

How to Build Your Schedule

- Step 1** To activate your registration and the online my.StMU, pay the \$200 registration deposit at the Enrolment Services Office.
- Step 2** Review the registration section of the 2009/2010 Academic Calendar (pages 21-24).
- Step 3** Read the Master Timetable highlighting possible course choices. Check the Course Descriptions section of the Calendar to find out more about the courses that interest you and to check for pre- and co-requisites.
- Step 4** Make an appointment with an Academic Advisor, through the Enrolment Services Office (403-531-9130), for assistance in planning your program and selecting courses. (**Optional but strongly recommended.**)
- Step 5** Build a schedule for fall using the Master Timetable as a reference. Fill in the time blocks on the *Schedule Worksheet* with the information on the courses you have chosen. Revise as necessary where conflicts occur. Be sure to include any applicable labs and tutorials in your schedule.
- Step 6** Once you have built a conflict-free schedule for fall semester, log onto my.StMU at <https://ss.stmu.ab.ca/selfservice/> to complete your registration online, or complete a *Registration Form* and submit it to the Enrolment Services Office. You do not need to submit your worksheet; it is for your own reference.

How to Read the Published Timetable

