



Application for September 2017 entry to professional year

Bachelor of Education (Secondary Curriculum)

The professional year is the final component of your Bachelor of Education degree program. On successful completion of the professional year you'll be eligible for a BC teaching certificate (issued by the Ministry of Education's Teacher Regulation Branch) and the Bachelor of Education degree (awarded by UVic).

If you have questions about the application process or the professional year admission requirements, contact Education Advising at MacLaurin:

- in-person in room A250 MacLaurin Building
- by telephone at (250) 721-7877
- by email at adve@uvic.ca. We aim to respond to email within five business days.

Application checklist

- ☐ **Review admission requirements before applying.** Professional year admission requirements are outlined in the UVic calendar at <http://web.uvic.ca/calendar2016-09/undergrad/education/BEd-secondary.html#1003143>.
- ☐ **Notice to attend professional year, send email to adve@uvic.ca** **Jan. 15**
Read and then copy the text below in an email and send it to Education Advising (adve@uvic.ca) by January 15, 2017. Be sure to include **your name** and your **student number**.

I am applying for September 2017 admission to professional year and

- I have read the professional year admission requirements online at <http://web.uvic.ca/calendar2017-01/undergrad/education/BEd-secondary.html#1003143>.
- I understand that it is my responsibility to ensure that all professional year admission requirements are completed by April 30, 2017.
- I understand that if I have final grades (including incomplete, withdrawn) for studies attempted elsewhere to December 31, 2016, an official transcript is due by January 31, 2017.
- If I am attending studies elsewhere (letter of permission required) in the spring term, an official transcript is due by May 31, 2017.
- I have read the professional year "how do I apply" document online at <http://www.uvic.ca/education/home/home/apply/ugapply/index.php>.
- If I have any questions about professional year eligibility, I will consult an Education Adviser (MacLaurin Building) before the winter closure begins on December 23. (UVic offices will reopen January 3.)
- ☐ **Application to resume studies (s), if applicable** **Jan. 15**
This applies to you If you have not attended UVic since July 2016. Go to [My page](#) and fill out an application to resume studies.
- ☐ **Letter of permission to attend elsewhere, if applicable** **Dec. 23**
If you plan to take one or more courses at another post-secondary institution in the January to April 2017 term, request a letter of permission from Education Advising at MacLaurin. Contact information is provided above.

Alert! If you've already registered in courses elsewhere and have not requested a letter of permission, speak with an adviser immediately.

- ☐ **Official transcript (s), if applicable** **Jan. 31**
- You don't need to provide a UVic transcript as we have access to your UVic record.
 - If you took courses elsewhere in the September – December 2016 term you must provide a transcript showing final grades. **Tip!** If you did not have a letter of permission to take the course (s), you will be assessed a \$40 document evaluation fee.
 - If you've been absent from UVic for three or more years, you may need to re-submit transcripts that were previously submitted. Consult an adviser.

- ☐ **Official transcript (s) showing grades to April 30, if applicable** **May 31**
For courses taken elsewhere in the January to April 2017 term.

Have your transcript (s) mailed to:

Undergraduate Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2
Canada

Or couriered to:

Undergraduate Records
University Centre, UVic
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2
Canada

Education Advising keeps you informed

Be sure to update your contact information on My Page if it ever changes!

Education Advising will send you one or more emails between February and August.

February – March: to request more information

March - April: to confirm that you are making yourself eligible or to explain why you are not eligible for entry to professional year

May - June: final confirmation is sent after final grades are reviewed

June: timetable information is sent

To ensure that you don't miss important messages, add the following email address to your contact list: adve@uvic.ca

Frequently asked questions

What should I do if I decide not to proceed with my application?

Please notify: Faculty of Education Advising at adve@uvic.ca.

Can another person access my university records?

No, the university does not normally allow another person to conduct business with the university on your behalf.

If you'll be unable to act on your own behalf (for example, medical reasons) and wish a third party to do so, you must provide a signed proxy form. The form is available from Education Advising at MacLaurin (adve@uvic.ca).

What courses will I take in this program?

The program outline can be found in the [UVic Calendar](#).

Do I have to apply for a teaching certificate after I complete this program?

Yes. You must apply to the Ministry of Education's Teacher Regulation Branch for a teaching certificate.

If you've been charged with, or convicted of, a criminal offense, you should write to the [Teacher Regulation Branch](#) for clarification of your status before undertaking a teacher education program.

Will I qualify for a teaching certificate in another province?

The Agreement on Internal Trade enables labour mobility across Canada for all trades and professionals. If you qualify for a teaching certificate in British Columbia, you can expect to qualify for a teaching certificate in another province.

Where can I get information about tuition?

Accounting services at <https://web.finance.uvic.ca/tuition/>.

Tuition is based on a per-unit fee that varies from year to year. The 2017 rate will be announced in the spring. **Tip!** You will register in 13.5 units in professional year.

In addition to tuition, you must budget for miscellaneous fees (athletic and student society), room and board, practica travel and other living expenses. For a break down of annual costs, go to <http://registrar.uvic.ca/safa/>.