REGISTRATION GUIDE
for additional qualifications courses

The following will take you through the different steps when registering for a course. Key elements are identified by a red arrow in the screenshots. Please note, these are sample screen shots. Consult “Important dates” for current information.

1. Access the Faculty of Education of the University of Ottawa’s Additional Qualification web site.

2. Find the course for which you want to register by selecting Search for courses, Courses offered by session or Full Course list. If you select Search for courses, complete the form. In either case you will see a list of courses.

3. Select a course by clicking on its title in the list. You will then be redirected to that course’s page.

4. Under the Schedule header of the course page, click on the Register link for the session and section you want. The Location column indicates whether the course is offered online or in person. You will be redirected to the Course registration page.

5. Fill in the registration form on the Course registration page. An asterisk (*) indicates that the field must be filled.

Under the Miscellaneous section, provide correct information for your situation.

- Check the I am a graduate of the University of Ottawa checkbox and enter your University student number, if you have previously obtained a degree from our institution and/or if you are about to receive a B.Ed. from the Faculty of Education of the University of Ottawa.

- Check the I am about to receive a B.Ed. checkbox if you will complete a Bachelor of Education after the Winter Session, and enter the name of the university you are currently attending.

- Finally, enter either your Social Insurance Number or your Ontario College of Teachers member number.

Click on Next to continue to the Supporting documentation page.
6. The Supporting documentation page lists the documents you must send to the Faculty of Education of the University of Ottawa. This depends on the course you will be taking. To continue, you must check the two checkboxes at the bottom of the page confirming that you understand that registration is conditional on the Faculty of Education of the University of Ottawa receiving the documents mentioned in this section and indicating that you agree with the terms and conditions regarding registration.

Click on Next to continue.

7. Choose a payment method and click on Next to proceed to checkout.
Payment by credit card

If you’re paying by credit card, enter your email address again and provide your credit card information at the bottom of the page. Click on **Next**.

Click on **Continue** on the **Confirmation** page to confirm the transaction.
Payment by cheque or bank transfer

If you’re paying by cheque or bank transfer, you will get a confirmation number for your registration on the next page, along with the amount you have to pay for the course, the name of the course, and the address where you should send your payment. Your request will be processed within ten days following receipt of all the required documents.

You will also receive confirmation of your registration by email. Here is an example:

Your confirmation number is 3456.

Your payment method is Cheque.

The total amount of your tuition is $740.00.

Course Information

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDP1220</td>
<td>AQ-Special Education-Part 1</td>
<td>April 22 2014 – June 18, 2014</td>
</tr>
</tbody>
</table>

You have selected to pay your registration fee by cheque or money order. Print a copy of this registration application and mail it with your cheque or money order to the following address.

Academic Secretariat
Faculty of Education
Lamoureux Hall
145 Jean-Jacques-Lussier Private
Room 143
Ottawa, Ontario
K1N 6N5

Post-dated cheques
Post-dated cheques are not accepted.

Returned cheques
All cheques returned by the bank will result in an administrative charge of $40.00.

Confirmation email
You will be sent a confirmation email with the details of your registration application.

Cancellation of registration
If you wish to withdraw your application, you must inform the Academic Secretariat of the Faculty in writing, by the deadline. Tuition fees (minus the $50 non-refundable deposit) will be refunded. Failure to comply will result in a grade of ABS (equivalent to grade F) and fees will remain payable.

Please allow 10 working days from the date of receipt of your payment and supporting documentation to process your application. You will receive an email listing the student number to use to access InfoWeb. You will then be able to verify your registration status.

Return to the Faculty of education