



Faculty of Agricultural, Life, and Environmental Sciences (ALES) Tip Sheet 2022

ACCEPTING YOUR OFFER

In order to register for courses, you will need to login to your [Launchpad portal](#) to accept your admission offer and pay the non-refundable \$500 tuition deposit. Once the payment has been processed, you will be able to register for your classes on your specified enrollment date! Please note that it can take 3-5 business days to process payment, so do not leave this last minute.

TIPS & TRICKS

Check out our [ALES virtual registration course](#). Walk through the registration process at your own pace, step-by-step using this guide.

Refer to your program checksheet. Your program checksheet is your ultimate guide to understand the courses you'll need to complete your degree. You will receive your specific program checksheet in your ualberta.ca email inbox to reference during the registration process.

Create a balanced timetable. Identify your program course load. It is recommended to take 2-3 labs per term to manage lab assignments and exams in addition to your regular course work. (Note: Some Honours programs will require more labs per term)

Register on your course enrollment date. Our courses can fill up quickly so make sure you are available to enroll in courses on your course enrollment date.

Always try to plan ahead for prerequisite courses. Ensure that you are enrolled for the prerequisite courses ahead of time. As you head into senior years, more courses will require you to complete certain prerequisites.

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

Use the Watch List. If a class is full, simply place the class on your Watch List in Bear Tracks. You will be notified via email or text message when a spot becomes available in the class. Course registration is on a first come first serve basis.

COURSE REQUIREMENTS

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 which may delay graduation in the long term.

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 approved program electives, and finally your free 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.

Year 1 & 2 are foundational classes. Generally, your 1st and 2nd year classes are more general, and foundational. Once you head into 3rd year, your classes tend to be more specialized to your program, with fewer number of students per class (as few as 6-10 people in some senior courses)

INSTRUCTIONS

Step 1: Plan out the courses you want to enroll in

The best place to start is with your program checksheet. The program checksheet is unique to each program, and is provided to you to be used as a schedule planning guide. It lists all of the required courses for your degree, and you only need to choose one course per box. By working your way through the checksheet from left to right, you will ensure you have the prerequisite courses needed in future years.

- If you are a high school applicant, the checksheet will be emailed to you before your enrollment date.
- If you are a transfer applicant, the checksheet is provided at the time of transfer credit assessment.

Other places to view program course lists and descriptions for each program are:

- [University of Alberta Calendar](#)
- [Bear Tracks](#) “Browse Course Catalogue” function
- [U of A Course Catalogue](#)

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

Prior to your enrollment date, it is highly recommended to build your course schedule via "Shopping Cart". Researching course options and creating a schedule without time conflicts can be a lot of work, so drafting a schedule in advance is highly recommended! Adding courses into your "Shopping Cart" will not enroll into your courses but will help you prepare for enrollment date.

Don't forget to 'Validate' your courses before 'Enroll' so you know you meet all restrictions before registration date.

Step 3: Enroll in courses on your enrollment date

On your enrollment date (Found in [Bear Tracks](#)->Manage Classes-> My Enrollment Dates; also emailed to your UAlberta account), you can log in to [Bear Tracks](#) and actually enroll in your courses to reserve your seat in that course. Since you have already set up your schedule in the "Shopping Cart," you simply have to select the course checkboxes, then click the "Enroll" button at the bottom of the page. This will officially save your seat in the classes.

Remember to enroll 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 courses have officially been added for both terms.

For a more detailed guide on course registration, please review [Step-by-Step Instruction in Course Registration](#) or [Step-by-Step Video Instruction](#).

IMPORTANT DATES

March 16, April 5, April 20, May 16 2022 (5pm - 6:30pm MST) - Join a REG 101 virtual session to go through the course registration process with the ALES Recruitment Team.

Register at uab.ca/reg101

May 1st, 2022 - Deadline to accept admission offers made before April 1. If you receive an offer after April 1, view this [page](#) for deadline information. Your offer acceptance deadline can be found in your Launchpad.

June 15th, 2022 - Deadline for post-secondary applicants to submit final transcripts and other requirements.

August 1st, 2022 - Deadline to submit outstanding documents for high school students. For Alberta applicants, high school transcripts are automatically obtained on your behalf and are typically received by the Registrar's Office in early August.

PRE-PROFESSIONAL COURSE REQUIREMENTS

If you are planning to pursue [Dietetics Specialization program](#), please ensure that you are enrolling into the required courses to meet the [Dietetics admissions requirements](#).

AP / IB CREDIT

If you score 4 or higher [in AP](#) or 6 or higher [in IB](#), you are automatically granted transfer credit. We encourage ALES students to accept their transfer credit.

By accepting transfer credit, you will have the benefit of receiving university credits and taking higher level courses, which places you closer to completing your degree. On the U of A transcript, you will see that the credit has been provided, but without a letter grade.

By declining transfer credit, you will be responsible for completing the course again, but you will most likely receive a higher grade and increase your overall GPA. In order to decline transfer credit, you must fill out a "[Decline Credit Form](#)" by September 2022. By declining credit transfer, it cannot be reinstated at any point during your university career.

ADDITIONAL ASSISTANCE

For any general course registration inquiries, please don't hesitate to contact us at ales.recruiting@ualberta.ca or book a virtual advising session at uab.ca/advising.

Registration issues. If you require a class for your program and have either completed the prerequisite or have a confirmed seat in the prerequisite class, and are still unable to register, please contact us with the *error message you have received, what program you are in, and your student ID number*.

- **Issues with ALES courses:** Contact [ALES current student advisors](#)
- **Issues with all other courses:** Contact the affiliated department | [ENGL/WRS](#), [BIOL](#), [CHEM](#)

You can also visit the U of A [Register in Courses website](#) or [Bear Tracks resources](#) for more helpful information.

FAQ

What is an approved program elective (APE)?

APEs are 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 prerequisite(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 taking a course that is a prerequisite to a later course in your program for too long. We advise you to consult with [ALES current student advisors](#) before you choose to deviate from your schedule after starting your program.

However, it is okay to take more than 4 years to complete your degree. Many students choose to take reduced course load, especially during the first term, and finish their degrees in 5 years.

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 are 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.

For more FAQs, please visit our [ALES virtual registration guide FAQ](#).