Application instructions for September 2018 entry
Bachelor of Education (Secondary Curriculum) – Professional Year
Faculty of Education

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 professional year admission requirements, the application process or about professional year itself, contact Education Advising:

- 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.

Checklist

☐ Step 1: Review the professional year admission requirements by December 15.
You’ll find the requirements listed in the UVic Calendar at https://web.uvic.ca/calendar2017-09/undergrad/education/BEd-secondary.html scroll to section 16.3.2.

☐ Step 2: Send a notice confirming your intention to take professional year 2018/19 to adve@uvic.ca by January 15
Read and then copy the text below in an email and send it to Education Advising (adve@uvic.ca). Be sure to include your name and your student number.

I plan to enter the final year of my program in September 2018.

- I’ve read the professional year admission requirements in the UVic Calendar.
- I understand that it’s my responsibility to ensure that all professional year admission requirements are completed by April 30, 2018.
- I understand that if I’ve taken courses elsewhere in the September to December 2017 term, including incomplete, withdrawn, that I must submit an official transcript to Undergraduate Records by January 31, 2018.
- I understand that if I’m attending studies elsewhere (letter of permission required) in the January to April 2018 term, that an official transcript is due by May 31, 2018.
- I have read the professional year application instructions online at 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 22.

☐ Step 3: Apply to resume studies, if applicable ................................................................. Jan. 15
This applies to you if you haven’t attended UVic since July 2017. Go to My page and fill out an application to resume studies. (link to My page: https://www.uvic.ca/cas/login?service=https://www.uvic.ca/mypage/Login)

☐ Request a letter of permission to take courses elsewhere, if applicable ........................................ Dec. 15
If you plan to take one or more courses at another post-secondary institution in the January to April 2018 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.
☐ If applicable, order official transcript (s)* in time for them to arrive at UVic as follows.

Jan. 31 is the deadline for official transcript (s) showing grades for all courses attempted to December 31, 2017
May 31 is the deadline for official transcript (s) that show grades for all courses attempted January to April, 2018.

Tips!

👉 If you’ve been absent from UVic for three or more years, you may need to re-submit transcripts that were previously submitted. Check with an adviser.
👉 If you don’t have a letter of permission to take the course (s), you will be assessed a $40 document evaluation fee.
👉 You don’t need to provide a UVic transcript as we have access to your UVic record.

Have your transcript mailed to:
Undergraduate Admissions & Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2
Canada

Have your transcript couriered to:
Undergraduate Admissions & Records
University Centre, UVic
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2
Canada

Application status updates
Education Advising will send one or more emails between February and August.

February – March: to request more information

March - April: to confirm that you’re making yourself eligible for entry to professional year, or to explain why you aren’t eligible to entry professional year in 2018

May - June: To confirm that you’ve satisfied the requirements for entry to professional year, or to explain why you aren’t eligible to entry professional year in 2018

Don’t miss an important email!
Be sure to update your contact information with UVic if it changes after you’ve applied.

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

Tips!

👉 Don’t forget to check your spam or junk folder weekly.
👉 If you won’t have email access for more than one week, contact Education Advising.
<table>
<thead>
<tr>
<th>Frequently asked questions</th>
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<tbody>
<tr>
<td><strong>What should I do if I decide not to proceed with my application?</strong></td>
<td>Please notify Faculty of Education Advising at <a href="mailto:adve@uvic.ca">adve@uvic.ca</a> and</td>
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<td><strong>Can another person access my university records?</strong></td>
<td>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 (<a href="mailto:adve@uvic.ca">adve@uvic.ca</a>).</td>
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<td><strong>What courses will I take in this program?</strong></td>
<td>The program outline can be found in the UVic Calendar. Scroll to section 16.3.2. (link to calendar <a href="https://web.uvic.ca/calendar2017-09/undergrad/education/BEd-secondary.html">https://web.uvic.ca/calendar2017-09/undergrad/education/BEd-secondary.html</a>)</td>
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<td><strong>Do I have to apply for a teaching certificate after I complete this program?</strong></td>
<td>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. (link to TRB www/bcteacherregulation.ca)</td>
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<td><strong>Will I qualify for a teaching certificate in another province?</strong></td>
<td>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.</td>
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<td><strong>Where can I get information about tuition?</strong></td>
<td>Accounting Services at <a href="https://web.finance.uvic.ca/tuition/">https://web.finance.uvic.ca/tuition/</a>. Tuition is based on a per-unit fee that varies from year to year. The 2018 rate will be announced in the spring. Tip! You’ll 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 breakdown of annual costs, go to <a href="http://registrar.uvic.ca/safa/">http://registrar.uvic.ca/safa/</a>.</td>
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<td><strong>Where can I get information about student loans, bursaries and scholarships?</strong></td>
<td>Student Awards and Financial Aid Office at <a href="http://registrar.uvic.ca/safa/">http://registrar.uvic.ca/safa/</a> or telephone (250) 721-8423.</td>
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<td><strong>Where can I get information about housing?</strong></td>
<td>Housing, Food and Conference Services at <a href="http://www.hfcs.uvic.ca">http://www.hfcs.uvic.ca</a> or telephone (250) 721-8395.</td>
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