



## 4-Year Bachelor of Education Registration Guide

Welcome to Werklund!

You have chosen to pursue a challenging and exciting career and we are here to support you throughout your time at the University of Calgary to keep you on the road to graduation.

Course registration for New Students begins in May. Until then, you can start getting to know the tools and resources available to you through Werklund School of Education and the University of Calgary (UCalgary) to help make the most of your learning experience.

As you start your planning, keep in mind that the non-education courses are where you will have some flexibility in how and when you complete those requirements. If you are familiar with the prerequisites and in which terms the courses are usually available, you can arrange your schedule in the best way for you. It is the progression of the Education (EDUC) courses that are more structured.

Some things to keep in mind as you plan:

- 1: You have up to 7 years to complete your BEd.
- 2: Your EDUC 400- and 500-level courses must be taken in the term they are offered (Summer, Fall, or Winter) and in the sequence as outlined on your program page. You cannot mix and match these courses.
- 3: All non-Education courses must be completed before starting your final EDUC 500 year.

*Adapted from [Registration 101: Next Steps Guide](#) and other links in this guide. April 2021*

### WHAT TO DO NEXT

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**Initialize your account** (my.ucalgary.ca student portal)

**Set reminders** for [important dates and deadlines](#)

- Enrolment Appointment (my.ucalgary.ca)
- Start and End of Classes
- Add/Drop/Swap deadlines
- Withdraw deadline
- Tuition/Fee payment deadline
- Term Breaks and holidays

**Imagine an overview for your tentative degree progression.**

This plan won't be set in stone. Course offerings may change, life circumstances may change, and/or you may find different areas of interests to pursue. Know your direction but be open to detours.

Ask yourself some questions:

- How long do I want to take to complete my degree?
- Do I want to add a minor or an embedded certificate?
- Which courses have prerequisites? In what order should I take these courses?
- In which term are the courses usually offered? (only Fall, only Winter, Fall and Winter, Spring/Summer)
- What [Student Opportunities](#) are available? Do I want to participate in any of these?

**Start by investigating the course requirements for your Teachable Subject Area.** Get to know the prerequisites and in which term they are typically offered. These should be the keystones to your schedule.

**Then look at the courses available to fill the 6 Foundational requirements.**

Which courses are most interesting to you right now? Do any have prerequisites? Do you want to take that prerequisite? When are these courses typically offered? Make a list of possibilities for the future.

**Then start to think about your 5 electives** and how they will work with your plan. Unsure of how to choose your electives? [See the information below.](#)

**Use the various [Registration Tools](#) to help you investigate the possibilities.**

It is a good idea to write down your required courses and foundational and elective course options that interest you and when they are available. That way, you'll be able to easily find them when it comes time to choose your courses and build your schedule going forward.

**Create some potential Fall 2021 and Winter 2022 schedules** using the Schedule Builder tool.

You will register for both your Fall and Winter term courses so build your fall/winter schedule at the same time. Spend some time building a wish list of courses that interest you so you know what you might want to take when your enrollment opens. Pre-load and [validate your shopping cart](#) in preparation for May registration

## CHOOSING YOUR ELECTIVES

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An elective can be almost any class, so there really isn't a list to choose from. You get to choose whatever you want. Some things people use electives for:

- To enhance your teacher tool-kit. Do you want more background in a subject area to be more confident as a teacher? You can also take some EDUC 200- or 300-level courses. Any of these courses that are required for your degree (including EDUC 201) will meet that requirement only and will not fit into the electives as well.
- To take any pre-requisites for an interesting course that meets another requirement (for example, Sociology 307 Sociology of Indigenous People in Canada meets the Canadian Studies foundational requirement, but it has a pre-requisite of Sociology 201. You can take Sociology 201 and it will fill a spot in your electives.)
- Courses required for an embedded certificate or a minor added to your degree:  
[www.ucalgary.ca/pubs/calendar/current/embedded-certificates](http://www.ucalgary.ca/pubs/calendar/current/embedded-certificates)  
[www.ucalgary.ca/pubs/calendar/current/ed-4-2-1](http://www.ucalgary.ca/pubs/calendar/current/ed-4-2-1)

Some embedded certificates use courses that you will take (or could take) as part of your degree requirements. You can use elective spots for any others.

- To take something fun or to learn something you've always wanted to learn. Or something to break up an intense term of challenging courses.
- Take another course from your foundational lists – then you don't have to choose just one! One of the courses will go to fill your foundational requirement, the other will fill a spot in electives.

In the end, do what is going to be best for you. And know that as you work through your university years, your interests may change and/or you may discover new areas that you are good in. Electives give that flexibility to explore that so don't feel you need to lock in a schedule for the next 4 years right now. Get familiar with what is available and use that information to make choices as you go.

If you have any questions about building your schedule and choosing your courses, or you run into any issues, please contact one of the Undergraduate Programs in Education (UPE) advisors as soon as possible. We are here to work with you until you graduate.

## REGISTRATION TOOLS

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### **BEd Pathway Pages**

Your pathway page for Current Students is a great place to start to get to know your program and how it works. You will also find important information that will help you smoothly move through your studies.

### **Education Major (EDUC) Registration Guide**

Many EDUC 400- and 500-level courses require specific registration based on your pathway, route, and teachable. Use this guide during your Education terms to help you choose the right courses.

### **University Calendar** - a great reference tool for all students.

Some important sections to review:

**The Four-Year BEd Program**: Gives you additional information on which non-education courses you can use for your Foundational course selection.

**Academic Schedule**: Lists important dates and deadlines for each term. Note that some of your Education courses have a non-standard schedule and may have different deadlines; check the Registration Guide (linked above) for specific information.

**Academic Regulations**: Understand your rights and responsibilities as a student at UCalgary.

**Campus Services**: a list of the various services available on campus.

**Courses of Instruction**: shows you course descriptions of the courses UCalgary offers, along with descriptions for each course which may help you choose electives.

### **First Year Degree Guide**

An online tool that allows you to view suggested courses you should register for in your first year.

### **Schedule Builder**

A web-based tool you'll use to help you build potential class schedules and register for courses. The link will take you to FAQs and video instruction on how to best use this tool.

### **How-To Guides**

Step-by-step instructions for some of the more common features you'll find in your Student Centre (my.ucalgary.ca) such as registering for courses, validating your shopping cart, accessing your schedule, requesting a transcript, and reviewing your financial account.

### **Enrollment Appointments**

The dates and times you will be permitted to enroll in your courses will change the longer you are a student at UCalgary. You can see your specific enrollment appointment in the Student Centre.

## ADVISING RESOURCES

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**Undergraduate Programs in Education (UPE) Advisors** are available to meet one on one to discuss any questions you have regarding registration, course selection, and schedule planning. We can also help direct you to many other resources.

**New Student Registration Assistance (NSRA)** advisors can help you select your first-year classes and build your course schedule. NSRA is available starting in early May.

**Enrolment Advisors** can help you identify and troubleshoot any registration issues you may have.

## WERKLUND RESOURCES

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**Student Opportunities**: Co-curricular learning opportunities to enhance your experience as emerging professionals.

**Field Experience**: Review information on what your time in the classroom will look like and what else will be expected of you in Field.

## OTHER RESOURCES

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**Student Success Centre** - You can access many different services and programs to help you make the most of your learning opportunities. Advisors, learning support staff and writing support staff will help you enhance your skills and achieve your academic goals.

**Wellness Services** - Your on-campus health and wellness centre with a wide range of services for physical and mental health care, including medical services, nutrition, chiropractic, and massage appointments.

**Financial Aid and Student Awards** - Find out information on UCalgary scholarships, bursaries, and awards along with information about accessing government student loan programs.

**Student Accessibility Services** - Offers support to students and instructors to help reduce barriers to learning. Includes supports for students experiencing significant challenges in school or daily life to access required academic accommodations and funding for disability-related services.

## BASIC REGISTRATION TERMINOLOGY

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[ucalgary.ca/pubs/calendar/current/glossary-of-terms.html](http://ucalgary.ca/pubs/calendar/current/glossary-of-terms.html)  
[www.ucalgary.ca/registrar/registration/definitions](http://www.ucalgary.ca/registrar/registration/definitions)

### FULL-TIME VS FULL COURSE LOAD

**Full-time:** [www.ucalgary.ca/pubs/calendar/current/b-11.html](http://www.ucalgary.ca/pubs/calendar/current/b-11.html)

**Full course load:** [www.ucalgary.ca/pubs/calendar/current/b-8.html](http://www.ucalgary.ca/pubs/calendar/current/b-8.html)

### Registration

**Drop:** Completely remove a course from your schedule.

**Swap:** Trade or substitute one course for another.

**Edit:** Change the secondary component of a course while leaving the main component unchanged.

**Waitlist:** Join if a course is full to wait for a seat to open. If a seat opens, it will automatically be filled by the next person on the waitlist. *\*Note: waitlists aren't enabled for every class – EDUC courses do not have waitlists. Waitlisting yourself does not guarantee a spot in the course!*

**Withdrawal:** After the drop deadline passes, you may withdraw from a class up until the last day of classes. You will not receive a refund after this date and a “W” will remain on your transcript.

### Requisites & Restrictions

**Course restrictions:** Tell you who can register for the course, and when.

**Prerequisite:** A requirement that you must complete before you can enroll in a course.

**Antirequisite:** Courses that cannot both be taken for credit because the content is too similar.

**Corequisite:** Two courses that are taken at the same time because the content is complementary.

### Course Components

**Lecture:** Main instructional component where instructors work through the topics of the course.

**Seminar:** A smaller and more interactive version of a lecture. Most EDUC courses are seminars.

**Section:** A class (group of students) within a course.

**Lab:** Secondary instructional component of a course where you apply learning from lectures.

**Tutorial:** Secondary instructional component of a course where you can ask questions, discuss course and reading material, and receive additional assistance.

*\* If a course has multiple components (lecture/seminar, lab, tutorial), all components need to be open and fit into your schedule with no time conflicts before you'll be allowed to register.*

### Online Course Delivery Options

**Synchronous:** You must participate at the scheduled time(s).

**Asynchronous:** You may engage with the course material at a time that is convenient for you.

**Blended:** A blended course means that it includes both in-person and online meetings.