



Bachelor of Education Web Registration Guide - 2009 Winter Session 12 Month Secondary Option – WKTEP (BEDS)

PROGRAM INFORMATION

- 1) All registration is completed through the Web on the Student Services Centre at www.students.ubc.ca/ssc. Registrants in the West Kootenay Secondary Option will register into a Standard Timetable which contains the following required courses for the winter terms: EDUC 311, EDUC 315, EDUC 316c, EDUC 319, EDUC 329, EDST 314, and LLED 301 (total of 35 credits). You will need to add the required Curriculum and Instruction courses and electives for your teaching concentration.
- 2) Once your registration is complete you should have 50-52 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) 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 1:00 pm.** *Your personal registration date can be viewed on the Student Services Centre.*
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 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 (if required) and course sections (instructions below). Once registration opens, 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 steps:
 - To add a standard timetable:** click Course Schedule, select the session (2009 Winter) and click on Standard Timetable (STT). Select your program (BEDS, Year 1), click on your timetable selection and the Register STT button.
 - To add courses:** 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
8. Update mailing and Email addresses if necessary
9. **Not confident using the Registrant Services Centre.** Use the SSC Tutorials located in the Quicklinks to help you learn to navigate the system.

REGISTRATION GUIDELINES & INSTRUCTIONS

There are three parts to course registration as follows:

- 1) Complete your registration into the Standard Timetable titled:
WEST KOOTENAY TEACHER EDUCATION PROGRAM (at Selkirk) - SECONDARY
- 2) Register into the required Curriculum and Instruction (C & I) courses for your teaching concentration:
 - Locate your teaching concentration in the table below;
 - Column A lists the courses required for your teaching concentration (4-11 credits);
 - A credit value is indicated for each course for to assist in completing your registration
- 3) Register into 6-12 credits of Electives chosen from Column B.
 - The total number of credits for items #2 and #3 should add up to 15-17 credits.
 - **The total credit for 2009 Winter Session should add up to 50-52 credits total which includes the courses listed in the Standard Timetable and the required Curriculum & Instruction courses and electives.**

**Table of Secondary Curriculum and Instruction
Courses and Electives for the WKTEP**

	<u>Column A</u>	<u>Column B</u>
Teaching Field	Curriculum & Instruction Courses Required (4-11 Credits)	Electives (6-12 credits)
Art	ARTE 314A-640 (4), ARTE 320-640 (2)	ARTE 320-640 (2) MAED 320-640 (2) MUED 320-640 (2) PETE 320-640 (2) SCED 320-640 (2) SSED 320-640 (2) SSED 317-640 (3) **
Biological Sciences **	SCED 313-640 (2), SCED 316A-640 (2), SCED 320-640 (2)	
Chemistry	SCED 314-640 (2), SCED 316A-640 (2), SCED 320-640 (2)	
English	LLED 314A-640 (4)	
Geography **	SSED 314A-640 (4), SSED 317-640 (3), SSED 320-640 (2)	
History **	SSED 314A-640 (4), SSED 317-640 (3), SSED 320-640 (2)	
French	LLED 312A-640 (4)	
Theatre	LLED 313-640 (4)	
Social Science	SSED 314A-640 (4), SSED 317-640 (3), SSED 320-640 (2)	
ADDITIONAL NOTES:		
All Registrants: Registrants can select SSED 317-640 (3 credits) as an elective.		
Science Registrants: Science Registrants with teaching fields in two sciences, register in SCED 316A only once.		
Socials Registrants: Including History, Geography and Social Science with a major or with two teaching fields in the Social Studies area must register in both SSED 314A and SSED 317.		