



Registering for EDPY397

Looking to register for *EDPY397: Mentoring Children & Adolescents*? This document provides step-by-step instructions for both freelance students and students already registered at the University of Alberta (UofA).

Non-UofA Students

If you are interested in taking EDPY 397, but are **not** a student at the University of Alberta, you may apply to be an **Open Studies Student**, **Auditor**, or a **Special Student** (see the descriptions below to decide what is the best option for you).

How to Enroll as an Open Studies Student

You can take university-level credit courses (up to two courses per term) on a part-time basis without being admitted or committed to a degree or diploma program through **Open Studies**. This is a good option if you want to take credit courses for professional development, to upgrade your post-secondary qualifications or for general interest. You can enroll as an **Open Studies** student at the University of Alberta by completing the following:

1. Submit an Application for Admission by the appropriate deadline. This application for admission can be completed online at: <http://www.admissions.ualberta.ca/how-to-apply.aspx>.

Deadlines for each term are indicated in the table below. Please give yourself enough time to process the course registration. It is advisable to apply at least one month before the deadline.

Term	Deadline
Fall Term	August 31
Winter Term	December 15
Spring Term	April 30
Summer Term	June 30

2. After applying, you should receive a confirmation email within 24 hours that the Registrar Office has received your application. Within 48 hours, you will receive an email with your Campus Computing Identification (CCID) and password that you need to access your account on Bear Tracks. Bear Tracks is University of Alberta’s secure online service for students, applicants and staff. Log on to [Bear Tracks](#) and from here you can monitor your application.
3. In 7 to 10 business days, you will receive a notice about your admission via an email and on Bear Tracks in the Admissions section under “Application Status”. NOTE: If you submit your application at the last minute, the courses may

have started by the time you receive admission notice. It is advisable to apply at least one month before the deadline.

4. Log on to [Bear Tracks](#) and accept your admission. It takes up to 24 hours before you can register into the actual course, EDPY 397. If you are a first time student, you will have to pay a \$500 confirmation deposit before you can register into courses, which can delay your registration into the course. The steps to pay the confirmation deposit are:
 - a. Log on to [Bear Tracks](#).
 - b. Click “Accept Offer” to be taken to the Application Status page, where you will see a list of your program choices.
 - c. Click the “Accept Offer” button beside the program of your choice.
 - d. Click “Make a Payment” (\$500.00 will automatically appear as the amount).
 - e. Complete the transaction using Interac Online. (For alternative payment methods, please see [Student Tuition Payment Options](#).)

How to Enroll as an Auditor

You can also enroll as an auditor. **Auditors** pay ½ the tuition, but do not receive credit for the course. Anyone may apply whether or not they are currently enrolled at the University of Alberta. You can enroll as an Auditor by filling out and submitting the [Course Audit form](#) to [Student Connect](#) in the Administration Building. Same Enrollment deadlines as an Open Studies student apply. As places for Auditors can be limited, it is advisable to apply early.

Additional information about auditing a course can be found at: <http://www.registrarsoffice.ualberta.ca/Special-Registrations/Auditor.aspx>

How to Enroll as a Special Student

You can also enroll as a **Special Student**. **Special Students** are students who have completed a previous degree and seek further professional development or to improve their GPA to get into post-graduate programs. **Special Students** pay the same tuition as Open Studies students. To be admitted as a **Special Student** in the Faculty of Education the student must have:

1. A Bachelor of Education degree from an accredited post-secondary institution
2. A minimum AGPA 2.0
3. Be in satisfactory standing in their previous postsecondary institution
4. Meet English Language proficiency requirements

You can enroll as a **Special Student** at the University of Alberta by completing the following:

1. Submit the Application for Admission together with supporting documents (if needed). This application for admission can be completed online on the website: <http://www.admissions.ualberta.ca/how-to-apply.aspx>.

Deadlines for each term are indicated below:

Fall Term	July 1
Winter Term	No admission
Spring Term	March 1
Summer Term	March 1

2. Follow steps 2-4 to **Open Studies** students above.

UofA Students

EDPY 397 Mentoring Children and Adolescents course is offered both face-to-face on the University of Alberta Edmonton Campus and online for students who cannot attend classes in Edmonton. Please make sure you select the right class and section. In Bear Tracks, the Location column will include a room number (e.g., ED 129) for the face-to-face section and DIST EDUC for the online section.

How to Enroll as an Auditor

If you chose to be an **Auditor**, you need to complete the following to register into EDPY 397.

1. Go to the Office of the Registrar, Special Registration Office (Administration Building 201) and follow the Auditor Registration Procedures. If you are not in Edmonton, you can call them at 1-855-492-3113 or 780-492-3856.
2. You must register during the Audit Registration Period indicated below:

Term	Fall Term	Winter Term	Spring Term	Summer Term
Audit Registration Period	Sept 16 - 22 2015	Jan 18 - 22 2016	May 4 - 7 2015	July 6 - 9 2015
Audit Registration Period for Both Terms	For both terms, Sept 16 - 22 2015		For both terms, May 4-7 2015	

How to Enroll as an Open Studies Student or Special Student

If you chose to be an **Open Studies Student** or a **Special Student** you must register for EDPY 397 on Bear Tracks. Follow the steps below to do so:

1. Log on to [Bear Tracks](#) using your CCID and password
2. Check your Enrollment Date. You can check by clicking on "Enrollment Date" under Enroll. This is the date and time you can start registering into the course.
3. After the enrollment date, you can add EDPY 397. Under Enroll click on "Add".
4. Select the Fall term and click "Continue"
5. Select "Class Search" then click on "Search". Using the pull down menu for Course Subject, select "Education - Psychology (EDPY)". In the Course Number box, type in 397. Then click "Search".
6. From here you should see all the EDPY 397 courses available. For Fall 2015, the class number for the face-to-face section of the Mentoring class is

58729 and the section is X01-LEC. The online class is #63118 and the section is 800-LEC. Select the class you wish to take and click "Schedule Builder."

7. A color-coded schedule will appear. Below, click the check box beside the course and click "Enroll."
8. Confirm enrollment by clicking the "Finish Adding" button.
9. There will be a new window to indicate if you have been successfully added to the course. In the message bar, there will be a green check mark to indicate if you have been successfully enrolled into EDPY 397. From here you can click "Class Schedule" to view and/or print your timetable.

A video detailing these instructions can be found at: <http://www.registraroffice.ualberta.ca/Bear-Tracks-Resources.aspx#!prettyPhoto/3/>

Need Help?

If you experience any difficulty or have questions, please contact:

Office of the Registrar
University of Alberta, Edmonton, AB T6G 2M7
Phone: 780-492-3856