Bachelor of Education Degree (Transfer and After Degree)  
REGISTRATION TIP SHEET 2018

The Bachelor of Education Degree prepares you to teach in Elementary schools (Kindergarten to Grade 6) or in Secondary schools in two subject areas (Grade 7 to Grade 12).

How to accept your offer of admission

Students must go online to accept their admission offer and, if applicable, pay a $500 tuition deposit by the deadline indicated in Bear Tracks. This will confirm your intention to attend and allow you to register in courses, once course registration opens.

Log in to Bear Tracks using the CCID and password you were provided with when you applied. Click on “Accept Offer” next to the program of your choice, then complete the online payment.

Learn more at: [www.admissions.ualberta.ca/accept](http://www.admissions.ualberta.ca/accept)

Planning Resources

There are many resources available to help you select courses and plan your program.

1. **Program Sheet** – all students are provided with an individualized Program Sheet, sent to your ualberta email, when you are admitted to the Faculty of Education. Refer to your Program Sheet for a list of your specific program requirements.

2. **U of A Calendar** – The U of A Calendar is an important resource for students.
   - [The Faculty of Education](https://www.ualberta.ca/faculty-of-education)
   - Elementary Education Route
   - Secondary Education Route, Education Chart 1 for your major and Education Chart 2 for your minor
   - [After degree](https://www.ualberta.ca/after-degree)

Tips for creating your timetable

1. A full course load is *15 credits per term (normally 5 classes), however students will still be considered as full-time if they are registered in *9 credits (normally 3-5 classes) per term in Fall/Winter.

2. Make sure to check pre-requisites: Some classes will need you to present certain pre-requisite courses prior to taking them. This information can be found in the course descriptions on Bear Tracks or in the Calendar.

3. If the class you want is full: Simply put the class on your “Watch list” (found on Bear Tracks). You will be notified via email or text message when a spot becomes available in the class.

4. It is not uncommon to encounter errors when you are registering. You must look up the instructions & troubleshooting information on the [Registration Issues](https://www.ualberta.ca/registration-issues) section of the Faculty of Education website for further steps in the registration process.
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Having issues enrolling in a course?

If you find that you are getting the message “restrictions not met” or some variation of this please read the error message notes, as well as the notes on Bear Tracks. You may need to contact the department that is running the course.

These are the main Education departments, for all others please look them up on the University’s homepage.

Education Policy Studies  
edpsugrd@ualberta.ca  
(EDPS, EDU 211)

Educational Psychology  
edpyugrg@ualberta.ca  
(EDPY, EDIT, EDU 210)

Elementary Education  
elm.info@ualberta.ca  
(EDEL, EDES)

Secondary Education  
educ.sec@ualberta.ca  
(EDSE, EDCT, EDES, EDU 100, 300)

Ensure you email from your ualberta account with the following information:  
First and Last name  
ID #  
Section#  
Course #  
Term (Fall/Winter)  
★Please attach a copy of your program sheet

Make sure you are in the correct classes  
Submit a Registration Check:

Once you have enrolled in all of you courses for Fall and Winter please submit a Registration Check to verify the accuracy of your course selections, and ensure you are meeting degree requirements:  

We are available to answer any questions related to your program so please contact us at:

Undergraduate Student Services  
1-107 Education Center North  
Phone: (780) 492-3659  
Fax: (780) 492-7533  
Email: educ.info@ualberta.ca

www.uss.ualberta.ca

Our website contains information on our programs, field experience, scholarships and awards; and includes a list of resources for students, as well as links to forms.

We look forward to seeing you in September!