

Registration – Middle Years – Year 2 Students

Middle Years - Year 2 students will register themselves using Aurora as outlined on the program plan (available on the Faculty of Education Registration Information webpage) and in the University of Manitoba Undergraduate Calendar ([Program Requirements Bachelor of Education After-Degree Chart 3.3](#)).

We recommend students print the program plan (from the Registration Information webpage) as a guide to help them complete their course registration.

Using the program plan and an Aurora transcript, determine your other course requirements and register accordingly. We encourage you to follow the program as outlined to ensure you graduate within the allotted time.

It is the student's responsibility to ensure all degree requirements are being met.

On the Registration Information webpage, we have provided daily timetables/schedules for your cohort, the Cross Stream courses and Education Elective courses to assist with selecting and planning your timetable.

To determine your registration date access Aurora July 5. Your registration date is assigned according to Year of Program and the last 2 digits of your student number. The registration period for Education is July 18 – 24, 2019 with Year 2's registering on Days 1 and 2.

Double check your transcript and your registration against your program plan to ensure you have taken and are registered for all courses indicated.

Practicum Information

Practicum is a two-step process. In addition to the form you completed earlier in the year, you are required to register on Aurora for the courses themselves (**EDUB 4320** and **EDUB 4322**). You will NOT be eligible to attend your placement school if you have not registered in these courses. Practicum courses have pre/co-requisites - please ensure you are registering correctly.

NOTE: The Practicum and Partnerships Office will be confirming registration during the week prior to the September long weekend. Should you not be registered on Aurora, your placement with the school will be cancelled.

Cross-Stream and Education Elective courses

Use your program plan to determine which Cross-Stream course(s) remain to be completed. See the pdf documents regarding timetabling for further information about course offerings of Cross-Stream courses and Education Elective courses.

Please pay particular attention to pre/co-requisites.

Declare Your Graduation Date

If you are planning to graduate in May 2020, declare your graduation date by January 20, 2020 on Aurora. Failure to do so will mean that you will not be on the graduation list for approval.

Withdrawing from/Deleting courses

Cohort courses (see *Program Terminology* below) are offered in one particular term only and

Taking less than 30 credits in each year of your program extends the length of time it will take to graduate.

If you have not completed 30 credit hours (Year 1 of the program), you may need to contact your Academic Advisor to review your plans for completion of the program.

(NOTE: Not all courses are offered each term/year)

unlikely to be offered in Summer Session. Some courses are only offered in alternate years. It is important to take note of pre and co-requisites prior to withdrawing or deleting a course. You should meet with the Academic Advisor to consult on how withdrawing/dropping courses may affect your graduation date or your continuation in the program.

If you delete your practicum course before classes begin, please contact our office to inform us of your decision so that we can work with the schools to make necessary adjustments.

...See Next Page for Additional Information about Registering in the B.Ed. Program

General B.Ed. Registration, Fee, and Academic Advising information

All information from the faculty will be emailed to your U of M email address. You are able to claim your U of M Email address (if you do not already have one) by visiting the website <https://signum.umanitoba.ca/> and clicking on "Create UMNNetID". If you already have a UMNNetID, just enter it along with your password to access or reactivate your account.

The first day of obligation for all B.Ed. students (teacher candidates) is Tuesday September 3rd. Where you need to be that day depends on the Practicum courses you are completing this year.

Students enrolled in Practicum 1 and Practicum 2 begin with Orientation on campus on September 3rd followed by attendance at their practicum schools on September 4th. Students enrolled in Practicum 3 and Practicum 4 attend their schools on September 3rd and will attend Orientation on September 9th.

All Education students are required to read the [Practicum Guide](#) in addition to all materials pertaining to the program prior to September 3, 2019.

Details regarding Orientation will be available on the Faculty of Education website at the end of July.

Practicum placements are ongoing. You should receive information about your placement from the Practicum and Partnerships Office (PPO) by the end of June. If you have not heard by June 24, contact seo.education@umanitoba.ca.

It is important to note that if you anticipate needing special accommodations for your practicum or any other coursework, we encourage you to register with Student Accessibility Services and to speak with an Academic Advisor about the kinds of supports you may need. Accommodations should be requested prior to the start of the school year.

General B.Ed. Course Scheduling Information

B.Ed. program daytime courses are scheduled in 9-week blocks and are considered irregularly scheduled. Evening courses that are offered one day per week follow the standard University of Manitoba deadlines which are available in the U of M Calendar or on the Registrar's website.

B.Ed. courses offered during the day have unique start and end dates. See the B.Ed. Weekly Calendar (pdf on Registration webpage) for class days.

For a detailed listing of dates applicable to Education see **Section 1.8 Dates applicable to Education (B.Ed. only)** in the [UM Academic Schedule](#).

Standard Education Courses Class Times:

Class times are scheduled with 10 minute breaks between morning classes and afternoon classes and a 1 hour lunch break from 12:30 to 1:30. Class time slots are: 8:30-10:20; 10:30-12:20; 1:30-3:20; 3:30-5:20 Tuesday – Friday. Evening classes are usually scheduled from 5:30-8:15 one day per week.

Scheduling Updates and Other Information

Scheduling Changes (course times, location, etc.) will be reflected on your "Week at a Glance" in Aurora.

Confirm your registration on Aurora before July 31:

Check Registration History in Aurora - Fall 2019 and Winter 2020 to confirm you are registered in the correct courses and check Account Summary to access your fee information.

It is the responsibility of the student to ensure that all program requirements are fulfilled.

Use your web transcript from Aurora and a program plan (see previous webpage titled B.Ed. Registration Information for appropriate pdf) to review all your previous coursework to determine what courses are required.

After reviewing all the information, if you have questions or concerns about your registration or program contact the Student Services Office at (204) 474-9004 before July 31, 2019.

Double check your transcript and your registration against your program plan to ensure you have taken and are registered for all courses indicated.

A full program year consists of **30 credit hours**.

Deadline to Add

Deadlines to add irregularly scheduled courses shown in Aurora apply to web registration. In some circumstances, these B.Ed. courses may be added up to one day after the first class. In order to add a course after the date shown in Aurora, students must see a Faculty of Education Student Services staff member for authorization. Additions after a one day grace period will not be permitted.

VW/Fee Refund

Most daytime Bachelor of Education courses have specific voluntary withdrawal (VW) and fee refund deadline dates. We highly recommend you know these deadlines prior to the beginning of the school year. Deadlines and information regarding these sections are available on Aurora/Class Schedule Listing.

Reducing your Course Load/Extending your Program-Time Completion

The new B.Ed. Program has some (limited) flexibility for students who are not completing a full course load. Please note that B.Ed. courses are scheduled to accommodate a full course load; therefore, scheduling options are limited. Other considerations:

- Reducing your load will extend your graduation date. The maximum time for degree completion is 6 years.
- Most B.Ed. courses are only offered in one term and may be required as pre-requisites. They are usually offered the same term every year.
- If you are a new student you must successfully complete a minimum of 3 credit hours of the B.Ed. program in the year of admission (Fall or Winter)
- Some course work is integrated with the practicum and must be taken as a pre/co-requisite.
- Ultimately, each 6 week practicum requires a full-time/daytime commitment. Ensure you are available for that prior to registering for a practicum term.
- You must contact an Academic Advisor prior to the start of the academic session to discuss your program and registration plans if you are planning on extending your program. It is recommended that you meet prior to July 15, 2019.

Things to complete and to consider prior to contacting an advisor for a meeting:

Familiarize yourself with your "Program Plan", prerequisite courses and scheduling of courses. Complete a Program Plan prior to the meeting slotting in possible courses for the upcoming year (available on the Faculty of Education Registration webpage)

1. Are there any demands and commitments that you need to consider in planning your educational program? For example, do you have paid employment; if so, how many hours a week do you work? Are you working evening, days, shift work? Do you have family responsibilities? Particular learning needs?
2. Are you a sponsored student required to maintain a minimum number of credit hours per academic session?
3. Given your commitments and what you know today, what is your period for graduation (eg. 3 years, 4 years, etc)?

Academic Advising Services

The Academic Advisors for the B.Ed. Program are Ms Simone Hernandez-Ramdwar and Ms Maria Differ. The academic advising process is a collaborative effort between the student and advisor, where each has a set of roles and responsibilities. Academic Advisors support and work in partnership with students through their program of study. The advisors are available to:

- Answer questions about the academic policy and procedures of the Faculty and University (deferred exams, academic standing, appeals, leave of absences, etc)
- Assist you through the registration process
- Assist you in clarifying your rights and responsibilities as students
- Work with you in developing a plan to meet and complete your degree requirements including looking at alternatives when life circumstances suddenly change
- Assist you in connecting to appropriate resources on and off campus
- Work with you in identifying options with respect to your learning, financial and scheduling needs.

You may reach an advisor at (204) 474-9004 or by e-mail at bachofed@umanitoba.ca.

Program Terminology

In many of our information guides and in our day-to-day contact with you, we will refer to parts of the program by different names. To help navigate the program, here is a list of some of the terminology you may hear.

- **Cohort Courses**

Cohorts are groups of students in the same stream who take the same courses together – usually 2 or more per term, but in the case of Senior Years, cohorts consist of only 1 course per term, with 2 courses in the same year. Each year may be a different grouping of students. Cohort Courses are those courses that have the same section number as the assigned Cohort number (eg. Cohort MY A13 will take courses that are sectioned as A13).

- **Practicum Courses**

Every practicum has an associated course number. In addition to the online practicum requests submitted earlier in the year, you must register in both the Fall and the Winter practicum course. The practicum courses have pre-requisites. You must register for and successfully complete the pre-requisite course(s). If you are not registered in the associated course, your placement in the school will be cancelled. If you are registering in only one term, you must contact the Academic Advisor to ensure this arrangement can be accommodated.

- **Cross Stream Courses**

The B.Ed. program includes 3 courses which are referred to as Cross-Stream courses. These 3 courses are EDUA 3000, EDUA 3002 and EDUA 4000. They are common courses to all streams (Early, Middle, Senior & the Integrated program) and therefore will have a mix of students in each class. You choose the section that fits your schedule best.

- **Aboriginal Education and Special Education/Diversity Requirements Courses**

Every Bachelor of Education graduate must take 3 credit hours of Aboriginal Education coursework and 3 credit hours of Special Education/Diversity coursework. Unlike the Cross Stream Courses, there is a choice of courses that meet these requirements in addition to different sections. You choose the course and section that fits your interest

and schedule best. (Early Years students complete EDUB 3018 for the Special Education/Diversity Requirement).

- **Education Elective Courses**

The B.Ed. program also consists of elective courses, usually taken in the last year of the program. These are Education courses that are open to all B.Ed. students and although, not always possible, have been scheduled in such a way as to try to fit all cohorts.