To order Uniform items; you will need to login to UCQ's intranet to access the form. Make sure your password is up to date.

Any questions or problems with your login, email IT at ucqit-l@mailman.ucalgary.ca.

IT will respond to requests during working hours only and in the order that requests are received

Follow the link to access the online Uniform Order Form: https://www.ucalgary.edu.qa/current-students/academics-undergraduate-program/bookstore

Current Students > Bookstore from the UCQ homepage, then under Other Bookstore Items

Click "Add New Item" to place a new order 3)

Enter your UCID# and password (see above for login issues).

click "Uniform Order Form"

IMPORTANT! Return/Exchange Policy:

Uniform items are **NOT** eligible for return.

What's Happening?

Learn more now!

2.

3.

Home

Lists Calendar Tasks

4.

Libraries

Site Pages

Shared Documents Bookstore Shared Documents

Textbook Order Form Uniform Order Form Discussions Team Discussion

Administration and Faculty Support → Uniform Order Form → All Items =

Uniform Order Form - New Item

陷 Сору

Copy

从 Cut

4/22/2021

 $\begin{tabular}{ll} \hline \textbf{a} & intranet.ucalgary.edu.qa/sites/ucq/administration/Administration_and_Faculty_Su...} \\ \hline \end{tabular} \end{tabular}$

Click the directory icon and enter your name

Clipboard

Request Date:

Email Address:

Top - Short Sleeve:

Top - Long Sleeve:

UCID:

Term: Sponsor:

Select People - Google Chrome

2) select your name

Pants

Skirt:

Dress:

Term:

Pants

Skirt:

Sponsor:

Top - Short Sleeve:

Top - Long Sleeve:

5.

Display Name Title Department E-Mail

Clipboard

Name:

There are no items to show in this view of the "Uniform Order Form" list. To add a new item, click "New"

UCID: Sponsor:

Click here to place a NEW order

TSS - Extra Small

This is your order form, all fields must be completed

TSS - Small

TSS - Medium

TSS - Large

TSS - Extra Large

1)

2)

8)

or navigate to:

- 4) Complete all required fields. Select **all** the items you wish to purchase in **ONE** form. Click "Save" to submit your order. If you click 'Close' your order will NOT be submitted or processed 5)
- <u>Do **NOT** edit or delete the form,</u> you will be able to make changes when you pick-up your order. 6) Check the SharePoint to ensure that your order appears. As long as your order appears, it has been 7) submitted successfully. If it does not appear, please try again.
- this message you can come anytime during the Bookstore open hours. Do **NOT** come to campus until you receive this email. Orders will be completed in the order they are received. 9)

When your order is filled, you will receive an email that your order is ready for pick-up. Once you receive

*Due to CoVid restrictions students are not allowed to try on items. Therefore the Bookstore will allow one exchange per clothing item as long as it meets the below requirements. To exchange an item you must:

4)Receive confirmation from the Bookstore your new order is ready for pick-up and attend the

- 2) Contact the Bookstore within 1 week (7 days) of purchase 3) Inform the Bookstore of the item and new size needed
- appointment with exchange item

1) Item must be in PERFECT condition, only used for try-on purposes

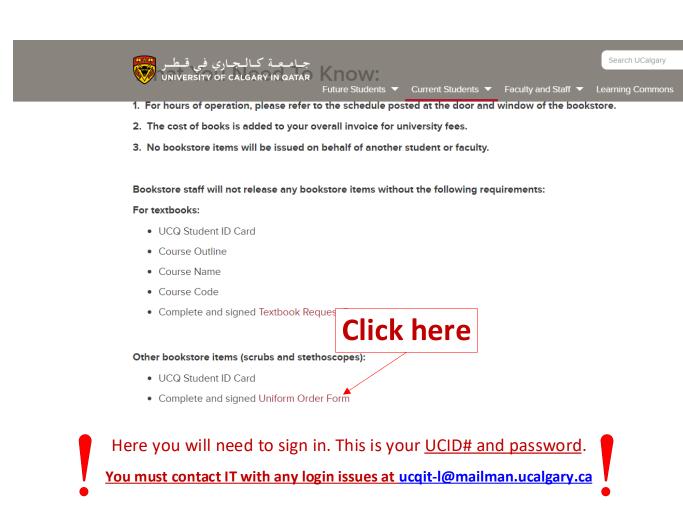
- 1. UCQ Bookstore Online Orders: Step-by-Step

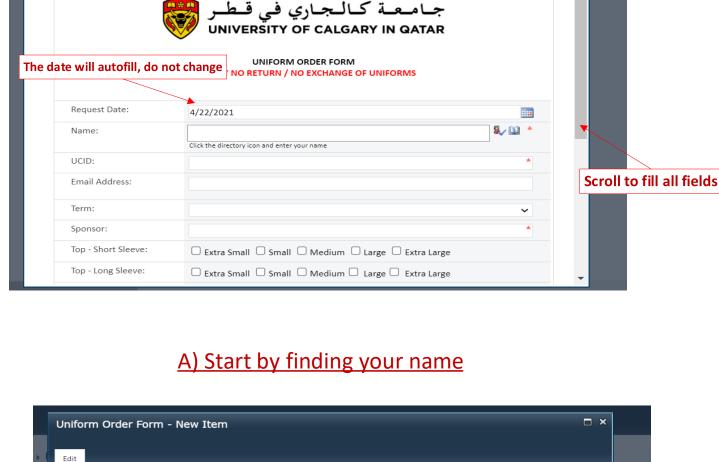
NAVIGATE HERE \leftarrow \rightarrow C $\stackrel{\bullet}{\bullet}$ ucalgary.edu.qa ☆
¾
¶ جامعة كالجاري في قطر UNIVERSITY OF CALGARY IN QATAR **Current Students Overview** Academics: Undergraduate P... > Academics: Undergraduate Program Overview Undergraduate Academic Standing Bachelor of Nursing, Regular Bachelor of Nursing, Post-Diploma Academics: Graduate Program > Student and Clinical Placement Policies Student Services BNRT Course Plan PDBN Course Plan Principles and Academic Integrity Academic Appeals Bookstore Tuition and Financial Services > Non Academic Misconduct

THEN HERE

Search this site.

This will expand page





جامعة كالجاري في قطر UNIVERSITY OF CALGARY IN QATAR

□ Extra Small □ Small □ Medium □ Large □ Extra Large

 \square Extra Small \square Small \square Medium \square Large \square Extra Large

1) do a general search

ts | Qualtr...

Click here to search

Bookstore Shared... | gulfHR 2.5.3

IMPORTANT

Consult size charts sent via

Ticking the box will order one (1) of the selected item.

To order more than one (1)

IMPORTANT

You must click "Save" for your order to be submitted

Selecting "Close" or the 'x'

information. Your order will

not be saved, recorded, or

button will delete all

TLS - Extra Small TLS - Small TLS - Medium

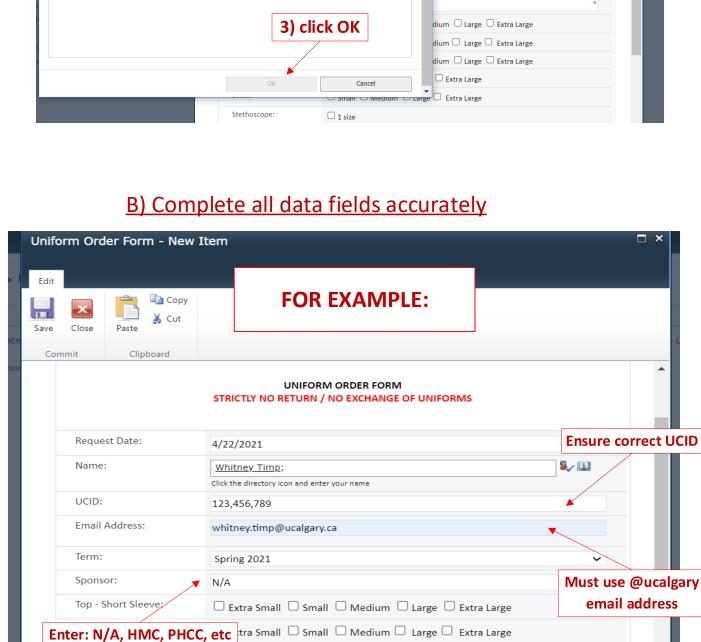
processed

You will see your order here

email

UNIFORM ORDER FORM STRICTLY NO RETURN / NO EXCHANGE OF UNIFORMS

Mobile Number Account Name



☐ Extra Small ☐ Small ☐ Medium ☐ Large ☐ Extra Large

☐ Small ☐ Medium ☐ Large ☐ Extra Large

☐ Small ☐ Medium ☐ Large ☐ Extra Large

Select ALL items you wish to purchase

☐ Extra Small ✓ Small ☐ Medium ☐ Large ☐ Extra Large

□ Extra Small □ Small □ Medium □ Large □ Extra Large

☐ Extra Small ☐ Small ☑ Medium ☐ Large ☐ Extra Large

Spring 2021

☐ Small ☐ Medium ☐ Large ☐ Extra Large of each item, please Dress: ☐ Small ☐ Medium ☐ Large ☐ Extra Large complete a separate order form. Stethoscope: 1 size Questions or doubts? ASK Tick box(es) to select item(s) the Bookstore Assistants! **DO NOT FILL these sections** Do not fill up below this line. To be completed by authorized Bookstore Assistants only. Released by: (Print Name & Signature) Task Status: Not Started To be completed by UCQ Bookstore Su Comments: Attachments: Olick here to attach a file Check all information and click SAVE 6.

> جامعة كالجاري في قطر UNIVERSITY OF CALGARY IN QATAR

UNIFORM ORDER FORM STRICTLY NO RETURN / NO EXCHANGE OF UNIFORMS

☐ Extra Small ✓ Small ☐ Medium ☐ Large ☐ Extra Large

If your order was submitted correctly:

Please Note

DO NOT EDIT OR DELETE your order after submitting. You will be able to make any needed changes when you pick-up your order.

lome Edit Request Date: TSS - Extra Large TSS - Extra Small TSS - Small TSS - Medium TSS - Large ibraries ite Pages 4/22/2021 Whitney Timp 123,456,789 N/A

4/22/2021

Whitney Timp;

Spring 2021

Click the directory icon and enter your name

whitney.timp@ucalgary.ca

Uniform Order Form - New Item

Request Date:

Email Address:

Top - Short Sleeve:

Name:

UCID:

Term:

Сору

Support ▶

ookstore Shared

4 Add new item

Edit

SAVE

