



Faculty of Education (Transfer & After Degree) Tip Sheet 2022

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).

ACCEPTING YOUR OFFER

Students must go online to accept their admission offer and, if applicable, pay a tuition deposit by the deadline indicated in [UAlberta Launchpad](#). 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 the [UAlberta Launchpad](#) application system. Click on “Accept Offer” to be taken to the Application Status page, where you will see a list of your program choices. Click the “Accept Offer” button beside the program of your choice. Then, you may complete the online payment if applicable.

Learn more at:

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

REGISTERING IN COURSES

Students will use [Bear Tracks](#) to view courses, build their timetable, and register in courses. Log in to Bear Tracks using your CCID and password. This will be the same log-in information as your @ualberta.ca email address!

The degree program is worth **120 credits**. If taken as designed, the program will be completed in four years.

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 or will have access to Academic Requirements in Bear Tracks. Details on this will be sent to your @ualberta.ca email after you are admitted to the Faculty of Education. Refer to your Program Sheet or Academic Requirements in Bear Tracks for a list of your specific program requirements.



2. **U of A Calendar – 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: 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.

HAVING ISSUES ENROLLING IN A REQUIRED 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.

Send your inquiry using the format below to edreg.undergrad@ualberta.ca

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>

ADDITIONAL ASSISTANCE

We are available to answer any questions related to your program. Please contact us at:

Undergraduate Student Services

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 also includes educational and career resources, as well as links to our service request forms.

IMPORTANT DATES

April 4 Register in Courses

April 30 Apply for Guaranteed Spot in Residence at uab.ca/residence

August 1 Outstanding Documents Deadline (**High School Students only**)

August 31 Orientation

September 1 First Day of Classes

September 15 Fall Add/Drop Deadline