



## STEP 1 ACCEPT OFFER

Sign in to your [Applicant Service Centre \(ASC\)](#). Accept your offer of admission and pay the acceptance fee.

## STEP 2 CHECK REGISTRATION DATE

Log into [Workday](#) and click the “Academics” app, then “Registration & Courses” to [find your Registration Appointment](#). Be sure to register as soon as your registration opens as courses fill up quickly. Registration is online only.

View [registration dates](#), based on year level.

## STEP 3 CREATE A SAVED SCHEDULE

In Workday, access the [Saved Schedule tool](#) to draft your timetable and ensure there are no conflicts. Create Saved Schedules by viewing individual courses under “Find Course Sections” and clicking “Add to Saved Schedule” at the bottom of the page. Make sure to create at least one Saved Schedule each for Terms 1 and 2.

## STEP 4 REGISTER

On your registration date, sign in to Workday and [register for the courses](#) from your preferred Saved Schedules for both Term 1 and Term 2. Verify that you have registered in all required components of the course (lecture, lab, tutorial, and seminar) by clicking the “View Registered Courses” button. When registering for courses, you may [see an error alert](#) for a variety of reasons. Click on the alert for further information.

## RESOURCES

### Academic Calendar

Think of this as the official rulebook for the University. Learn about your important dates, degree requirements, UBC policies, deadlines and more: [Academic Calendar](#).

### Academic Progress Report

This tool can show you how your courses fit into your program of study, and helps assess your degree progress. To [access this report](#), click the “Academics” app, then the “Academic Progress” tab in [Workday](#).

### UBC 101

Our online orientation is designed to provide a general introduction for new students to all things UBCO. From textbooks to housing, medical insurance to degree planning, UBC 101 provides a critical foundation of university and campus knowledge to help you succeed once you arrive on campus. All new-to-UBC students are pre-enrolled in UBC 101, which can be accessed on your [canvas dashboard](#).

### Student Learning Hub

UBCO offers a variety of free learning supports, including 1:1 and group tutoring, writing and language help, learning strategist supports, and academic integrity education.

For a complete list of available learning supports, visit the [Student Learning Hub](#).

### Student Records & Financial Services

If you have questions about tuition payment, financial aid, your UBCCard, or related topics, visit [Student Records & Financial Services](#)



## REGISTRATION GUIDE

Please use this guide to help you plan for your final term 1 (September–December) courses.

All teacher candidates take the same core courses. Teacher candidates register for the core courses using [Workday](#). To access the education course schedule, open the Academics app within [Workday](#), click “Registration & Courses”, and select “Find Course Sections”. Once you enter the appropriate Winter Term 1 Start Date and Academic Level, you will be able to search for the specific courses you would like to register in. The timetable below identifies the core course and in which term you must register for it.

### Term 1 (Sept–Dec)

EDUC\_O 444 Field Experience – Final Practicum/Internship

**Note:** This is an extended immersion in a school community, where teacher candidates will plan, teach, and assess alongside mentor teachers and professional colleagues. Teacher candidates will assume a lead role in planning and curricular enactment.

**Questions?** Visit the [FAQs](#) or contact an [advisor](#).