



## Bachelor of Education Web Registration Guide - 2009 Winter Session 12 Month Elementary Option – WKTEP (BEDE)

### PROGRAM INFORMATION

- 1) All registration is completed through the Web on the Student Services Centre at [www.students.ubc.ca/ssc](http://www.students.ubc.ca/ssc). All registrants in the West Kootenay Elementary Option will register into a Standard Timetable which contains the following required courses for the winter terms: EDUC 310, EDUC 315, EDUC 316c, EDUC 321, EDUC 418C, EDST 314, EPSE 317, LLED 310, LLED 320, ARTE 320, MAED 320, MUED 320, PETE 320, SCED 320 and SSED 320. **Courses can not be added or dropped from your registration.**
- 2) Detailed registration instructions are provided below. Once your registration is complete, you should have 50-51 credits total for Terms 1 and 2 (2009 Winter Session).
- 3) If the computer indicates any errors while registering, registrants should record exactly what the problems are before calling the Teacher Education Office or Enrolment Services.
- 4) Registrants must consult the Calendar ([www.students.ubc.ca](http://www.students.ubc.ca)) and the BEd Program Handbook for information on University policies, academic regulations, deadlines, dates etc.
- 5) Your course schedule will be provided at the Castlegar Campus by the WKTEP Coordinator.
- 6) The BEd Program Handbook will be distributed at the beginning of term and will be posted on the Teacher Education Website listed above.

### GENERAL REGISTRATION INSTRUCTIONS

1. **Registration opens: June 8, 2009 at 9:00 am**
2. Registrants must pay the \$100 non-refundable deposit **prior to** completing course registration (First-time UBC registrants must pay \$250). 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>
3. **Plan a conflict-free timetable by creating work lists.** Logon to the Student Services Centre at [www.students.ubc.ca/ssc](http://www.students.ubc.ca/ssc) using your Campus Wide Login (CWL). Registrants can create multiple work lists by adding standard timetables (if required) and course sections (instructions below). Once registration opens, register into a selected work list; 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](http://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 register a selected work list if previously created. If registration into your work list was unsuccessful, or if you did not complete a work list prior to the registration date, you will need to proceed with the following steps:
  - To add a standard timetable:** click Course Schedule, select the session (2009 Winter) and click on Standard Timetable (STT). **Select** your program (BEDE, Year 1), click on your timetable selection and the Register STT button.
  - **Register into the timetable titled:**  
**WEST KOOTENAY TEACHER EDUCATION PROGRAM (at Selkirk) - ELEMENTARY**
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
8. Update mailing and Email addresses if necessary
9. **Not confident using the Student Services Centre.** Use the SSC Tutorials located in the Quicklinks to help you learn to navigate the system.