

## Registration – Early Years – Year 2 Students

For the 2024/25 Academic Year, Early Years Year 2 students will have most of their registration completed by Faculty of Education staff. **We** will register you for:

### FALL TERM

**EDUB 4010** *Pedagogy for Sustainable Well-being: Science, Mathematics and Social Studies*

**EDUB 4012** *Pedagogy in Multiple Literacies: Children as Meaning Makers*

**EDUB 4310** *Early Years: Practicum 3*

### WINTER TERM

**EDUB 4014** *Physical Education/Health Education*

**EDUB 4312** *Early Years: Practicum 4*

### WINTER TERM

**EDUA 4000** *Inclusive Education* (due to varying timetables and to ensure all students are registered in this required course, you have been assigned a section of EDUA 4000 – we will notify you of your assigned section/times via email prior to registration)

(**EDUA 3000**, or **EDUA 3002** if still required)

**You** are required to register in the remaining courses:

**2 Education Electives** (see *Education Elective Timetable*) – unless previously completed in Year 1.

Note: Due to your Fall term credit hour requirements, you will select your 2 Electives for Winter Term.

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.

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.

**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 courses and Education Elective courses to assist with planning your timetable.

To determine your registration date check on Aurora on June 28. 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, 2024 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.

## School-Based Courses

Fall 2024 classes (EDUB 4010/ EDUB 4012) are taught in partnership with schools in the Seven Oaks School Division. More detailed information will be available later and will be posted on the Registration Information webpage. As an Early Year's, Year 2 student, you must take these 12 credit hours of coursework together as they are required co-requisite courses. Therefore, you are required to make your electives work in the Winter term. Should you wish to take an additional course in a term, you must request an overload 7 days prior to your registration date. Please read **Maximum Course Load** in the UM Calendar prior to making any request.

## Practicum Information

Practicum is a two-step process. In addition to the online form, you completed earlier in the year, you are required to be registered on Aurora for the courses themselves (**EDUB 4310** and **EDUB 4312**). 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

You have been registered for any remaining Cross Stream courses for your program. See the pdf Program Plan to ensure you have been registered in the correct courses. Use the document titled *Education Electives* located on the Registration Information webpage to select your two Education Elective courses.

We recognize that the process for registration in the B.Ed. program 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 2025, declare your graduation date by January 17, 2025 on Aurora. Failure to do so will mean that you will not be on the graduation list for approval.

## Withdrawing from/Deleting courses

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)

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.

See *General Course Scheduling Information* later in this document regarding B.Ed. unique class dates including Drop/Add and Withdrawal dates.

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, Fees, 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 **Friday, August 30** 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 3-6**.

Most on-campus B.Ed. classes begin on Sept 10 and end on Nov 8 (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 (August 30).

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 2024-2025 Practicum Guide prior to August 30 (Orientation). Students will be notified when the 2024-2025 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

### Registration – Drop/Add and Withdrawal Deadlines

Most courses in the B.Ed. program are scheduled in 9-week blocks and are considered **irregularly scheduled** and **have unique registration (drop/add) and withdrawal deadlines**. See the B.Ed. Weekly Calendar (pdf on Registration webpage) for class days.

It is important to confirm *prior to the start of term* what the deadline dates for dropping/adding and withdrawing from your course(s) are. These dates can be found using Aurora - Class Schedule. B.Ed. courses offered online (those with section numbers A36, A37) follow the 9-week schedule and also have unique drop/add and withdrawal deadlines. The Faculty of Education follows the Faculty's [attendance policy](#) and therefore, classes can only be added up to one day after the first class. You may be required to contact the Student Services Office for assistance to do so.

Distance Education classes (those with sections numbers beginning with D such as D01, D02) are scheduled following the standard University of Manitoba dates. The drop/add dates and withdrawal dates for these sections are found on the Registrar's website under *Important Dates*.

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.*

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. Mondays are designated as either a Practicum Day or as an in-person Program Day. 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 as well as on the Registration Information webpage.

### **Confirm your registration on Aurora before July 31:**

Check Registration History in Aurora - Fall 2024 and Winter 2025 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](mailto: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**.

## **Reducing your Course Load/Extending your Program-Time Completion**

The 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 in the B.Ed. program, 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, 2024.

### **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](mailto: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. 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 will be registered 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 3 programs (Early, Middle & Senior) and may include students from all streams. You will be assigned to a section of these courses to ensure your program can be completed within two years.

- **Indigenous Education Requirement**

Every Bachelor of Education graduate must take 3 credit hours of Indigenous Education coursework. You choose the course and section that fits your interest and/or schedule.

- **Inclusive Education/Diversity Requirements Courses**

Every Bachelor of Education graduate must take 6 credit hours of Inclusive Education/Diversity coursework. All students will take EDUA 4000 which fulfills 3 of the 6 credits required. Middle and Senior Years will select one course from the list that fits their interest and/or schedule while Early Years student meet this requirement with their cohort course EDUB 3018.

- **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.