Studies form
- **Master of Music students**
  - Register in Thesis 6001 and 6002 **each** term in addition to any courses identified on your Program of Studies form
- **Doctor of Philosophy students**
  - Register in Thesis 8000 **each** term in addition to any courses identified on your Program of Studies form
- Questions? Contact the Registrar's Office: regoffice@uleth.ca

Master of Arts in Education students register in EDUC 6015

☐ **Make course changes before the add/drop deadline for all students | ulethbridge.ca/graduate-studies/forms**

- Discuss changes to your Program of Studies form with your supervisor. Adding courses will require courses to be timetabled. Use the Bridge to add/drop courses before the add/drop deadline (ulethbridge.ca/ross/academic-schedule).
- Questions? Contact the Registrar's Office: regoffice@uleth.ca

☐ **Submit the Request to Take an Undergraduate Course at the Graduate Level form | ulethbridge.ca/graduate-studies/forms**

- Submit prior to the registration deadline
- A senior undergraduate course (3000/4000) can be taken at the graduate level with approval
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Submit a Progress and Standing report | ulethbridge.ca/graduate-studies/forms**

- You are required to submit a Progress and Standing report as follows:
  - **Master of Arts and Master of Science:** Twice per academic year with the first meeting taking place in the early part of the student's second term
  - **Master of Fine Arts and Master of Music:** Twice per academic year
  - **Doctor of Philosophy:** At least every 6 months
- You and your Supervisory Committee conduct a review meeting to discuss and assess your program, work completed and the plan for the upcoming term
- Your supervisor submits the completed and signed report and supporting information to the SGS prior to the upcoming term. Any changes to your courses are to be reported on the Progress and Standing report.
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Submit your Thesis Proposal | ulethbridge.ca/graduate-studies/forms**

- You are required to submit a thesis proposal, accompanied with the Post-Admission Thesis Proposal form to the SGS
- The deadline to submit your thesis proposal is available in your program's policies and procedures: ulethbridge.ca/graduate-studies/policies-procedures
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

Master of Arts students are required also to submit an initial Thesis Proposal and a full Thesis Proposal

☐ **Complete the Comprehensive Exam (Doctor of Philosophy only)**

- All students in the Doctor of Philosophy program must take and pass a comprehensive examination
- The exam is due by the end of your second year in the PhD program
- Questions? Review the policies and procedures: ulethbridge.ca/graduate-studies/policies-procedures
- Still have questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Submit the Independent Study form prior to the registration deadline | ulethbridge.ca/ross/academic-schedule**

- You can pick up an Independent Study form from either the Registrar's Office or the School of Graduate Studies Office
- A completed Independent Study form is to be submitted to the Registrar's Office for courses identified as 5990, 5991, 7990 or 7991. The Independent Study form requires approval by the SGS prior *before* you submit it to the Registrar's Office.
- A second reader is required when the course is taught by any member of the Supervisory Committee. No more than one Independent Study may be instructed by the supervisor.
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Request an extension to your program | ulethbridge.ca/graduate-studies/forms**

- If you need to extend your program beyond the maximum time limit for program completion, you will need to submit a completed and signed Statement of Progress and Standing form with rationale for the request attached, including a detailed time line for program completion
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

You will be required to withdraw from your program if you do not complete your program within the time limit.

☐ **Request a Leave of Absence from your program | ulethbridge.ca/graduate-studies/forms**

- A request for a Leave of Absence is submitted with a completed and signed Statement of Progress and Standing form included with the length of the leave and the timeline for completion upon your return to your program
- A Leave of Absence is approved to a maximum of three terms
- Tuition and applicable funding will cease during the leave and resume upon your program registration when you return from a Leave of Absence
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Return to your program following a leave of absence**

- Contact your supervisor and the SGS via sgs@uleth.ca to notify him or her of your return to your program of study
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Change your Supervisory Committee | ulethbridge.ca/graduate-studies/forms**

- To make changes to your Supervisory Committee structure, submit a Change of Supervisory Committee form detailing the Supervisory Committee membership by the deadline dates identified on the form
- Your Program of Studies form will be updated accordingly
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Download a verification of enrolment letter | ulethbridge.ca/bridge**

- You must be registered in courses for the fall term 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: regoffice@uleth.ca

Completing your graduate journey

Note: You will find department contact details at the end of this document

☐ **Submit your request for defence | ulethbridge.ca/graduate-studies/forms**

- A Thesis defence is required for all programs identified here. A Request for Final Thesis and Oral Examination form is due a minimum of five weeks (master's level) or six weeks (doctoral level) prior to the date of the defence.
- Submit a PDF of your thesis to the Dean of Graduate Studies via sgs@uleth.ca
- Refer to your program's policies and procedures for detailed information: ulethbridge.ca/graduate-studies/policies-procedures
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Submit the Recommendation of the Award of the Degree form | ulethbridge.ca/graduate-studies/forms**

- Following a successful thesis defence, you will make any necessary changes to your written Thesis and then have the changes approved by your supervisor/Supervisory Committee. When your changes are approved:
    1. Your supervisor completes and submits the Recommendation of the Award of the Degree form to the SGS
    2. You submit an up-to-date CV and a current working copy of your uLethbridge transcript to the SGS
- Refer to your program's policies and procedures for detailed information: ulethbridge.ca/graduate-studies/policies-procedures
- Students who do not have final approval and have not completed all degree requirements will be required to register for the upcoming term
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Submit the final PDF copy of your Thesis to DSpace | ulethbridge.ca/graduate-studies/e-thesis-submission**

- After your completed Recommendation of the Award of the Degree form, up-to-date CV, and current working copy of your uLethbridge transcripts are received, you will receive an email to your uLethbridge account (name@uleth.ca) indicating that you may register for an e-thesis/project account.
- You submit the PDF copy of your Thesis via the e-thesis submission system.
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Make sure you meet your final degree requirements | ulethbridge.ca/ross/academic-calendar**

- Refer to your program's section of the *Graduate Studies Calendar and Course Catalogue* from the year you began your program for degree requirements
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Apply for Convocation | ulethbridge.ca/convocation**

- The application for Convocation deadline dates are: **March 1** for Summer Convocation, and **August 1** for Fall Convocation
- You may apply to convocate if you anticipate you will complete all degree requirements by **April 30** for Spring Convocation, and by **August 31** for Fall Convocation. You will remain on the convocation list if you have met all degree requirements by these dates.
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

Graduate student services

Note: You will find department contact details at the end of this document

SECURITY AND SAFETY

☐ **Add Security Services' emergency number to your cell phone: 403-329-2345 | ulethbridge.ca/security**

- The Security Services is on campus and available 24 hours a day, 365 days a year, and responsible for protecting your personal security and uLethbridge's physical resources
- They can always be contacted at the number above
- Questions? Contact Security Services: security.services@uleth.ca

☐ **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 anywhere on campus
- Visit the link above for more details, including hours of operation
- Questions? Contact Security Services: security.services@uleth.ca

☐ **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: security.services@uleth.ca

INTERNATIONAL STUDENTS

☐ **Get familiar with the International Centre | ulethbridge.ca/international**

- Visit the International Centre to become familiar with their services offered
- Questions? Contact the International Centre: international@uleth.ca

☐ **Register for an Alberta health care card | ulethbridge.ca/hr/health-centre/content/health-insurance**

- Only necessary for new permanent residents of Alberta and International students
- 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. A hold will be placed on your account if registration is not complete within two weeks.
- Questions? Contact the Health Centre: health.centre@uleth.ca

☐ **Sign up for the English language tutor program | ulethbridge.ca/international/content/english-language-institute**

- The program is a service for international students who wish to be paired up with a volunteer from uLethbridge to improve their language skills and knowledge of Canadian customs
- Questions? Contact the International Centre: international@uleth.ca

☐ **Apply to live on campus as soon as possible! | ulethbridge.ca/housing**

- Visit the Housing Services website for more information about on-campus housing options and to apply to live in residence. The application opens **September 15** each year
- Questions? Contact Housing Services: housing@uleth.ca

☐ **Watch your email for when Housing begins to offer rooms on campus** | webmail.ulethbridge.ca

- Applicable only if you applied to live on campus
- Offers will only be sent to your uLethbridge email account and have an expiry date. Be sure that you have access to your uLethbridge email and check it often
- You may also receive a phone call
- Questions? Contact Housing Services: housing@uleth.ca

☐ **Accept your Offer of Accommodation to live on campus**

- Applicable only if you received an Offer of Accommodation from Housing Services
- Questions? Contact Housing Services: housing@uleth.ca

Student life

☐ **Find out about enriching student activities | ulethbridge.ca/graduate-studies/students-experience**

- There are several opportunities for enriching your graduate student experience through, including:
  - The Thrive Program: ulethbridge.ca/graduate-studies/thrive
  - The Three Minutes Thesis ® competition: ulethbridge.ca/graduate-studies/thrive
  - The Graduate Students' Association: ulgsa.ca
  - Various School of Graduate Studies functions
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Apply to a Co-operative Education and Internships program | ulethbridge.ca/coop**

- Co-operative education is available to **Master of Arts and Master of Science students only**.
- 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
- Questions? Contact your Co-operative Education office: artsci.coop@uleth.ca

☐ **Learn about your U-Pass for Lethbridge Transit |ulgsa.ca/services/u-pass**

- It gives you unlimited access to local transit
- The cost of the U-Pass is included in your tuition and fees
- Questions? Contact the GSA: contact@ulgsa.ca

☐ **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 the entire Centre for Sport and Wellness facilities: ulethbridge.ca/sportrec/content/facilities
- The cost of the ONE Pass is included in your tuition and fees
- Questions? Contact Sport and Recreation Services: ulethbridge.ca/sportrec

☐ **Book a study carrel in the Library | ulgsa.ca/services/carrel-space**

- This space has been created for graduate students who do not have an office space on campus
- A key deposit is required
- Questions? Contact the GSA: contact@ulgsa.ca

☐ **Learn about the Student Success Centre | ulethbridge.ca/student-success-centre**

- Here to support you as you set and work to achieve your goals
- Provides academic support, information about mental health, or general information about the services available at uLethbridge
- Questions? Contact the Student Success Centre: student.success@uleth.ca

☐ **Save the dates for major upcoming events | ulethbridge.ca/graduate-studies/events**

- Check the SGS Events calendar for important dates and events
- New and Returning Student Orientation: contact the SGS for details: sgs@uleth.ca
- First Impressions Orientation Program (ulgsa.ca/first-impressions-orientation-program): contact the GSA for details: contact@ulgsa.ca
- Questions? Contact the SGS: ulethbridge.ca/graduate-studies/connect

☐ **Register for on-campus sport and recreation programming | ulethbridge.ca/sportrec**

- View the *Program Guide* online
- Questions? Contact Sport and Recreation Services: ulethbridge.ca/sportrec

☐ **Sign-up for Fresh Fest | freshfest.ulsu.ca**

- Fresh Fest is the start of term bash, put on by the University of Lethbridge Students' Union (ULSU)
- Questions? Contact the Students' Union: su.adasst@uleth.ca

☐ **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 term and beyond
- 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: boxoffice@uleth.ca

☐ **Register for on-campus intramurals—they begin early in the term | ulethbridge.ca/sportrec/content/intramurals-clubs**

- 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: ulethbridge.ca/sportrec

☐ **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: ulethbridge.ca/sportrec/content/contact

☐ **Attend Club Rush week | ulsu.ca**

- 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: su.adasst@uleth.ca

☐ **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: bookstore@uleth.ca

☐ **Apply for on-campus daycare | ulethbridge.ca/daycare**

- Daycare facilities are on campus for uLethbridge students, faculty and staff who have children aged zero to six years
- Questions? Contact the Daycare: 403-332-4064

Health and wellness

☐ **Plan and prepare for your medical needs | ulethbridge.ca/hr/health-centre**

- Applicable only if you have a medical condition requiring ongoing assistance
- The Health Centre can assist with Medical Care Planning, including booking your first appointment with a physician in your first term, by calling 403-329-2484
- Questions? Contact the Health Centre: health.centre@uleth.ca

☐ **Opt-out of the Students' Union health and dental plans | ulsu.ca/health-and-dental**

- The Students' Union health and dental plans are mandatory, unless you can show proof of alternate coverage
- Check the ULSU website for the opt-out deadline
- Questions? Contact the Students' Union Health and Dental Plans Administrator: su.health@uleth.ca

Contacts

directory.uleth.ca/

	Phone	E-mail	Website
Accommodated Learning Centre	403-329-2766	alc@uleth.ca	ulethbridge.ca/ross/accommodated-learning-centre
Admissions (SU140)	403-382-7134	admissions@uleth.ca	ulethbridge.ca/ross/admission-and-registration
Athletics (PE209)	403-329-2681	ulethbridge.ca/sportrec/content/contact	gohorns.ca
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 office (MA/MSc) (AH154)	403-332-4461	artsci.coop@uleth.ca	ulethbridge.ca/coop/artsci
Daycare	403-332-4064		ulethbridge.ca/daycare
Graduate Students' Association (MH2041)	403-329-2132	contact@ulgsa.ca	ulgsa.ca
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 Solutions Centre (E610)	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
Program Advising			
Doctor of Philosophy	403-329-2742	sgs@uleth.ca	ulethbridge.ca/graduate-studies/doctor-philosophy
Master of Arts	403-329-2742	sgs@uleth.ca	ulethbridge.ca/graduate-studies/master-arts
Master of Counselling	403-329-2256	master.counselling@uleth.ca	ulethbridge.ca/graduate-studies/master-counselling
Master of Education	403-329-2425	edu.masters@uleth.ca	ulethbridge.ca/graduate-studies/master-education
Master of Fine Arts	403-329-2691	sgs@uleth.ca	ulethbridge.ca/graduate-studies/master-fine-arts
Master of Music	403-329-2691	sgs@uleth.ca	ulethbridge.ca/graduate-studies/master-music
Master of Nursing	403-329-2220	masternursing@uleth.ca	ulethbridge.ca/healthsciences/mn
Master of Science	403-329-2742	sgs@uleth.ca	ulethbridge.ca/graduate-studies/master-science
Master of Science (Management)	403-380-1819	msc.management@uleth.ca	ulethbridge.ca/graduate-studies/master-science-management
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
School of Graduate Studies (B610)	403-329-2742	sgs@uleth.ca	ulethbridge.ca/sgs
Security and Parking Services (L911)	403-329-2603	security.services@uleth.ca	ulethbridge.ca/security
Sport and Recreation Services (PE160)	403-329-2706	ulethbridge.ca/sportrec/content/contact	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/?p=20