

Registration – Middle Years – Year 2 Students

We recommend you have your cohort timetable viewable (printed) while reading these instructions.

For the 2023/24 Academic Year, Year 2 Middle Years students will have most of their registration completed by Faculty of Education staff. You will be registered in:

FALL

- EDUB 3060 *Teaching Social Studies in Middle Years*
- EDUB 3062 *Teaching the Arts in Middle Years*
- EDUB 3064 *Teaching Physical Education/Health in Middle Years*
- EDUB 4320 *Middle Years: Practicum 3*

WINTER

- EDUB 4050 *Middle Years: Creating Classroom Learning Environments*
- EDUB 3058 *Teaching Science in Middle Years*
- EDUB 4052 *Teaching Mathematics in Middle Years 2*

You are required to register in the remaining courses and in your Winter term practicum course

Education Elective (see *Education Elective Timetable*)

EDUA 4000 (see *Cross Stream Timetable*)

EDUB 4322 (54897) *Middle Years: Practicum 4*

Using the tools (pdf documents on the Registration webpage) available ([Faculty of Education < Student Experience < Resources for Bachelor of Education Students](#)) **you will register** in all remaining courses and in Winter term practicum.

To confirm you will graduate as planned, you need to use the tools provided at the above website to confirm that you have/will have met all the degree requirements as outlined in the University of Manitoba Undergraduate Academic Calendar ([Undergraduate Studies < Faculty of Education < After-Degree Bachelor of Education < Degree Requirements](#)).

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

Using the program plan and Aurora, fill in the program plan with previously completed courses and with your Fall and Winter course registration to ensure all 60 credits are complete.

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 planning your timetable.

To determine your registration date on Aurora on June 30. 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 20 – 26, 2023 with Year 2's registering on the first day.

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 online form you completed earlier in the year, you must be registered on Aurora for the courses themselves (**EDUB 4320** and **EDUB 4322**). You will NOT be eligible to attend your placement school if you are not registered in these courses. Practicum courses have pre/co-requisites - please ensure everything is registered correctly.

NOTE: The Practicum and Partnership Office will be confirming registration during the week prior to class start date. ***If you are not 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. The process can be confusing. Be sure to contact an Academic Advisor if you have questions.

Declare Your Graduation Date

If you are planning to graduate in May 2024, declare your graduation date by January 19, 2024 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 will not 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.

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)

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.

A full-day B.Ed Orientation will be held **Sept 1** at the Faculty of Education building and is **mandatory for all students**.

All students taking B.Ed practicum courses will attend their practicum school **Sept 5-8**.

There is a mandatory Practicum Meeting September 11 (a.m. Virtual) followed by in-school practicum (p.m.).

Most on-campus B.Ed classes begin on Sept 12 and end on Nov 10 (some electives have a different schedule, check Aurora).

Students are required to read all materials pertaining to the B. Ed. program prior to the B.Ed Orientation (Sept 1).

More details regarding B.Ed Orientation will be available on the Faculty website at the end of July.

All students registered in Fall and/or Winter B.Ed practicum courses are required to read the 2023-2024 Practicum Guide prior to Sept 1. Students will be notified when the 2023-2024 Practicum Guide is available online.

Practicum placements are ongoing. You should receive information about your placement from the Practicum and Partnerships Office by the end of June. If you have not heard by mid-August, please reach out to the Practicum office to confirm your placement school.

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 **may** follow the standard University of Manitoba deadlines which are available in the U of M Calendar or on the Registrar's website unless otherwise noted in Aurora. *Check Aurora to confirm the end date.*

Some Education Elective courses are offered online. They follow the 9-week schedule and are listed on the *Education Elective Timetable*.

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 *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; however, to accommodate practicum, some evening classes run for 9 weeks and therefore will be either twice a week (4:30-6:20 or 5:30 – 7:20) or once a week (5:30 – 9:20).

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 2023 and Winter 2024 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 write to bachelor.education@umanitoba.ca. We will work to answer your email in a timely manner; however, it may take our office a few days to return any email. Your patience during this time is appreciated.

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 time 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 contact them prior to July 12, 2023.

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

Familiarize yourself with your “Program Plan”(pdf available on Registration Information webpage), 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 Simone Hernandez-Ramdwar and Sara Smith. 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 by email at bachelor.education@umanitoba.ca. Should an advisor need to contact you to clarify your question(s), please include a phone number and the time of day (between 8:30 and 4:30) that is best for you. We will work to answer your email in a timely manner; however, it may take our office a few days to respond. Your patience during this time is appreciated.

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) and therefore will have a mix of students in each class. You choose the section that fits your schedule best.

- **Indigenous Education and Inclusive Education/Diversity Requirements Courses**

Every Bachelor of Education graduate must take 3 credit hours of Indigenous Education coursework and 3 credit hours of Inclusive 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 Inclusive 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.