



Course Registration Guide

**Preservice Program
2009-2010**

Step-By-Step Registration Guide

For Preservice Education Courses

Fall & Winter 2009 - 2010

You *must* plan a conflict-free timetable *before* you attempt to register.

Please read [Planning Your Timetable](#) on the next page before creating your timetable.

**Course registration begins on July 16 and continues until August 8th.
(Refer to your e-mail from the Registrar's Office regarding
your registration appointment time)**

On-line registration is easier and faster if you –

- complete a conflict-free timetable prior to logging on to the registration website;
- identify alternatives for electives and multi-sectioned courses in case your first choices are full;
- do not expect to schedule all your classes between 10:30 am and 4:30 pm.

Course selections are allocated on a first-come, first-served basis. The university cannot guarantee course choices and reserves the right to withdraw course offerings.

Registration: Thursday, July 16 – Saturday, August 8 (11:59 p.m.)

Hours of Operation: 7 days a week, 6:00 am – midnight

Registration helpline: Thursday, July 16 (only) 9:30 am – 4:00 pm
Monday – Friday, 9:00 am – 4:00 pm
Tel: (519) 661-2100

How to Register:

Step 1 Course registration is done over the internet through the Student Center system. You will require an active UWO email account, password and pin number. Please go to <http://www.registrar.uwo.ca/FAQ/StdntCentAccess.html> to obtain these items if you have not already done so. This step must be completed before you can begin choosing your courses on July 16.

UWO email accounts are operated by Information Technology Services (ITS). Any problems or questions related to the activation or maintenance of a UWO email account should be directed to the ITS Help Desk at (519) 661-3800 or in person at Natural Sciences Centre, Room 255, on main campus.

Step 2 See pages 7&8 for the **Timetable Grid**. Use this grid to plot out your courses, making sure there are no conflicts in your timetable. Record the room number for each course as you fill in the timetable grid.

Step 3 When you have created your timetable, go to <https://studentservices.uwo.ca/guides/RegistrationHelp.cfm> for "A Step by Step Guide to Course

Registration” through the Student Centre system. Remember: you must have an active email account.

If the course you are attempting to add is full, you may keep trying to add the course until the deadline – 11:59 p.m. August 8. If the course is still unavailable, you will have to choose an alternative. Be sure to have a complete timetable.

Change of Address

You may update your address at this time. Your address on the University files is the address to which we send all official mail. Please ensure that we have your correct address.

Planning Your Timetable

- ☑ The B.Ed./Dip.Ed. program requires **6 credits of course work**. You *must* complete all 6 credits within the year to qualify for a degree or diploma and a recommendation to the Ontario College of Teachers.
- ☑ All courses are offered on a first-come, first-served basis, and some courses and class times fill up very quickly. If the course of your choice is full, you must choose another.
In fairness to all teacher candidates, we are unable to provide special accommodation for specific courses or class times.
- ☑ Make sure you have chosen the appropriate courses for your program stream. **All timetables will be reviewed and your course selection may be deleted or changed without warning.**
 - Primary-Junior and Junior-Intermediate teacher candidates, choose the elementary sections.
 - Intermediate-Senior and Technological Studies teacher candidates, choose the secondary sections.
- ☑ If, after the registration period is over, you wish to change a course, you must wait until the add/drop period from September 8 - 13. **However, the possibility of changing classes is limited because certain class times fill up very quickly.** Both full year and half courses can be added/dropped during the September period. Only courses beginning in January can be added/dropped during the January add/drop period from January 4 - 9. Please note that add/drops may be very limited. **Add/drop is completed online via the Student Center.**
- ☑ Where registration in a course requires the permission of the instructor, you may go ahead and register if you believe you are eligible for that course. Permission from the instructor, however, must be obtained during the first week of classes in September.
- ☑ **Be sure to have a complete timetable by the August 8th deadline.**

The majority of the program consists of required courses; they must be timetabled first. Some courses are program specific.

All Registrants

Practicum (Elementary) – 5010 (1.0 credit) Class Number 17399

Practicum (Secondary) – 5011 (1.5 credits) Class Number 17400

This course is pre-registered for you and is noted on your worksheet.

You will not be permitted to begin your practicum unless you have proof of your Police Record Check. If you have not ordered your identification card through OESC, please go to <http://www.oesc-cseo.org/English/students.html>.

Social Foundations of Education – 5002 (.75 credits)

- This is a full year course consisting of lectures and tutorials. The lectures are Tuesday and Thursday morning, and the tutorials follow the lecture on Thursday. **You must register for both lecture and tutorial. Please note that class sections cannot be switched in January.**

Educational Psychology and Special Education – 5005 (.75 credits)

- This is a full year course consisting of two-hour lectures plus one-hour tutorials. For elementary candidates, the lectures and tutorials are on Tuesdays; for secondary candidates, the lectures and seminars are on Thursdays. **You must register for both lecture and seminar. Please note that class sections cannot be switched in January.**
 - *Primary-Junior and Junior-Intermediate teacher candidates must choose the elementary sections.*
 - *Intermediate-Senior and Technological Studies must choose the secondary sections.*

Primary/Junior Program Registrants

In addition to the core courses, you will choose:

- Curriculum and Pedagogy in Elementary Language Arts 5173 – 0.5 credits
- Curriculum and Pedagogy in Elementary Mathematics 5174 – 0.5 credits
- Curriculum and Pedagogy in Elementary Art 5171Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Health & Physical Education 5172Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Music 5175Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Science & Technology 5176Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Social Studies 5177Q/S – .25 credits
- Electives (*choose Religious Education 5445 if you wish to teach in Roman Catholic School Districts*) – .5 credits
- Two choices from Primary/Junior Language Arts Co-curricular Requirements – .5 credits
- One choice from Equity/Diversity/Social Justice Electives – .25 credits

Primary/Junior French as a Second Language Program Registrants

In addition to the core courses, you will choose:

- Curriculum and Pedagogy in Elementary Language Arts 5173 – 0.5 credits
- Curriculum and Pedagogy in Elementary Mathematics 5174 – 0.5 credits
- Curriculum and Pedagogy in Elementary Art 5171Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Health & Physical Education 5172Q/S – .25 credits

- Curriculum and Pedagogy in Elementary Music 5175Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Science & Technology 5176Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Social Studies 5177Q/S – .25 credits
- French as a Second Language 5107 – 0.5 credits
- French in the Junior Division 5108Q – .25 credits
- French Immersion 5414Q/S – .25 credits
- One choice from Equity/Diversity/Social Justice Electives – .25 credits
- *Optional – Religious Education 5445 (required for teaching in Roman Catholic School Districts) – 0.5 credits*

Junior-Intermediate Program Registrants

In addition to the core courses, you will choose:

- **Junior-Intermediate Teaching Subject (.50 credits)** (e.g., English - Class number **1536**)
 - **You must register for the subject in which you were admitted.**
Use the Master Timetable to find the course number and class number for the teaching subject to which you were admitted. (For example, if you were admitted to Junior-Intermediate English, find the English course which has the note "JI teaching subject only" in the last column.) Write this on your worksheet. These classes are *full year* courses.
- Curriculum and Pedagogy in Elementary Language Arts 5173 – 0.5 credits
- Curriculum and Pedagogy in Elementary Mathematics 5174 – 0.5 credits
- Curriculum and Pedagogy in Elementary Art 5171Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Health & Physical Education 5172Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Music 5175Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Science & Technology 5176Q/S – .25 credits
- Curriculum and Pedagogy in Elementary Social Studies 5177Q/S – .25 credits
- One Choice from Equity/Diversity/Social Justice Electives – .25 credits
- Electives (*choose Religious Education 5445 if you wish to teach in Roman Catholic School Districts*) – .5 credits

NOTE: Teacher candidates in the Junior/Intermediate Program with French as a teaching option must also take French in the Junior Division 5108Q.

Intermediate-Senior and Technological Studies Programs

In addition to the core courses, you will choose:

- **Intermediate-Senior Teaching Subjects (1 credit each)**
 - **You must register for the two subjects in which you were admitted.**
Use the Master Timetable to find the subject, correct course number and class number for *both* the teaching subjects to which you were admitted. (For example, if you were admitted to Intermediate-Senior English and History, find the course in each area which has the note "IS teaching subject only" in the last column.) Write these course numbers and class numbers on your worksheet. All classes are *full year* courses.
- One Choice from Equity/Diversity/Social Justice Electives – .25 credits
- Electives (*choose Religious Education 5446 if you wish to teach in Roman Catholic School Districts*) – .75 credits

Electives

Some electives are scheduled for two terms, but most are scheduled only for one. Some electives have multiple sections, others only one. Check these aspects very carefully. You should select one or two alternative electives in the event that your first choice is full when you go on-line to register.

1. Look through the *Course Description* book to choose the electives you would like to take.
2. Check each elective to see whether it will work on your timetable grid. (If the elective clashes with something immovable on your timetable, such as a teaching subject, you must choose another elective.)
3. The following electives will satisfy the **Equity, Diversity, Social Justice requirement**:

5434Q/S	Safe Schools
5423Q/S	Teaching Aboriginal Students
5424	Teaching for Equity and Social Justice
5413Q/S	Introduction to Teaching English as a Second Language
5455Q	International Education
5499Q/S	Special Topic: Teaching in Rural and Remote Schools

ALL PROGRAMS TIMETABLE GRID – FIRST TERM Q

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 - 9:30					Practicum Day
9:30 - 10:30					
10:30 - 11:30					
11:30 - 12:30					
12:30 - 1:30					
1:30 - 2:30					
2:30 - 3:30					
3:30 - 4:30					
4:30 - 5:30					
5:30 - 6:30					

ALL PROGRAMS TIMETABLE GRID – SECOND TERM S

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 - 9:30					Practicum Day
9:30 - 10:30					
10:30 - 11:30					
11:30 - 12:30					
12:30 - 1:30					
1:30 - 2:30					
2:30 - 3:30					
3:30 - 4:30					
4:30 - 5:30					
5:30 - 6:30					

