

Registration Information for Middle Years - Year 1 Students

Middle Years Year 1 students will have most of their registration completed by Faculty of Education staff. A full course load consists of 30 credit hours. **We** will register you for:

FALL TERM

EDUB 3050 *Middle Years: Learners and Learning*
EDUB 3056 *Teaching English Language Arts in Middle Years*
EDUB 3060 *Teaching Social Studies in Middle Years*

WINTER TERM

EDUB 3052 *Middle Years: Teaching for Learning - Developing a Responsive Pedagogy*
EDUB 3054 *Introduction to Teaching Mathematics in Middle Years*
EDUB 3058 *Teaching Science in Middle Years*
EDUA 4000 *Inclusive Education*

In addition, **we will register** you for:

EDUB 3320 *Middle Years: Practicum 1*
EDUB 3322 *Middle Years: Practicum 2*

You are required to register in Fall term for the remaining course:

One of: Education Elective, Indigenous Education, Inclusive Education/Diversity

We encourage you to register for your Indigenous Education requirement course in Year 1 – see Education Elective timetable. However, if unable to register for one of these courses, you can choose to complete one of the two Education Elective courses that your program requires.

Taking less than 30 credits in each year of your program extends the length of time it will take to graduate. Check your transcript to ensure you are on track for completion.

We recommend you print the program plan as a guide to help you complete your course registration. In addition, we have provided a daily timetable/schedule for your cohort and education elective courses to assist you with selecting and planning your course selections. We encourage you to follow the program as outlined to ensure you graduate within the allotted time.

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 1's registering on Days 3, 4 and 5.

Practicum Information

Practicum is a two-step process. In addition to the online form you completed earlier in the year, you need to be registered on Aurora for the courses themselves (**EDUB 3320** and **EDUB 3322**). You will NOT be eligible to attend your placement school if you are not registered in these courses. Practicum courses have pre/co-requisites.

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.***

Indigenous Education, Inclusive Education/Diversity, and Education Elective courses

You are responsible for registering in these courses over the next two years. See the pdf documents regarding timetabling for further information about course offerings.

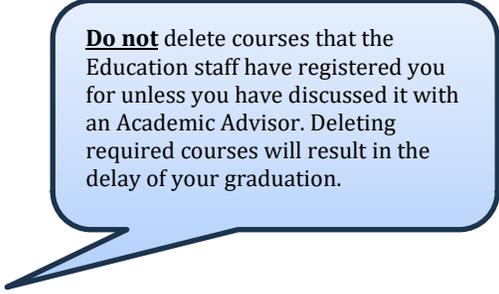
After registration completed, **double check** to ensure your registration includes these courses as well as the one you've selected.

Withdrawing from/Deleting courses

Cohort courses (see *Program Terminology* below) are offered in one particular term only and are not 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.



Do not delete courses that the Education staff have registered you for unless you have discussed it with an Academic Advisor. Deleting required courses will result in the delay of your graduation.

...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. 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. 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.