

Key Student Services in September

Undergraduate Student Services (USS) Student Advising and Support:

At this time of year Student Advisors receive several hundred emails from students. As a result, it may take a minimum of 10 business days to respond to emails; however, it is possible that student's questions can be answered by:

1. Submitting an online service request form for a Student Advisor to complete a **Registration Check** or a **Graduation Check** at <https://education-student-services.ualberta.ca/forms>
2. Visiting the Undergraduate Student Services office where a Student Services Assistant can assist students with general questions during office hours.

The first day of Fall term classes is Tuesday, September 4, 2018.

Beginning on Tuesday, September 4th, USS would like to offer students several key services prior to the add/delete deadline of September 17, 2018 (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 (Fall term only)

Please complete the online request form available from the <https://education-student-services.ualberta.ca/forms> to request the above services.

For 13 week courses request forms received prior to **3:00 pm, Monday, September 10, 2018**, will be prioritized in order to be processed prior to the add/drop deadline, of **Monday, September 17, 2018**.

Please be aware that condensed courses (normally IPT and APT courses) have non-standard deadlines that can be viewed on the Important Links on the USS website. For all students registered in condensed courses (any course with duration less than 13 weeks) service request forms must be received no later than 3:00 pm on Thursday, August 30, 2018.

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 September. 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 October.

Best wishes for a successful and enjoyable Fall 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)