1. First-year course registration

- MKin students must take specific courses each term. A course schedule has been provided.
- Register for courses before the fall registration deadline available at [https://ucalgary.ca/pubs/calendar/current/academic-schedule.html](https://ucalgary.ca/pubs/calendar/current/academic-schedule.html). You don’t need to worry about registering as soon as registration opens, as graduate classes are restricted to students in program.

2. Student identification card

- Campus Card Office (Dining Centre 18)
  ** bring picture identification (ie. driver’s license) and your UofC student ID #.
  Note: Your ID# can be found on your letter of admission.

3. Email account

- Go to: [https://itregport.ucalgary.ca/](https://itregport.ucalgary.ca/) to set up your U of C IT and email account. You must be registered in at least 1 course to register for an IT Account.
- Inform the Graduate Program Coordinator (Alix) of your new e-mail address.

4. Payroll

- If you are not currently working on campus submit your banking information through your Student Centre (under My Financials, Awards and Scholarships, ‘Submit Direct Deposit Info’).
5.  **TA assignment (if applicable)**

- Sign TA contract with Alix as soon as possible. Your first payment will be deposited on September 25 (fall positions) or January 25 (winter positions).
- If you have not been contacted by the course instructor, contact them in late August/early December to discuss TA responsibilities.

6.  **Office assignment**

- The MKin student office is located in KNA 131.
- See Kinesiology Operations (KNB 190) for office keys after September 1st. You must bring photo ID and a $10.00 returnable key deposit is required for each key.
- Once you have your office key please select any open workstation. Each work station has one locking pedestal file cabinet for your use.

7.  **Mandatory Supplementary Documents**

- MKin students must show proof of CPR-C and Standard First Aid, as well as a Hepatitis B Vaccination by no later than September 5th
- **CPR-C and Standard First Aid**
  - University of Calgary, Environment, Health and Safety (First Aid only) – [http://www.ucalgary.ca/safety/first_aid_course](http://www.ucalgary.ca/safety/first_aid_course)
  - University of Calgary, Faculty of Kinesiology, Active Living (CPR, First Aid) - [https://www.ucalgary.ca/ActiveLiving/registration/Browse/All/First-Aid-and-CPR?filters=Active-Living](https://www.ucalgary.ca/ActiveLiving/registration/Browse/All/First-Aid-and-CPR?filters=Active-Living)
  - St. John Ambulance - [http://www.sja.ca/English/Pages/default.aspx](http://www.sja.ca/English/Pages/default.aspx)
- **Hepatitis B Vaccination**
  - Students’ Union Wellness Centre, University of Calgary [http://www.ucalgary.ca/wellnesscentre/](http://www.ucalgary.ca/wellnesscentre/)
  - Your family physician or clinic

8.  **Orientation and Welcome**

- Please plan to be at the University of Calgary the first week of September for mandatory block week and orientation activities including:
  - Mandatory orientation meeting
  - Teaching Assistant Orientation (for GA(T) holders only)
  - Environmental Health and Safety training
  The following prerequisite courses *must* be completed prior to taking this training
1. Occupational Health and Safety Orientation Training
2. Hazard Assessment Training
3. WHMIS 2015
4. Biosafety Program
5. Spill Response Training
6. Biosafety Blood Borne Pathogen Training

See [http://www.ucalgary.ca/safety/courses](http://www.ucalgary.ca/safety/courses) for more information

- Excel tutorial
- Faculty of Graduate Studies’ orientation – [http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation](http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation).

**You may need:**

- Map of the campus - [http://www.ucalgary.ca/map/index.html](http://www.ucalgary.ca/map/index.html)
- Graduate Studies Calendar - [https://ucalgary.ca/pubs/calendar/grad/current/index.html](https://ucalgary.ca/pubs/calendar/grad/current/index.html)