

Key Student Services in January

Winter term classes begin January 7, 2019. Beginning on Wednesday, January 2, USS would like to offer students several key services prior to the add/delete deadline of January 18, 2019 (for 13 week courses).

To assist students, these services include:

Request for a Registration Check

Request for a Graduation Check

Request for a Course Overload (Winter term only)

Please complete the online request form available from the USS Forms webpage to request the above services.

For 13 week courses request forms received prior to 3:00 pm, Monday, January 14, 2019, will be prioritized in order to be processed prior to the add/drop deadline, of January 18, 2019.

Condensed courses (normally IPT and APT courses) have non-standard deadlines that can be viewed on the Non-Standard Deadlines link on the USS website. For these courses, service request forms must be received no later than **3:00 pm on Wednesday, January 2, 2019.**

In order to keep up with the high volume of service requests submitted by students, Student Advisors will be unavailable to book appointments with students in January. However, Student Services Assistants will be on hand to provide students with general questions and in-person direction. *Student Advisors will be available to meet with students in person beginning in February.*

Our team will work quickly to respond to your inquiry. Due to the high volume of inquiries during this time, response times may be longer than normal. However, it is possible that student's questions can be answered by:

- Submitting an online service request form for a Student Advisor to complete a Registration Check or a Graduation Check.
- Visiting the Undergraduate Student Services office where a Student Services Assistant can assist students with general questions during office hours.

Best wishes for a successful and enjoyable Winter term!

Undergraduate Student Services
1-107 Education Centre North
Email: educ.info@ualberta.ca
Web: <https://education-student-services.ualberta.ca/>

Hours of operation
9:00 am - 3:00 pm
Monday-Friday (with the exception of
Statutory Holidays and University Closures)