

How to Identify if you have Not Accepted your Admission Offer

If you have **NOT** accepted your offer or paid your tuition deposit, the Application Status page will look like this:

Application Status

Priority:	1	Faculty:	Science
Academic Institution:	University of Alberta	Program:	BSc General
Term:	Fall Term 2017		
Academic Career:	Undergraduate		
Application #:	00678862		
Application Date:	1-Oct-2016		

Major-Minor/Dept	Concentration
Undeclared	
Music-Min	

This application Requires Action

show To Do List items	
view comments	
official correspondence	
accept offer	←
decline offer	

Deadline to accept this offer: 1-Jun-2017
[Learn more about accepting your offer](#)

Admission Decision: Admitted

Congratulations! We are pleased to offer you Admission to this program. To retain this admission offer, you must meet all the conditions specified in your admission letter.

[Click here for Application Status and Admission Decision Terminology and Definitions.](#)

- An “Accept Offer” button is available to select.
- The deadline to accept your offer is posted.



If you have **NOT** accepted your offer (or paid your tuition deposit if required), the Bear Tracks Student home page will look like this:

Note: only applicants with an existing University of Alberta Student Profile will see this view.

The screenshot shows the Bear Tracks Student home page. The top navigation bar includes 'Home', 'User Guide', 'Report a Problem', and 'Sign Out'. The left sidebar contains various menu items like 'Search', 'Academics', 'Enroll', 'My Account', 'Personal Information', 'Admissions', etc. The main content area is divided into several sections:

- Academics:** Shows 'This Week's Holidays' (M New Year's Hol Bldgs Closed 2-Jan-2017) and a 'Winter2017 Schedule' table with columns for Class and Schedule.
- Financials:** A message box states 'You have no outstanding fees at this time.' A red arrow points to this message with the text: 'The tuition deposit or any other outstanding tuition fee amounts would be listed here for the term specified.'
- Personal Information:** Includes 'Demographic Information', 'Emergency Contacts', and 'Contact Information'.
- Admissions:** Shows 'Application Status' with a legend for Action Required (star), Pending Review (triangle), and Complete (circle). Below is a table of 'My Applications'.

The 'My Applications' table has the following data:

Priority	Faculty	Program	Major / Minor / Dept	Term	Application Status	Accept Offer	Decline Offer
1	Science	BSc with Specialization	Comp Sci-Software Practice-Maj	Fall 2017	▲	Accept Offer	Decline Offer

A red arrow points to the 'Accept Offer' link in the table with the text: 'The "Accept Offer" link is still visible.'

- If you see that a tuition deposit is required, the Account Summary will list \$500 CAD for the admission term. You must make this payment by the deadline indicated on the application status page or your admission offer will be revoked.
- The fastest and easiest method of paying your tuition deposit is through [Bear Tracks](#). Alternatively, see [Financial Services](#) for additional payment options.

BEAR TRACKS USER GUIDE:

How to Identify if you have Accepted your Admission Offer in Bear Tracks

Last updated: December 2016

How to Identify if you have Accepted your Admission Offer

If you have **HAVE** accepted your offer and paid your tuition deposit, the Application Status page will look like this:

Application Status

Priority: 1	Academic Institution: University of Alberta	Faculty: Arts						
Term: Fall Term 2015	Academic Career: Undergraduate	Program: Bachelor of Arts						
Application #: 00592938	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Major-Minor/Dept</th> <th style="text-align: left; width: 40%;">Concentration</th> </tr> </thead> <tbody> <tr> <td>Art & Design-Maj</td> <td></td> </tr> <tr> <td>Ancient & Medieval Hist-Min</td> <td></td> </tr> </tbody> </table>		Major-Minor/Dept	Concentration	Art & Design-Maj		Ancient & Medieval Hist-Min	
Major-Minor/Dept	Concentration							
Art & Design-Maj								
Ancient & Medieval Hist-Min								
Application Date: 14-Jan-2015								

This application Requires Action

[Learn more about accepting your offer](#)

show To Do List items
view comments
decline offer

Admission Decision: Admitted

Congratulations! We are pleased to offer you admission to this program. We look forward to seeing you at the University of Alberta.

[Click here for Application Status and Admission Decision Terminology and Definitions.](#)

- The “Accept Offer” button no longer appears and the deadline to accept has been removed.
- Upon accepting your offer and processing your tuition deposit payment, applicants who are new to the University of Alberta will gain access to the Bear Tracks Student home page.

Please note: Depending on the time of day that your payment is processed, there may be a delay in updating Bear Tracks.

If you have **HAVE** accepted your offer (and paid your tuition deposit if required), the Bear Tracks Student home page will look like this:

The screenshot displays the Bear Tracks Student home page with the following sections:

- Search:** Search for Classes, Browse Course Catalog
- Plan:** My Planner, Transfer Credit Report, Schedule Builder, Watch List
- Enroll:** My Class Schedule, Add, Drop, Swap, Enrollment Dates, Change Program
- My Academics:** Official Correspondence, Grades, Exam Schedule, Transcript, Statement of Results, Verification Documents, Graduation
- Financials:** (Empty)
- Personal Information:** Demographic Information, Emergency Contacts, Names, Contact Information, Correspondence Address, Home Phone Number, University Email Address
- Admissions:** Application Status (Action Required, Pending Review, Complete), My Applications table

Academics Section:

This Week's Holidays: M New Year's Hol Bldgs Closed 2-Jan-2017

Winter2017 Schedule:

Class	Schedule
CHEM 102 LEC D1 (70551)	M W F 12:00PM - 12:50PM CCIS L2 200
CHEM 102 SEM L01 (70559)	M 10:00AM - 10:50AM Room: TBA
CHEM 102 LAB Z1 (70637)	F 2:00PM - 4:50PM Room: TBA
CHEM 263 LEC B1 (75177)	T R 12:30PM - 1:50PM CCIS 1 430
CHEM 263 LAB J1 (75185)	W 2:00PM - 4:50PM Room: TBA
NU FS 223 LEC B1 (77943)	T R 9:30AM - 10:50AM ECHA 2 490
STAT 252 LEC S1 (72055)	T R 11:00AM - 12:20PM CCIS 1 160
STAT 252 LAB S4 (72059)	W 8:00AM - 9:50AM CAB 341

[my class schedule](#)
[schedule builder](#)

Financials: My Account, Account Details, Financial Holds, Make a Payment

Message: You have no outstanding fees at this time.

Personal Information: Demographic Information, Emergency Contacts, Names, Contact Information, Correspondence Address, Home Phone Number, University Email Address

Admissions: Application Status (Action Required, Pending Review, Complete), My Applications table

Priority	Faculty	Program	Major / Minor / Dept	Term	Application Status	Decline Offer
1	Science	BSc with Specialization	Comp Sci-Software Practice-Maj	Fall 2017	▲	Decline Offer

- The “Accept Offer” link no longer appears.
- If your Enrollment Date has passed, you may begin your registration in classes.