

U of A Faculty of ALES Course Registration FAQ Sheet

WHAT COURSES DO I NEED TO TAKE?

Your program checksheet lists all of the required courses for your degree. A copy of your checksheet is attached to your admission email from the Faculty. Program course lists are also available online for each program in the University of Alberta [calendar](#). You can select your program and major from the list in the link for a list of your program requirements.

WHAT DOES IT MEAN WHEN A BOX ON MY CHECKSHEET HAS MORE THAN ONE COURSE LISTED?

Choose **ONE** course from the list and enrol in that course. Depending on the program, the same list of courses may be repeated in another box or other boxes. **As a general guideline, one box on the checksheet = one course in your program.** **Hint:** When choosing courses from a list, pay careful attention to whether any of the courses in the list are a pre-requisite to a course that you might want to take later in your program.

WHAT IS AN APPROVED PROGRAM ELECTIVE (APE)?

APEs are list courses that are related to your program and provide an opportunity for you to choose the program related courses that are of greatest interest to you. A list of APE's for your major is available online and may be accessed on the "Student Services" page, under "Degree Planning and Advising". APE lists are also available on each undergraduate program page, specific to each major.

WHAT CAN I TAKE AS A FREE ELECTIVE?

You can take ANY course the U of A offers (regardless of what faculty offers the course), as long as you have the necessary pre-requisite(s) for the course. There is no limit on the number of 100-level courses you can take in an ALES program, so you are welcome to take them for your free electives.

I AM A TRANSFER STUDENT. HOW DOES THAT AFFECT MY COURSE REGISTRATION?

As a transfer student, you should refer to the program checksheet that was sent to you in your admission email, which lists the courses you have been given transfer credit. You can use that checksheet to identify the courses that still remaining in your program.

For students who transfer into ALES from a diploma program, we recommend that you take at least one course in your first semester that is delivered by the Faculty of ALES- course names include AN SC, PL SC, ENCS, REN R, AREC, FOREC, R SOC, NUTR, NU FS, HECOL. Doing this will help the transition from your diploma program into university life.

CAN I TAKE COURSES IN A DIFFERENT ORDER FROM WHAT THE CHECKSHEET SUGGESTS?

Generally you should attempt to follow the course sequence as much as possible, although sometimes circumstances arise (i.e. timetable conflicts or transfer credits spread over multiple years) where you may need to deviate from the recommended sequence. If you choose to do this, keep in mind that you should not postpone for too long taking a course that is a pre-requisite to a later course in your program.

Always try to plan ahead for which courses need prerequisites. Do not enrol in courses for which you do not have the prerequisite courses.

WHAT DO I TAKE IF THERE IS NO COURSE NUMBER SPECIFIED?

Some courses do not specify a number, which means you have more choice. For example, if your checksheet only says any ENGL, you can take any 100 level English class that is open to ALES students.

WHEN SHOULD I START PLANNING MY SCHEDULE?

We recommend that as soon as the courses are released each term you take time to build a plan for the upcoming semester, ensuring you are ready to register upon your enrollment date listed in Bear Tracks. This ensures that if you have any questions you will have time to find solutions or come see an advisor in advance.

WHAT SHOULD I DO IF THE COURSE I NEED IS FULL?

When choosing your courses, do not panic if a course is full. Here are a few strategies you can try:

Add the Course to Your Watch List - If a course you would like to take next semester is full, the Watch List option on Bear Tracks allows you to track the enrolment of that course. When you put a course on your Watch List, the system will send an e-mail to your ualberta account when a spot opens. You may then log on to Bear Tracks to see if you are able to enrol. Bear Tracks will continue to send you notifications until you register in the class or delete it from your Watch List.

If multiple sections of a class lecture, lab or seminar are full, add as many of those sections that fit into your schedule to your Watch List to increase your chances of getting into the class. Adding a course to your Watch List does not guarantee you will get into the course.

To add a course to your Watch List on Bear Tracks:

Add the full course to your Schedule Builder. From your Schedule Builder, select the course and choose the 'Watch List' button. Note: This button will only appear if the course is full.

Alternatively, you may also add courses to your Watch List from 'Search for Classes.'

Contact the Department – If you have questions about getting into a full course, contact the department that offers the course. Some departments have their own waiting lists for courses. You can find out which department offers the course by using the 'Browse Course Catalog' under 'Academics' on Bear Tracks. Department contact information can be found from the ualberta.ca search engine.

The First Two Weeks of the Semester – There will be movement in and out of the course during the first two weeks of the semester until the Add/Drop Deadline. This is especially true of general courses like 100-level CHEM or BIOL. Ensure the course is on your Watch List and then check your e-mail regularly to know when a seat becomes available.

BEAR TRACKS IS NOT LETTING ME REGISTER IN A COURSE

There are a number of reasons why you may have issues registering on Bear Tracks. For instance, you must register in the prerequisite course before you can register in the subsequent course (e.g. Bear Tracks will not let you register in CHEM 102 before you have registered in CHEM 101). You should also make sure that you are not trying to register for a section of a course that is restricted to students in a different program. Courses may open up to students outside of a program after a certain date.

If you require a class for your program and have either completed the pre-requisite or have a confirmed seat in the pre-requisite class and are still unable to register, contact the department that offers the course. Let them know the error message you have received and what program you are in. Have your student ID number ready.

If it is an **ALES course** you are having problems registering in, contact: questions.ales@ualberta.ca

General Inquiries:

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780-492-4933
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