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Bachelor of Education Web Registration Guide - 2009 Winter Session Native Indian Teacher Education Program - Year 3 (BEDE)

The NITEP Centre for third year teacher candidates is located in the First Nations Longhouse at UBC. Continued advising support and assistance are available from the on-campus staff and teacher candidate community.

PROGRAM AND REGISTRATION INFORMATION:

1. This guide is to complement the NITEP Handbook and registration instructions that you have received from NITEP advising. Registrants will register into a standard timetable which contains the following courses: CUST 396A, EDUC 344 & EDUC 345.
2. As part of the total academic credits, the following courses must be complete in order to be eligible to proceed to the professional course work in Year 4:

Core Courses (If not completed in Years One/Two)

English (1 st year)	6 credits
English Composition	3-6 credits
Canadian Studies	3 credits
Canadian History or Geography	3 credits
Math	3 credits
Lab Science	3-6 credits

GENERAL REGISTRATION INSTRUCTIONS

1. **Registration opens:** June 18, 2009 at 9:00 am
2. Registrants must pay the \$100 non-refundable deposit **prior to** starting course registration. The deposit can be paid on-line at the Student Service Centre using a Mastercard, VISA or Electronic Funds Transfer. For other payment options, go to <http://students.ubc.ca/finance/fees.cfm> . Registrants are responsible for arranging the payment of this deposit even if the funds come from their band.
3. **Plan a conflict-free timetable by creating worklists.** Logon to the Student Services Centre at www.students.ubc.ca/ssc using your Campus Wide Login (CWL). Registrants can create multiple worklists by adding standard timetables and course sections (instructions below). Once registration opens registrants can register into a selected worklist, registration will only be successful if the timetable and/or course has space available.
4. **Ready to begin registration.** Log on to the **Student Services Centre** at www.students.ubc.ca/ssc using your Campus Wide Login (CWL) (*new registrants will be prompted to create a CWL when they login using their student number and birthdate*).
5. Registrants can complete registration into a selected worklist if previously created. If registration into your worklist was unsuccessful or if you did not complete a worklist prior to the registration date, you will need to proceed with the following:
 - **To add a standard timetable:** click Course Schedule, select the session (2009 Winter) and click on Standard Timetable (STT). Select your program (BEDE, Year 3), click on and register in the standard timetable named below:

BACHELOR OF EDUCATION NITEP OPTION - YEAR 3 - URBAN CENTRE
 - **To add courses:** If applicable or as instructed by the NITEP Coordinator, register into any outstanding required core courses (listed above), additional academic electives and senior courses. To register, click Course Schedule - Add/Drop Courses. Enter the course information and click on Register.

6. Once registration is complete, click on **Timetable** to view and print your course schedule. Please repeat this process prior to class start as timetable changes may occur.
7. Click on **My Financial Account** to check deadlines and pay fees. Update mailing and Email addresses if necessary.
8. **Not confident using the Student Services Centre.** Use the SSC Tutorials located in the Quicklinks to help you learn to navigate the system.