REGISTRATION INSTRUCTIONS AND DOCUMENTS REQUIRED

To complete the steps for your enrollment in the Teacher Education program (BEd) offered full-time beginning in September 2019, 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, 2019 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.

*Note that enrollment to your classes will not take place until this deposit is received.

2- Enrollment in your courses

By accepting your offer of admission, you are authorizing the Faculty to enroll you in the courses required in the Teacher Education program. The Faculty will proceed with your enrollment for the fall and winter terms in June or July provided your have paid your 250$ deposit. Confirmation of your enrollment will be sent by email, along with details for Orientation Day.

If you wish to withdraw from the program (once enrolled), you must inform the Faculty in writing by email at educprog@uottawa.ca so that we can cancel your enrollment prior the deadline for payment, as specified under sessional dates listed on the University of Ottawa website.
3- 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. The choice of Cohort is assigned on a first come first serve basis, to ensure a place in your first selection; we recommend you submit your form before the deadline indicated on your offer of admission.

Registration in the Cohort will be completed on a first come first served basis.

4- Indicate your Practicum Preferences

The Practicum Office is responsible for arranging practicum placements. You must first have accepted your offer of admission. Please wait 72 hours after responding to your offer to proceed with this step.

In order to have your preferences taken into consideration, they must be entered in our EduPlacement application. In EduPlacement, you will be asked to enter one postal code. Postal Code refers to where you will be living during Year 1 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.

Click on the link above to submit your Practicum preference in the EduPlacement application (follow the steps in the Tutorial for setting practicum preferences). This process is distinct from the Cohort Registration Form and must be completed. 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 two components: Community Service Learning (CSL) and practicum. In each year, you will complete a placement, one in each of your divisions. CSL 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.
5- Documents required

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 143, Ottawa, Ontario, K1N 6N5 no later than **July 16, 2019**. These documents are required to complete your file and comply with all Faculty admission and enrollment requirements. Please indicate your student number in all correspondence with the Faculty.

   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.

If your degree was not obtained by June 30, 2019, you must submit before the beginning of the school year, a letter of attestation signed by your Faculty certifying that you have completed your degree requirements and that it will be conferred at the Fall convocation. You will need to provide proof of your degree when received.

   b) **Courses to satisfy Teaching Subject requirements:**

If you have received an offer of admission that is conditional to successful completion of courses to satisfy teaching subject requirements, please provide an official transcript to the Faculty of Education as soon as possible and no later than the beginning of the school year.

*Please note:* Students who submitted their original proof of degree or successful completion of courses at the time of admission have satisfied this requirement. Students are not required to submit a transcript if they have completed their undergraduate degree or completion of courses 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 July 16, 2019.

**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 2019-2020 academic year, you must begin the process to obtain this document on **April 1, 2019**. 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.
6- Payment of University Fees

Fees must be paid before the applicable deadline. Please check the payment section of University Fees page for details.

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