

# ACADEMIC ADVISEMENT USER GUIDE

## BACHELOR OF EDUCATION

Academic Advisement is an application within Bear Tracks that is used to track the requirements a student must satisfy in order to graduate from their program. As a student progresses towards graduation, the application will analyze the student's completed courses and determine what requirements are still outstanding.

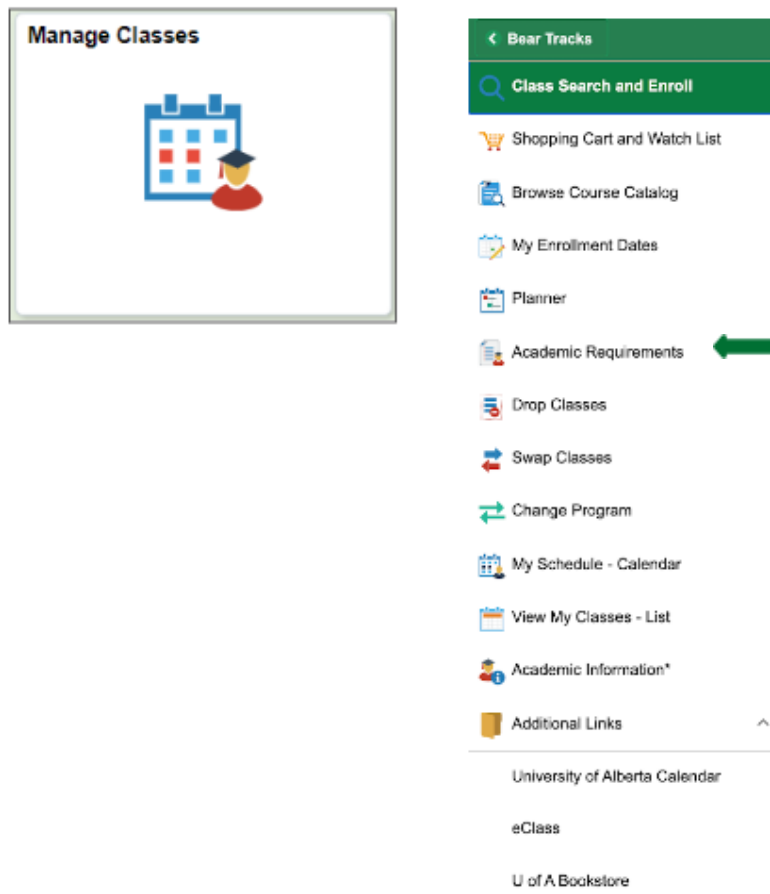
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### How to Access Your Academic Requirements Report

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Once you have accepted your Faculty of Education offer of admission and paid your tuition deposit, you will have access to additional features within the Bear Tracks menu options, including your Academic Requirements Report.

From the Home Page, go into the Manage Classes tile. On the left side of the screen, you will see a menu that includes Academic Requirements.



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## A Tour of Your Academic Requirements Report

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- Academic Requirements Report Legend. These symbols will show up next to your courses as you register in them and complete them throughout your degree program.



- **Your program overview, major/minor (if applicable) and year of study:**

### ▼ Bachelor of Education Elementary (RG 10862)

All students in the Elementary Route are enrolled in a generalist program that prepares prospective teachers in the required elementary school subjects. The degree consists of \*120 (credits/units).

#### Faculty of Education - Elementary

Generalist Degree

#### ▼ Year of Program

**Satisfied:** Year 1

### ▼ Bachelor of Education Secondary (RG 9766)

All students in the Secondary Route are enrolled in a specialized program that prepares prospective teachers to teach their major/minor in secondary school classrooms. The degree consists of \*120 (credits/units).

#### ▶ Social Studies Major

#### ▶ Drama Minor

#### ▶ Year 3

- **Current Registration** will show all your courses currently registered in which do not have a final grade assigned yet. Please note that this section may not appear depending on the program you are in:

▼ BEd Elementary Education : Current Registrations (RG 11738)

If there are any current registrations they will be listed here.

▼ Current Registrations

This is a listing of courses which do not have a final grade assigned.

The following courses were used to satisfy this requirement:

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Course	Description	Units	When	Grade	Status
EDU 100	CONTEXTS OF EDUCATION	3.00	Fall Term 2022		◆
EDU 210	INTRO TO EDUCATIONAL TECH	3.00	Winter Term 2023		◆
ENGL 102	INTRO TO CRITICAL ANALYSIS	3.00	Winter Term 2023		◆
HE ED 110	PERSONAL HEALTH AND WELL-BEING	3.00	Fall Term 2022		◆
HIST 261	POST-CONFEDERATION CANADA	3.00	Winter Term 2023		◆
LING 101	INTRO TO LINGUISTIC ANALYSIS	3.00	Fall Term 2022		◆
MATH 160	HIGHER ARITHMETIC	3.00	Winter Term 2023		◆
MUSIC 103	INTRO TO POPULAR MUSIC	3.00	Fall Term 2022		◆
PAC 118	INSTRUCTION BASICS SOCCER	3.00	Winter Term 2023		◆

- **Your Degree Requirements:** This is where you can see:
  - The different categories for your degree, for example:
    - Major, Minor, Requirements by year, Practicums, Open Options
  - How many credit units required in each category
  - How many of these credit requirements you have registered in/completed (units taken)
  - How many of these credit requirements you have remaining (units needed)
- Make sure to read ALL notes sections. This is where important information about your program and registration guidance is provided.
  - You can also see the units required, taken, and needed for each individual requirement.
- Collapsed requirements: By default, when you *have met* a requirement by registering in/completing the necessary course(s), the requirement box will be collapsed.

▼ Years 1 and 2 required courses (RG 5715)

Complete \*51 from the following courses to meet degree requirements.

- Units: 51.00 required, 27.00 taken, 24.00 needed

**Education Courses (RQ 5852)**

Complete \*9 with the following courses to meet degree requirements.

▶ EDU 100

▶ EDU 210

▶ EDU 211

**Generalist Elements Courses (RQ 5855)**

Complete \*42 of the Non-Education Elements courses to meet degree requirements.

1. Generalist Elements Courses should be taken in Years 1 and 2, and chosen from the seven areas below.
2. A maximum of 6 in EDEL courses may be used to fulfill the Elements.

▶ a. Aboriginal and Indigenous Histories and Culture (\*3)

▶ b. Fine Arts (\*3)

▶ b. Fine Arts (\*3)

▶ c. Literature (\*3)

▶ c. Language/Literature (\*3)

▶ c. Senior English or any Linguistics (\*3)

▶ d. Mathematics I (\*3)

▶ d. Mathematics II (\*3)

▶ e. Natural Science I (\*3)

▶ e. Natural Science II (\*3)

▶ f. Physical and Health Education I (\*3)

▶ f. Physical and Health Education II (\*3)

▶ g. Social Science I (\*3)

▼ g. Social Science II (\*3)

**Not satisfied:** Complete \*3 from the following courses.

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:



1-1 of 1

Course	Description	Units	When	Grade	Status
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[View Course List](#)

g. Social Science II

- When you click on the dropdown arrow to open a collapsed requirement box you should be able to see that you have, for example: 3 units required, 3 taken, and 0 needed. You can also see:

- a) the term and year in which you satisfied that requirement (Fall/Winter/Spring/Summer 20XX)
- a) the grade that you received (or a blank if that course is *In Progress*)
- b) a symbol to relay the status of that course

**b. Fine Arts (\*3)**

**Satisfied:** Complete \*3 from the following courses.

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

1-2 of 2 | View All

Course	Description	Units	When	Grade	Status
<a href="#">View Course List</a>	b. Fine Arts				
MUSIC 103	INTRO TO POPULAR MUSIC	3.00	Fall Term 2022		◆

- Open (non-collapsed) Requirements: By default, when you have not yet met a requirement by registering in/completing the necessary course(s), the requirement box will be open. In the example above, the Natural Science II requirement is open and therefore not completed yet. To see the list of courses which can be used to meet this requirement, click on the “View Course List” link:

**g. Social Science II (\*3)**

**Not Satisfied:** Complete \*3 from the following courses.

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

1-1 of 1 | View All

Course	Description	Units	When	Grade	Status
<a href="#">View Course List</a>	g. Social Science II				

- Some categories (i.e.: Non-Education Options/Open Options) have a large course list that is too long to display on the Academic Requirements Report. Please see the notes section for information on which courses can be used to meet these requirements:

▼ **Open Options (RG 10915)**

An Open Option can be any course offered by the Faculty of Education or from another faculty at the U of A.

- Units: 18.00 required, 0.00 taken, 18.00 needed

**Open Options (RQ 6955)**

▼ **Open Option**

- Units: 18.00 required, 0.00 taken, 18.00 needed

At the end of your Academic Requirements Report, there are 3 categories which summarize your degree requirements from above:

1. **Bachelor of Education Degree Requirements** - This is the sum of all credits applied to your degree from the above requirements.
2. **Transfer Credit** – If you received transfer credit, all courses granted credit for will display here.
3. **Courses Not Used Towards This Program** – Any courses that do not apply to your degree requirements will display here. These courses are usually failed courses, or courses that do not fit your degree requirements.

▶ **Bachelor of Education Degree Requirements (RG 10884/7034)**

▶ **Transfer Credit (RG 1153)**

▶ **Courses Not Used Toward This Program (RG 9903/RQ 7164)**

Unfortunately, registration for courses is not possible through your Academic Advisement Report at this time. You can register for courses through Beartracks as you normally would. At this point, you can return to your Academic Requirements and view your report. Some of your requirements may have collapsed, signaling that they are fulfilled while those that still need to be completed will remain open.

\*\* If you register in a class and it fills the “Courses Not Used Toward this Program” category at the bottom of your Academic Requirements Report, one of the scenarios below is occurring and may require action:

- a) You have chosen a course, which does not fit any of your degree requirements. This can be due to
  - a. a particular requirement already being met with a different course, and no other requirement can be met with this course.
  - b. There is no requirement which can be met with this course.  
**Action required:** delete this course from your schedule and choose a different course that is listed in your Academic Requirements Report.
- b) You have chosen a course that does fulfill a requirement but it is not populating correctly.  
**Action required:** submit an [Academic Requirements Check](#) and we will look into correcting the problem.
- c) You are taking a course that is extra to your Degree. If this is your intention, great! No action is required.