

UAlberta Calendar Quick Start Guide



UNIVERSITY OF ALBERTA
OFFICE OF THE REGISTRAR

Accessing the University Calendar

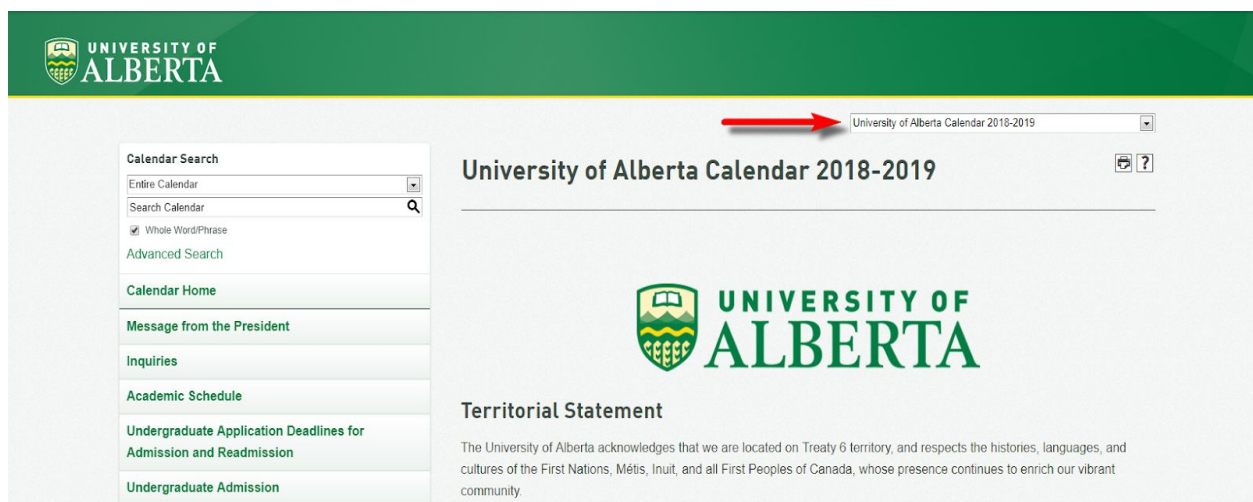
The best way to access the most recent version of the University Calendar is by using the link:

uab.ca/calendar

Other ways of accessing the Calendar include:

- Searching for 'calendar' in the ualberta.ca main page search bar
- From the ualberta.ca main page, clicking on 'Current Students' and then finding the University Calendar link further down that page
- Visiting www.ualberta.ca/registrar/calendar, especially for older versions

Selecting the Right Edition of the Calendar



The screenshot shows the University of Alberta website's calendar page. At the top, there is a green header with the University of Alberta logo and name. Below the header, there is a navigation menu with a dropdown menu for selecting the calendar year. A red arrow points to the dropdown menu, which currently displays 'University of Alberta Calendar 2018-2019'. The main content area features the University of Alberta logo and the text 'University of Alberta Calendar 2018-2019'. Below this, there is a 'Territorial Statement' section with a small paragraph of text.

- Use the drop down menu to select the Calendar Year you are looking for

Note: Continuing students should refer to the Calendar that was in effect at the time they were admitted (or readmitted) for the regulations governing their degree program requirements.

Navigating the Calendar: Using the Calendar Search

The screenshot shows the University of Alberta website's calendar search interface. On the left, a sidebar contains navigation links: 'Calendar Search', 'Calendar Home', 'Message from the President', 'Inquiries', 'Academic Schedule', 'Undergraduate Application Deadlines for Admission and Readmission', and 'Undergraduate Admission'. The main content area features the University of Alberta logo and a 'Territorial Statement'. A search bar at the top right is labeled 'University of Alberta Calendar 2018-2019'. Below it, a 'Calendar Search' dropdown menu is open, showing options: 'Entire Calendar', 'Search Calendar', and 'Advanced Search'. A red arrow points to the 'Search Calendar' option.

Search Tips:

- Use whole words or phrases.
- Use wildcard search operators (eg. biomed*) to help you find terms you are unsure of
- Avoid using boolean search logic (eg. AND, OR) as it is not recognized by the search function.
- Checking the “Whole Word/Phrase” box will limit the search to the specific words entered into the search. Unchecking this box will return search results containing any of the words entered into the search.
- Limiting your search to words that are more unique to the specific phrase, policy, course, or program you are looking for will help keep the list of search results short.

Limiting the Location of Your Search Using the ‘Entire Calendar’ Drop Down Menu

The screenshot shows a close-up of the 'Calendar Search' dropdown menu. The menu is open, displaying the following options: 'Entire Calendar', 'Select an option', 'Courses', 'Programs', 'Faculties and Departments', 'Other Content', and 'Entire Calendar'. The 'Entire Calendar' option at the bottom is highlighted in blue.

- The Calendar is made up of different types of pages. The default search is the entire Calendar, but if you know the type of page you are looking for, you can limit the search by using this drop down.
- Clicking on the Advanced Search link will provide you with similar search options.

Navigating the Calendar: Understanding Your Search Results

The calendar search function will automatically divide your search results based on the type of page your word/phrase is found on. By using unique words/phrases, you can narrow the scope of your search.

You can also change the way the search results are displayed by clicking Alphabetical or Ranked in the top right hand corner.

Search Results [\[Modify search options.\]](#) Sorting: [Alphabetical](#) | [Ranked](#)

Courses - Prefix/Code Matches

No matches.

Courses - Keyword/Phrase Matches

Results for whole word "**bioengineering**".

No matches.

Programs - Keyword/Phrase Matches

Results for whole word "**bioengineering**".

[Chemical Engineering](#)

Faculties and Departments - Keyword/Phrase Matches

Results for whole word "**bioengineering**".

No matches.

Other Content - Keyword/Phrase Matches

Results for whole word "**bioengineering**".

No matches.

Navigating the Calendar: Browsing Using the Calendar Menu

The Calendar Menu on the left of every page makes it easy to navigate to and browse different pages of the University Calendar.

Pages of Interest for Undergraduate Students:



A - Academic Schedule

When is Reading Week? When are Final Exams?

B - University Regulations

What are the general regulations that apply to all students?

C- Undergraduate Programs

What are my program requirements? What are the specific regulations for my program?

Course Listings

The screenshot shows the University of Alberta Calendar website. The header is green with the University of Alberta logo and name. Below the header, there is a navigation menu on the left with links like 'Calendar Search', 'Message from the President', 'Inquiries', 'Academic Schedule', 'Undergraduate Application Deadlines for Admission and Readmission', 'Undergraduate Admission', and 'University Regulations and Information for'. The main content area is titled 'Course Listings' and includes a 'Details of Courses' section. The 'Details of Courses' section contains text explaining that courses are listed alphabetically and described in English, and that each course is designated by its computer abbreviation and a number. It also provides information on how courses are numbered according to a system: 000-099 for Pre-University and 100-199 for Basic Undergraduate. A search bar is located at the top right of the page.

The course descriptions found in the University Calendar are the same as the ones found in Bear Tracks. Some students may find it easier to review them here in a slightly different format.

The screenshot shows the 'Course Listings' page with a 'Course Filter' section. The filter section is a dark grey box with a white background. It contains the following elements:

- Course Filter** (Section Header)
- Filter this list of courses using course prefix, course code, keywords or any combination.
- Prefix: A dropdown menu with 'All prefixes...' selected.
- Code or Number: A text input field.
- Type: A dropdown menu with 'All types...' selected.
- Keyword or Phrase: A text input field.
- Filter: A button.
- Find whole word or phrase only.

Prefix

- Only use this if you know the prefix of the course you are looking for

Code or Number

- Must be a complete number. Partial numbers (eg. 1xx, 1*, etc.) are not recognized.

Keyword

- Will search for classes with Keyword in title first, course descriptions second.

PDF Versions

<https://www.ualberta.ca/registrar/calendar>

In the 'Previous Calendars' menu, click on the specific year you are looking for.

The screenshot shows the 'Office of the Registrar' website. At the top, there is a green navigation bar with the text 'Office of the Registrar'. Below this, there are several menu items: FEES, FINANCIAL SUPPORT, REGISTRATION, EXAMINATIONS, RECORDS, and CONVOCATION. A search bar is present with the text 'ASK A QUESTION' and an example question 'Ex: How do I register for classes?'. Below the search bar, there is a 'Home / University Calendar' breadcrumb. The main content area is titled 'University Calendar' and contains sections for 'About the Calendar', 'Continuing students should refer to the Calendar in effect at the time they were admitted (or readmitted) for the regulations governing their degree program requirements.', and 'Tips for Using the Online Calendar'. On the right side, there is a 'Previous Calendars' menu with a list of years from 2018-19 down to 2008-09. A red arrow points to the 'Previous Calendars' menu header.

The following page will display a list of links to different sections of that calendar in PDF format.

The screenshot shows a list of links to different sections of the calendar in PDF format. The links are organized into sections:

- Welcome**
 - President's Message
 - Table of Contents
- Inquiries**
- Academic Schedule**
- Undergraduate Application Deadlines for Admission and Readmission**
- Undergraduate Admission**
- University Regulations and Information for Students**
- Faculties**
 - Faculty of Agricultural, Life and Environmental Sciences
 - Faculty of Arts
 - Augustana Faculty
 - Faculty of Business
 - Faculty of Education
 - Faculty of Engineering