

## Registration Information for Senior Years - Year 1 Students

Senior 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 3100** *Senior Years Principles and Processes*  
**EDUB 3330** *Senior Years: Practicum 1*

### WINTER TERM

**EDUB 3102** *Senior Years Language and Literacy Across the Curriculum*  
**EDUB 3330** *Senior Years: Practicum 2*

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

**EDUA 3002** *Contested Spaces in Education*

\* due to the varying timetables and to ensure all students are registered in this required course, you have been assigned a section of EDUA 3002 – we will notify you of your assigned section/times via email prior to registration.

Students with the following majors and minors **will be registered** in the applicable 4000-level Curriculum and Instruction (C & I) courses (see **\*\* Notes** below)

### FALL TERM

- \* **EDUB 4110** *Senior Years: Teaching Art*
- \* **EDUB 4112** *Senior Years: Teaching Chemistry*
- \* **EDUB 4146** *Senior Years: Teaching General Science*
- \* **EDUB 4124** *Senior Years: Teaching Languages*
- \* **EDUB 4138** *Senior Years: Teaching Indigenous Studies*
- \* **EDUB 4150** *Senior Years: Teaching Math*

\*These Fall sections of 4000-level C & I's are offered in alternate years. They are offered in 2024/25 and will not be offered again until 2026/27. Therefore, these courses will be taken by both Year 1s and Year 2s.

### WINTER TERM

- EDUB 4140** *Senior Years: Teaching Biology*
- EDUB 4120** *Senior Years: Teaching English Language Arts*
- EDUB 4132** *Senior Years: Teaching History*
- EDUB 4152** *Senior Years: Teaching Physical Education/Health Education*

### **\*\* NOTES REGARDING HOW TO REGISTER IF YOUR 4000-LEVEL C & I IS NOT OFFERED:**

Students who have **one or both** of their courses not offered this year will register for their Indigenous Education, Education Elective(s) and/or Inclusive Education/Diversity courses this year and complete their 4000-level C & I (s) in Year 2.

- \* major and minor subject areas that will be taken in Year 2 (Fall 2025):  
Computer Science, Drama & Theatre, French, Geography,  
Human Ecology, Music, Physics

**You are required** to register in the other courses as outlined on your program plan (located on our Registration Information website) which include:

**Two of: Education Elective, Indigenous Education, Inclusive Education/Diversity**

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 encourage Year 1 student to register for the 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 Education Elective courses or the Inclusive Education/Diversity requirement that your program requires.

**Double check** to ensure your registration includes these courses as well as those that you have selected

We recommend you print the program plan as a guide to help you complete your course registration. In addition, we have provided 2 daily timetables/schedules to print to assist with planning:

- 1) Senior Years courses - EDUB 3100, EDUB 3102 for your assigned cohort and *all* Year 1 C & I's
- 2) Education Elective courses (including Indigenous Education and Inclusive Education/Diversity courses)

When reviewing your Cohort timetable, it is important to remember that you will be registered for *only* the EDUB 4000-level C & I course(s) that pertain to **your** major and/or minor. Other courses offered as A31, A32, A33 are for *other* majors/minors. We recommend printing and then erase/white out/etc. the 4000 level C & Is that are not applicable to you. Once known, you can also indicate the timeslot for your assigned section of EDUA 3002.

You may want to wait until the Faculty of Education staff has registered you in the courses noted above before choosing your Education Elective course sections.

We recognize that the process for registration in the B.Ed. program can be confusing. Be sure to contact the Student Services office if you have questions.

We encourage you to follow the program as outlined in the materials provided on the Registration Information website (degree requirements) 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 form you completed earlier in the year, you are required to be registered on Aurora for the courses themselves (**EDUB 3330** and **EDUB 3332**). 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 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 and completing these courses over the next two years. See the pdf documents regarding timetabling for further information about course offerings.

### **Withdrawing from/Deleting courses**

Cohort and C & I 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 can result in the delay of your graduation.

## 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.