



UNIVERSITY OF
CALGARY

Studying at UCalgary from outside Canada

Resources and services related to online learning.



Learning online at the University of Calgary

Web Resources

The Student Success Centre offers **online workshops and resources** to support your online learning. Topics include getting started with online learning, maintaining your motivation, managing your time, and approaches to online tests and exams.

Introduction to Online Learning D2L module

This module provides University of Calgary students studying online with opportunities to learn about

Communicating with your instructor

When should you contact your instructor?

- If you need clarification about course material or assignments and you cannot find the information yourself by checking your syllabus, assignment sheet, textbook or notes
- If you need to discuss your progress in cla



Below is a basic e-mail template for such communications.

1. E-mail only from your University of Calgary email account (@ucalgary.ca)
2. E-mail should be courteous and to the point. Identify the reason for your e-mail in the subject line.
3. Greet your instructor by name.
4. Identify yourself clearly.
5. Explain the situation briefly, without additional remarks.
6. Provide any corroborating documents, screen shots, or actions you have taken.
7. Make your request politely without other comments.
8. Express appreciation for the instructor's extra work on your behalf.
9. Use a polite closing with your full name and student number (in the form the professor will know from class lists).

Email to Instructor Template (Issue with an online assessment)

Subject line: Internet unavailable at time of exam

Dear Professor Johnson

I am a student in MATH 249, Section 3. Because I am in my own country and there is not a consistent Internet connection, I was unable to access D2L for the whole test time on Thursday.

I am also sending a time-stamped screen shot that I was unable to connect. Because I was on the general VPN, I think that IT will be able to confirm this. Could you please consider another arrangement for me so that I can be assessed?

Thank you for taking the time to respond to my request.

Sincerely,

Your Name

International Student Services

International students can also find many services and supports at **International Student Services**.

If you are an international student intending to drop to part-time status, not registered in any courses, or considering going on a leave of absence, you must check with the Immigration Advisors in International Student Services so that you understand the implications and consequences on your immigration status in Canada before you make any changes to your course load.

Email: issimmigration@ucalgary.ca

Students accessing funding, loans, or scholarships

Switching to part-time status, not registering in any courses, or considering going on a leave of absence may impact your eligibility to access certain funding, loans, or scholarships. If you are a full-time student currently accessing any of these, contact your financial sponsor before you make any changes to your course load

Quick tips and resources for online learning success

Motivation

- Study in groups: connect with classmates or attend virtual study hall for accountability and support
- Use visible reminders such as sticky notes, a whiteboard, or a desktop calendar
- Reward yourself with small breaks between tasks and scheduled time for your enjoyable activities and self-care
- Create a helpful study environment: designated desk space, headphones, resources close by
- Minimize distractions: for example, dock your cellphone at a distance and turn off notifications
- Reframe demotivating tasks: it can be helpful to remind yourself of longterm goals, find new approaches to the material, and reflect on your own emotions and self-talk around the task and deadline
- Develop supports for stress and anxiety: the Student Success Centre and Student Wellness have online resources and you can meet with an advisor or counsellor for additional strategies

Time management

- Review your course outlines and enter all due dates, reading deadlines, and exams or quizzes into one calendar
- Estimate the time nT51-1.5b 0 009 0.additional-3you can6zEsal-3yurc
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