1. ACCEPT YOUR OFFER, PAY YOUR TUITION DEPOSIT & CHECK YOUR PROGRAM

Once you have accepted your admission offer and paid the tuition deposit, you will be eligible to register in courses. It can take 3-5 business days to process payment, so do not leave this last minute. Login to your UAlberta Launchpad portal to accept and pay. Also, on your BearTracks landing page, scroll down to the “Admissions” heading and click on “Application Status” to see which program you have received Admission for.

2. WHAT COURSES DO I NEED TO TAKE?

We highly recommend completing our Interactive Registration Course first. Next, your program checksheet is provided to you and should be used as a guide for planning your schedule. It lists all of the required courses for your degree and by working your way across it left to right, you will ensure you have the pre-requisite courses needed in future years. If you are a high school applicant, the checksheet is emailed to you in February, transfer applicants receive this at the time of admission with their offer letter. Program course lists are also available online for each program in the University of Alberta Calendar.

Be sure to add your ALES courses into your schedule first (NUFS, NUTR, HECOL, AN SC, PL SC, AREC, REN R, R SOC). These courses are typically offered once a year, at one specific time. If you miss adding these courses, you may need to wait a year to take them.

Add courses into your schedule that are listed as stand-alone course requirements first, then select courses that are listed as "choose one of A,B,C, D," then consider adding free electives and approved program electives. This will ensure you are registered in the courses required for your program, prevent course overlaps in future years, and provide you with the most flexibility in your schedule.

Frequently Asked Questions:

• 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.

• 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.
• 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.

• 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.

3. TIPS FOR CREATING YOUR IDEAL SCHEDULE

Create a balanced timetable. Identify your program course load. 2-3 labs per term is recommend to manage lab assignments and exams in addition to your regular course work. (*Note, some Honors programs will require more labs per term).

Do not register for a course if you do not have the pre-requisite. Students without the appropriate pre-requisites will be removed from the course. Make sure to read the course description before you register.

The class you want is full. If a class is full, simply place the class on your watch list in BearTracks). You will be notified via email or text message when a spot becomes available in the class. For additional assistance, access the BearTracks User Guide.

Registration issues. 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.