Academic Advisement is an application within Bear Tracks that is used to track the requirements a student must satisfy in order to graduate from their program. As a student progresses towards graduation, the application will analyze the student’s completed courses and determine what requirements are still outstanding.

The Faculty of Education at the University of Alberta is piloting this new application with students admitted to the Bachelor of Education (Elementary) program directly from High School starting in the Fall 2017 term.

This document is intended for training purposes of involved parties only.

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How to Access Your Academic Requirements Report

Once you have accepted your Faculty of Education offer of admission and paid your tuition deposit, and have a posted enrollment date, you will have access to additional features within the Bear Tracks menu options, including your Academic Requirements Report.

In the column on the left, under Academics > Plan, click on Academic Requirements.

![Image of Bear Tracks menu options](image-url)
#1 – Academic Requirements Report Legend. These symbols will show up next to your courses as you register in them and complete them throughout your degree program.

#2 – Your program (B.Ed – Elementary route)

Bachelor of Education Elementary (RG 10862/RQ 6605)

All students in the Elementary Route are enrolled in a generalist program that prepares prospective teachers in the required elementary school subjects. The degree consists of *120 (credits/units).

#3 – Years 1 and 2 Credit Requirement: This is where you can see:

a. How many credits are in your first two years (units required)
b. How many of these credit requirements you have registered in/completed (units taken)
c. How many of these credit requirements you have remaining (units needed)

#4 – Make sure to read ALL notes sections. This is where important information about your program and registration guidance is provided.

a. You can also see the units required, taken, and needed for each individual requirement.
#5 – Collapsed requirements: By default, when you have met a requirement by registering in/completing the necessary course(s), the requirement box will be collapsed.

#6 – When you click on the dropdown arrow to open a collapsed requirement box you should be able to see that you have, for example: 3 units required, 3 taken, and 0 needed.

#7 – You should also see:

b. the term and year in which you satisfied that requirement (Fall/Winter/Spring/Summer 20XX)

c. the grade that you received (or a blank if that course is In Progress)

d. a symbol to relay the status of that course

*Note: if you don’t see the course you took to fulfill the requirement, the likely cause is that you haven’t clicked “View All” and your class isn’t visible.*

#8 – Click “View All” and the full course list should become available.
#9 – Open Requirements: By default, when you have not yet met a requirement by registering in/completing the necessary course(s), the requirement box will be open.

Some categories (i.e.: Non-Education Options) have a large course list that is too long to display on the Academic Requirements Report. If you would like to see the course list, click “View Course List” and it will open a new window with the entire course list. From there, you can click the course description for more information.

At the very bottom of your Academic Requirements Report, there is a category for “Courses Not Used Toward This Program”.

This category will help track if you have registered in any courses that do not work towards any of your degree requirements. More details about how to use this category are provided in the “How to Register” instructions below.
How to Register in Courses Using your Academic Requirements Report

You can view course descriptions (which include pre-requisite requirements) and course offering information by clicking on the “Description” in your Academic Requirements Report.

Once you have found a course that you would like to register in, click on the “Description” (i.e.: “Intro Social And Culture Anthr”) from your Academic Requirements Report.

To see if this course is offered in different semesters, you can change the term you are searching for by adjusting the “Terms Offered” dropdown menu and clicking the “Show Sections” button.

Click on the section you would like to register for and then click the “Schedule Builder” button.
When you are ready to enroll, click “Schedule Builder” under Plan → Schedule Builder

Select the term you are ready to enroll in:
If there are time conflicts, you will see them marked and listed on your Schedule Builder like this:

You will have to delete a section from one of those courses (i.e.: HIST 260) and try enrolling in a different section at a different time.
When you have no time conflicts and your schedule looks the way you want it to, select all the courses in your schedule builder and click “Enroll”.

You will be asked to confirm your classes; click “Finish Adding”:
At this point, you can return to your Academic Requirements and view your report. Some of your requirements may have collapsed, signaling that they are fulfilled while those that still need to be completed will remain open.

** If you register in a class and it fills the “Courses Not Used Toward this Program” category at the bottom of your Academic Requirements Report, one of the scenarios below is occurring and may require action:

a. You have chosen a course that does not fulfill any of your requirements OR you have already fulfilled that particular requirement and therefore the new course won’t count a second time.  
**Action required:** delete this course from your schedule and choose a different course that is listed in your Academic Requirements Report.

b. You have chosen a course that does fulfill a requirement but it is not populating correctly.  
**Action required:** contact us at educ.info@ualberta.ca and we will look into correcting the problem.

c. You are taking a course that is extra to your Degree. If this is your intention, great! No action is required.