Refer to the [University of Alberta Calendar](http://calendar.ualberta.ca/) and select the Calendar for the year you were admitted:

1. View your Program Requirements and
2. Search for course information
3. Watch our U of A Calendar tutorial [here]**SEE NOTE BELOW**

Use the program planning tool sent to you upon admission (a Program Sheet or Academic Requirements) to plan for both the Fall and Winter Terms:

1. Backwards by design: start at your end goal and consider, “what do I need to take now in order to take the senior level courses I want/my practicum?”.
2. Pay attention to prerequisites.
3. Watch our Program Sheet tutorial [here]**SEE NOTE BELOW**

Understanding Bear Tracks:

1. **Register early and for both Fall and Winter Terms**! Your enrollment dates are posted on Bear Tracks so you can be prepared!
2. Familiarize yourself with the legend and what the symbols mean so that you understand when courses are restricted/closed.
3. Always read the “Class Notes” listed with the courses. Often these will give you instructions on:
   i. how long a course has restricted registration,
   ii. who the restrictions do and do not apply to
   iii. who to contact for permission/enrollment help
   *IF NOT LISTED, CONTACT THE DEPARTMENT WHO OFFERS THE COURSE*
4. Put courses on your “Watch List” so that you have the option to be notified if and when a spot opens up.
5. Watch our Registration Tips tutorial [here]**SEE NOTE BELOW**

Contact teaching departments when you need assistance or permission to take a course. Include, from your @ualberta.ca email account, the following information:

1. First and last name
2. U of A student ID#
3. Degree Program (B.Ed; Elementary or Secondary)
4. The course code and number (EDEL 316)
5. Class number and section (90884; B1 – LBL)
6. Term you wish to register for (Fall 2019)
7. Attach a copy of your updated Program Sheet (if you don’t have one, request a “Registration Check” from USS using our online service request forms [https://education-student-services.ualberta.ca/forms](https://education-student-services.ualberta.ca/forms))

Teaching departments in the Faculty of Education include:

**Education Policy Studies**: edpsugrd@ualberta.ca  
EDPS, EDU 211

**Educational Psychology**: edpyugrg@ualberta.ca  
EDPY, EDU 210

**Elementary Education**: elem.info@ualberta.ca  
EDEL, EDES

**Secondary Education**: educ.sec@ualberta.ca  
EDSE, EDCT, EDES, EDU 100/300

**NOTE** tutorials can be viewed at  
[https://education-student-services.ualberta.ca/your-program-and-registration](https://education-student-services.ualberta.ca/your-program-and-registration)
"I can’t register for my class"