



Bachelor of Education Degree (Transfer and After Degree)

REGISTRATION TIP SHEET 2019

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 build your schedule and register in courses, once course registration opens. **Please note it may take 2-3 business days to process your tuition deposit payment, so ensure you allow enough time prior to attending a workshop or registering in courses.**

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:

<https://www.ualberta.ca/admissions/undergraduate/admission/after-you-apply/how-to-accept-your-offer>

Planning Resources

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

1. **Program Sheet** – you will be provided with an individualized Program Sheet, sent to your @ualberta.ca 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. It has sections for:
 - [General Faculty of Education Information](#)
 - [Elementary Education Route](#)
 - [Secondary Education Route](#) (Scroll to Education Chart 1 for majors and Education Chart 2 for minors)
 - [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 full-time if they are registered in at least *9 credits (normally 3-5 classes) per term in Fall/Winter.
2. Make sure to check prerequisites: Some classes will need you to present certain prerequisite courses prior to taking them. This information can be found in the course descriptions on Bear Tracks or in the Calendar.
3. When registering for your Education Elective: Ensure that you register in a 300- or 400-level class offered by the Faculty of Education (EDU, EDPY, EDPS, EDIT, EDEL, EDSE, EDES).
4. 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 if a spot becomes available in the class.
5. **It is not uncommon to encounter errors when you are registering, but don't panic!** You can find instructions and troubleshooting information on the [Registration Issues](#) section of the Faculty of Education website.



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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.

Please refer to Education Department contact information below. For all other university departments, 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

elem.info@ualberta.ca

(EDEL, EDES)

Secondary Education

educ.sec@ualberta.ca

(EDSE, EDCT, EDES, EDU 100, 300)

Ensure you email from your @ualberta.ca 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 your 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:

<https://education-student-services.ualberta.ca/forms>

We are available to answer any questions related to your program. 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

Website: <https://education-student-services.ualberta.ca/>

Our website contains information on our programs, field experiences, scholarships and awards, and volunteer opportunities; it includes educational and career resources, a blog, as well as links to our service request forms.

We look forward to seeing you in September!



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