

## Continuing Education courses for thesis-based graduate students

In partnership with Continuing Education, the Faculty of Graduate Studies is providing a limited number of seats for thesis-based graduate students in University of Calgary Continuing Education courses over the Spring-Summer 2020 terms.

These highly valuable seats will be available at no additional cost to current thesis-based graduate students. This is a unique opportunity to enhance your graduate education by developing skills, competencies and expertise that are not necessarily available through your program courses.

### How can I apply?

1. Identify up to three courses from [the list of eligible courses](#) that you are interested in. You will be required to explain how the course is relevant to your program, field of study, and/or your future career.
2. Create a Continuing Education, [Destiny One Account](#). DO NOT REGISTER FOR COURSES THROUGH THIS PORTAL. Graduate Studies will not pay for any courses that graduate students self-register in.
3. Share course information with your supervisor. Written permission must be given by your supervisor before you apply (i.e., an email from your supervisor that you will attach to your application).
4. Email your completed application form (see page 2) to My GradSkills ([mygradskills@ucalgary.ca](mailto:mygradskills@ucalgary.ca)) with the course information, ranking for your top three preferred courses, and rationale for course choice. Attach your supervisor's written permission to the email. **This completed form plus your supervisor's written permission must be received by My GradSkills at least 3 working days in advance of the start date of the course.**
5. Graduate Studies will submit your application to Continuing Education.
6. Continuing Education will work to register you in the course. NOTE: Continuing Education will contact you if the course is not available or requires a pre-requisite. If registration is successful, an auto-generated receipt of registration confirmation will be emailed to you.

See the [full guidelines and condition](#).

**QUESTIONS?** Contact My GradSkills at [mygradskills@ucalgary.ca](mailto:mygradskills@ucalgary.ca) for more information.

Please see the application on the following page.

## Continuing Education courses for thesis-based graduate students - application

### STUDENT DETAILS

Student Name:		UCID:	
Graduate Program: (e.g. English)		Degree type (e.g. PhD):	
Supervisor name:		Supervisor email:	

### COURSE DETAILS

Please note: This completed form as well as your supervisor's written permission must be received by My GradSkills at least **3 working days** in advance of the start date of the course.

#### First choice

Course name:	Course ID and Sect (e.g. ICT 123-001):	Start date:
Please explain how this course is relevant to your field of study:		

#### Second choice

Course name:	Course ID and Sect (e.g. ICT 123-001):	Start date:
Please explain how this course is relevant to your field of study:		

**Third choice**

Course name:	Course ID and Sect (e.g. ICT 123-001):	Start date:
Please explain how this course is relevant to your field of study:		

**Acknowledgements:**

- ☐ I understand that my requested courses may not be available.  
☐ I agree to fully participate and complete all course requirements.  
☐ I have discussed this opportunity with my supervisor and received and attached their written (email) permission which.

**Signatures:**

<b>Student Name:</b>	<b>Date:</b>
<b>Student Signature:</b>	
<b>Supervisor Name:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	
<p>*Instead of a physical signature, graduate students can attach to their application an email from their supervisor giving them permission to apply to register for their course(s) of interest.</p>	