**ALL STUDENTS MUST REGISTER TO MAINTAIN THEIR PROGRAM**

- Review program requirements (see Graduate Programs Requirements: An Overview)
- Proceed to register in required courses.
- Consult your program advisor or thesis supervisor to discuss your option courses prior to registering.
- Register EARLY in your required courses using Bear Tracks at beartracks.ualberta.ca. Failure to register early may result in the cancellation of courses if enrolments are insufficient.
- All Students are sent important information on their UAlberta email address throughout their program at the University.
- Your Timetable and Fee Assessments is available via Bear Tracks under Financials > Fee Assessment.
- Check Bear Tracks for tuition fees, fee deadline dates, and how to pay fees. Note: If you choose to defer paying the Winter Term assessment, an installment charge will be added to your Winter Term assessment.
- Students in receipt of a graduate assistantship must be full-time during the period of the award.
- The Academic Calendar can be viewed online at calendar.ualberta.ca.

**Individual Study Courses**

Individual Study courses are closed to web registration. The instructor, and your program advisor or supervisor, and the Graduate Coordinator must approve these courses. Individual Study Course guidelines and proposal forms are available on the website via edpolicyadmin.ualberta.ca/content/staff-and-student-resources. Completed proposal forms must be submitted a minimum of two weeks prior to the beginning of Term – see the form on department website for specific deadline details.
Thesis-Based Programs (M.Ed., EdD, PhD)

Thesis-based students must register in all four terms in an academic year to keep their program active. Even if all required coursework is completed, a student must continue to register to ensure the program remains active. Thesis courses have varying units of course weight and the following examples are typical choices students can make:

**Part-time:** THES 903 - 3 units (★3) or THES 906 - 6 units (★6)
**Full-time:** THES 909 - 9 units (★9)

To be considered full-time, students must be registered in at least ★9 in any Term. Registration in a ★3 credit course and THES 906 is considered full-time.

**Please note:** FGSR automatically completes the Spring/Summer thesis registration for thesis-based students. This thesis registration CANNOT be replaced with a course registration. If registering in a course for either Spring/Summer term, the fee for the course will be over and above the predetermined fee structure for the year which includes thesis registration in Spring/Summer terms. Please see FGSR’s website pertaining to the program fee structure and the minimum units of course weight that apply to your thesis-based program.

- [ualberta.ca/graduate-studies/current-students/tuition-and-fees](https://ualberta.ca/graduate-studies/current-students/tuition-and-fees)
- [https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#minimum-units-of-course-weight-registration-requirements](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#minimum-units-of-course-weight-registration-requirements)

Course-Based Programs (M.Ed. only)

Students need only register once during the September to August period to keep their programs active. Check your last registration to determine when you need to register again. **Failure to maintain your registration means your program will lapse.** Once this occurs, you will have to reapply and pay reapplication costs. As well, there is no guarantee that you will be readmitted to the program. Upon completion of all required coursework students must register in and complete EDPS 900. Please contact your program advisor for further information.

Students who wish to apply to the thesis-route please refer to the Department’s website: [edpolicyadmin.ualberta.ca/content/staff-and-student-resources](https://edpolicyadmin.ualberta.ca/content/staff-and-student-resources) (Graduate Student Resources) for submission deadlines and guidelines in the link [Transfer from Course-based to Thesis-based MEd Program](https://edpolicyadmin.ualberta.ca/content/staff-and-student-resources/transfer-from-course-based-to-thesis-based-med-program) or contact Graduate Administrator (780 492-3679) concerning the procedures.
Program Completion for Course-Based Programs: Normally, only students who have completed eleven ★3 courses are permitted to register in EDPS 900 ★3 Capping Exercise to complete their program.

Auditing a Course

Students who wish to audit a course can register in the course via beartracks and then submit the Course Audit form to the department or register by submitting the Course Audit form to the department, by the deadlines below. The “Course Audit” form requires the approval of both the course instructor and the Graduate Coordinator. These forms are available from FGSR’s Website:
https://cloudfront.ualberta.ca/-/media/gradstudies/forms-cabinet/records/registration/course-audit.pdf or from the Graduate Administrator. Please note that these forms should be submitted to the Graduate Administrator no later than September 4, 2019 (Fall) and/or January 2, 2020 (Winter). Processing of the audit registration will be done by the FGSR / Registrar’s Office during the period September 17-23, 2019 (Fall) or January 20-24, 2020 (Winter).

Academic Integrity and Ethics Training

All graduate students admitted to our graduate program are required to complete Academic Integrity and Ethics training.

The two components of the Training are:

- EDPS 581 (MEd) or EDPS 681 (Doctoral)
- Graduate Ethics Training Course (GET)

The GET portion has been incorporated into the EDPS 581/681 course but students are still responsible to submit a copy of the completion ‘Certificate, which includes their ‘name’ after completing the GET to the Graduate Administrator in order for this program requirement to be marked as completed on file.

Research, Centres, Institutes and Networks

There is one center within the Department. Please see the department website for detailed information Centre for Global Citizenship Education and Research (CGCER)

Links and Other Resources

Department website ualberta.ca/educational-policy-studies
Graduate Administrator (780) 492-3679
Department Office (780) 492-7625
## Specialization Coordinators 2019-2020

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Community and Higher Education (ACHE)</td>
<td>Dr. Sara Carpenter</td>
<td>780 492-4441</td>
<td><a href="mailto:sara3@ualberta.ca">sara3@ualberta.ca</a></td>
</tr>
<tr>
<td>Educational Administration and Leadership (EDAL)</td>
<td>Dr. José da Costa</td>
<td>780 492-5868</td>
<td><a href="mailto:jose.da.costa@ualberta.ca">jose.da.costa@ualberta.ca</a></td>
</tr>
<tr>
<td>Indigenous Peoples Education (IPE)</td>
<td>Dr. Rebecca Sockbeson</td>
<td>780 492-5621</td>
<td><a href="mailto:evelyn@ualberta.ca">evelyn@ualberta.ca</a></td>
</tr>
<tr>
<td>Social Justice and International Education (SJI)</td>
<td>Dr. Alex Da Costa</td>
<td>780 492-0773</td>
<td><a href="mailto:adacosta@ualberta.ca">adacosta@ualberta.ca</a></td>
</tr>
</tbody>
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All graduate students are advised to consult with their program advisor or thesis supervisor concerning their program.