I’VE BEEN ADMITTED! NOW WHAT?

1. Check out the Faculty of Arts website
   - “Student Services”
     - “FAQs” (Frequently Asked Questions)
       - Degree Requirements
       - Grade Point Average and Faculty Grade Point Average
       - Taking courses at other institutions *(only with prior permission)*
       - Graduation/Convocation
       - Undergraduate Student Services Office: contact info
     - “Registration Tips”
       - Registration Workshops
       - Registration Tip Sheet: Which “Basic Requirement” courses should I register in?
       - Bear Tracks User Guide
   - “Programs”
     - Majors/Minors/Double Majors
     - Embedded Certificates

2. What Else?
   - Accept your Admission and pay the deposit as instructed by the Registrar’s Office
   - Make sure you monitor your “to-do” list in Bear Tracks carefully and arrange to have all high school and post-secondary transcripts sent to the U of A if required

3. Read over your Program Requirements – See the following U of A Calendar Sections:
   - Section 42 - Regulations for Students
   - Section 43 - General Program Information and Section 44 - BA Honors & BA Major/Minor Requirements
   - If you are in a specialized degree program (BA Honors, BFA, BDes, BA Crim, BMus, BMus/BEd, BA (Drama)/Bed, and BA Environmental Studies) contact the advisor in the appropriate department for further guidance
   - It is recommended that students in the BA program complete the “Basic Requirements” *(Arts Chart 1, Section 43.3)* early in their program, preferably within the first two years.

4. What is a Program Checklist and why should I get one.
   - A Program Checklist is a summary of how any credit you have received and any courses in which you are currently registered at the U of A apply to your particular program and outlines which courses you still need to take to complete your degree.
   - At any given time throughout your degree you can submit a “Request for Program Check” form to have an advisor complete or update a Program Checklist for you -- particularly before you finalize your registration for your final year.
   - If you make significant changes to your program (such as changing your major or minor) or registration, an updated check can be requested.
   - Forms must be submitted by August 1st in order to receive a completed checklist before the Fall add/drop deadline & by December 1st to receive a completed checklist before the Winter add/drop deadline which enables you to make any changes to your registration if necessary
   - Do not wait until the last minute to inquire about which courses to take! Always ask well in advance!
   - If you have questions about your program checklist once you have received it, please come in and ask.

*NOTE: The University of Alberta Calendar is your new best friend. It has all the information below and more! It is every student’s responsibility to know relevant information in the Calendar. Some important sections are listed below. You will always follow the calendar from the year you were admitted for degree requirements and regulations. If you change your degree you will follow the Calendar for the year you made this change. Refer to the online UofA Calendar.*
5. Read the Code of Student Behaviour (COSB)
   • See Codes of Behaviour here
   • Ignorance of the rules will not be accepted as an excuse if you are found to have violated the COSB
   • Hundreds of students across campus are charged every year – please don’t be one of them!

6. Be aware of Deadlines!
   • The Faculty of Arts strictly adheres to all University deadlines
   • Read the “Academic Schedule” (Calendar Section 11) for important deadlines
   • It is your responsibility to check your ualberta.ca email account regularly for updates and important communications from the U of A these the University of Alberta E-Communications Policy

7. On-Campus Transfers
   • If you have been admitted from another Faculty or program at the University of Alberta you MUST change your program on Bear Tracks, using the “Change Program” feature, in order to accept our offer of admission. If you do not, the admission offer will be rescinded and you will be required to reapply in another year.

Still have questions? Here’s how to contact us:

LOCATION                                   PHONE/E-MAIL

Undergraduate Student Services (USS)        Tel: (780) 492-4295
Faculty of Arts                             Fax: (780) 492-6325
6-5 Humanities Centre (Access by elevator nearest HUB Mall ONLY) Toll Free Canada: 1-888-533-5735
University of Alberta                       E-mail: arts.undergrad@ualberta.ca
Edmonton, AB Canada T6G 2E5

*The Faculty of Arts Undergraduate Student Services Office will soon be moving to the 1st floor Humanities Centre (please check your ualberta email for when this move will occur)

Not sure where we are? See the campus map

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Advising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday – Friday 10:00 a.m. – 3:30 p.m. (including lunch)</td>
<td>Monday – Friday 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:30 p.m.</td>
<td>Monday, Tuesday and Thursday 10:00 a.m. – 11:30 a.m. and 1:00 p.m. – 3:15 p.m.</td>
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