REGISTRATION INSTRUCTIONS

To complete the steps for your enrollment in the Teacher Education program (BEd) offered full-time beginning in September 2017, please carefully follow the instructions outlined below and complete all the requirements.

1- Accept your offer of admission and pay the deposit
Accept your offer as directed in your Admission file application in uoZone.

A non-refundable tuition deposit of $250 must be submitted no later than June 1st, 2017 or, after that date, at the latest two weeks after receiving the email indicating you have been offered admission. This offer will be revoked if the deposit is not received by that date.

Through your financial institution, you may pay online, by phone or in person. For the name of the invoice, select "University of Ottawa" and for the invoice account number, use your student number.

Visit the Financial Resources website for more information about methods of payment.

2- Read about the Cohort Options and complete the Cohort Registration Form
You must submit this form by sending it by email to educprog@uottawa.ca, by fax to 613-562-5963, or in person at the address indicated on the form, before the deadline indicated on your offer of admission.

3- Math Camp: Primary/Junior and the Junior/Intermediate divisions
You may attend a one-week Math Camp at the Faculty of Education, prior to beginning the Teacher Education program. Please review the Math Camp document for more information and follow the instructions specified in it to register.

4- Enrollment in your courses
By accepting your offer you are authorizing the Faculty to enroll you in your compulsory courses. All first-year courses are compulsory. The Faculty will proceed with your enrollment for the fall and winter terms in June or July. Confirmation of your enrollment will be sent by email, along with details for Orientation Day.

If you wish to withdraw from the program, you must inform the Faculty in writing so that we can cancel your registration prior the deadline for payment, as specified under sessional dates listed on the University of Ottawa website.
5- Indicate your Practicum Preferences

Click on the Practicum Preferences link above to complete the form. This form is distinct from the Cohort Registration Form and needs to be completed as soon as possible. Please allow one to three working days after you complete step 1 above for this link to become active. The Preference process needs to be completed in order to complete the steps for your response to your offer of admission. Your preferences will be taken into account when the practicum placement process begins as early as May. Confirmation of placements will be sent to students after classes begin in September.

Your practical teaching experience will consist of at least two components: a Community Service Learning (CSL) placement and two formal practicum placements. You will begin your weekly CSL placement in a school on Wednesdays in September 2017 and will complete the fall term with three weeks of practicum in the same school. In each year of the program, you will complete two formal eight-week placements, one in each of your divisions. Community Service Learning for the first year of the program will be linked to your practicum placement. This learning experience will be part of your coursework.

Your practicum must be undertaken in the province of Ontario in a school that uses the Ontario curriculum and with an Associate Teacher who is in good standing with the Ontario College of Teachers. In the Teacher Education program at the University of Ottawa, Teacher Candidates can only be placed in the following four school boards: Ottawa-Carleton District School Board, Ottawa Catholic School Board, Catholic District School Board of Eastern Ontario, and Upper Canada District School Board. Teacher Candidates cannot be placed in any other school boards in Ontario.

If you live outside of Ottawa in an area that falls under the jurisdiction of the Upper Canada District School Board or the Catholic District School Board of Eastern Ontario, and you have access to a personal means of transportation, you may request a placement in a school governed by one of these school boards. If you choose this option, please enter your preferences AND send an email to educprog@uottawa.ca to specify the school board where you would like to be placed. Students not requesting one of these two boards will be placed in the Ottawa-Carleton District School Board or the Ottawa Catholic School Board.

The Practicum Office is responsible for arranging practicum placements. In order to have your preferences taken into consideration, they must be entered as soon as possible. You will be asked to submit two postal codes. Postal Code 1 refers to where you will be living during Year 1 of the program. Postal Code 2 refers to where you will be living during Year 2 of the program. It is important that you use your address and not the postal code of a school where you would like to be placed. The Faculty makes an effort to place Teacher Candidates on the basis of their preferences, given the availability of placements. Please note that you may be placed up to 90 minutes away from the postal code you provide.

6- Documents required

Please indicate your student number and program of studies (Primary/Junior, Junior/Intermediate or Intermediate/Senior) on each of your documents.

If you have not yet submitted the documents listed below, please send them to the Academic Secretariat, Faculty of Education, 145 Jean-Jacques Lussier, room 369, Ottawa, Ontario, K1N 6N5 by September 1, 2017. These documents are required to complete your file and comply with all Faculty admission and enrollment requirements.
a) **Proof of degree:** you must submit an official transcript indicating the date and title of the degree conferred or a certified copy of the original of your diploma bearing the stamp or seal of a Notary Public or a Commissioner of Oaths. Students who submitted their proof of degree at the time of admission have satisfied this requirement.

Degree completed at the University of Ottawa: Students who have completed their undergraduate degree at the University of Ottawa are not required to submit proof of degree.

Should you be graduating in the fall of 2017, you must submit a letter from your Faculty by the first week of September certifying that you have completed your degree requirements. You will need to provide proof of your degree when received.

b) **Courses to satisfy Teaching Option requirements:** If you have received an offer of admission that is conditional upon successful completion of courses required to be eligible for the teaching option, and the mark for this course does not appear on your final transcript, please ensure that an official transcript providing proof of successful completion of the course is sent to the Faculty of Education at 145 Jean-Jacques Lussier Street, Ottawa, Ontario, K1N 6N5. (This process is not required for courses completed at the University of Ottawa).

c) **Police Record Check:** This document is required to participate in Community Service Learning and the practicum. All public and private school board principals require a police record check including vulnerable sector screening. You must submit a photocopy of this document to the Academic Secretariat (in keeping with the Safe Schools Act, 2000) by August 1, 2017. Please keep the original report so that you can submit it to the school or school board before your placement begins. To ensure that the report is valid for the 2017-2018 academic year, you must begin the process to obtain this document on April 1, 2017. Please check the following link for details: Police Record Check. Placement in Community Service Learning and practicums will be withheld until this document is received. The University of Ottawa will not be held responsible if the requirements of the program cannot be met because no police record check is available.

All documents submitted become the property of the University of Ottawa. You are responsible for keeping copies of all required documents because the Faculty of Education will not issue copies. The Faculty of Education reserves the right to cancel your enrollment if it has not received all necessary documents by the first week of September.

7- **Pay your University Fees**
Fees must be paid before the applicable deadline. Please check the payment section of University Fees page for details.

8- **Contact us**
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