Before you start, know that adding courses to your schedule builder doesn’t actually enroll you in the course, it just helps you build your plan!

**Step 1: Plan out the courses you want to enroll in** ([click here for a video](#))

The best place to start is with the program guide that was either mailed or emailed to you when you were accepted to your program (if you can’t find yours, [click here](#) to see all of the program guides for the programs we offer). We have given suggestions of which courses to enroll in for your first year, however as long as you take prerequisite courses before advanced level courses you can change your schedule around to best fit your situation.

When planning out your courses, familiarize yourself with what the course actually is as well as when it is offered. You can do both of these features using the “Browse Course Catalog” function on Bear Tracks. Some courses are only offered in the Fall Term or Winter Term, while others are offered in both. It’s important to know when courses are offered when trying to create a balanced schedule.

**Step 2: Add a course to your schedule** ([click here for screenshots](#))

Once you have a course that you would like to add to your schedule, click on the “Schedule Builder” tab on the left side of your Bear Tracks screen. Next, select the term you wish to add the course to (keeping in mind when the course is offered). You will then be able to search by subject and number, and see more information on when the courses are offered. If there are seats available in the class, hit the “Add” button under the specific class you want to add to your schedule.

Keep adding courses to your schedule using the steps outlined above until you are happy with what your schedule looks like. In order to convocate in the traditional four years, you will need to take 30 credits of coursework per year (typically courses are worth three credits, so students take five courses per term). It’s worthwhile to note that lots of students take longer than four years to convocate, so don’t feel pressured if you want to take a reduced course load for any reason!

**Step 3: Enroll in courses on your enrollment date** ([click here for screenshots](#))

On your enrollment date (found in Bear Tracks and emailed to your University of Alberta email account), you can log in to Bear Tracks and actually enroll in your courses to reserve your seat in that course. This is done though the Enroll tab under Academics. This will bring up your pre-built schedule where you can then select all of the courses in your schedule, and click “Enroll” to officially secure your seat in that course. Remember to do this for both Fall and Winter term if you plan on taking courses in both! After you’ve done this, go back to your course schedule to double check that the course has officially been added.
What if the course is full when you try to enroll?

First, don’t panic! Courses can fill quickly, but seats open and switch around quite a bit before the final add/drop deadline in September.

When searching for courses, there is an option to add courses to your watch list. Depending on your watch list preferences, you can receive text or email notifications whenever a seat opens up in a course. If you get that notification, try to log in to Bear Tracks quickly to enroll as that seat will go to the first student who enrolls in the course (it isn’t held for you).

In the meantime, we recommend enrolling in a backup course or an alternative section of the course (if multiple sections are available) while you wait for seats to open for your first choice.

What if I need more help?

You’re always welcome to reach out to me directly via my contact information at the beginning of this resource, or book an appointment with me online using our appointment bookings tool!

I planned my courses and enrolled on my enrollment date, now what?

You are now ready to begin classes in the Fall Term! Keep an eye on your University of Alberta email account for important updates regarding Orientation and other welcome events. As you get closer to the first day of classes, you might also start to get access to your course material on eClass (the online resource we use at the University of Alberta to host all the documents required for each course). If you change your schedule around on Bear Tracks, it will take 24 hours for the changes to be reflected on your eClass account!