Using the Academics Menu in Bear Tracks
Using the Academics Menu in Bear Tracks

In this topic you will learn how to use the items in the Academics menu in Bear Tracks.
Using the Academics Menu in Bear Tracks

Step 1

Once you log in to Bear Tracks as a student, the Academics menu will already be expanded for you.

Note: If you are actively, or have been active, in an undergraduate or graduate program, you may see more Academics menu items than what is displayed here.
Step 2

The **Search for Classes** link is used to access the class search page.

Click the **Search for Classes** link.
Using the Academics Menu in Bear Tracks

Step 3

This is the Search for Classes page.

Use the Search for Classes page to find classes that have been scheduled for a particular term.
Step 4

To select a term to search in, Click the Term list.
Using the Academics Menu in Bear Tracks

Step 5

In this example, you are interested in searching for continuing education classes offered through the Faculty of Extension for the Winter 2011 term.

Click the 1328 - CE Winter Term 2011 list item.
Step 6

Once you select the Continuing Education term, you will be directed to the Continuing Education Registration welcome page in Bear Tracks.

For further information on how to search for continuing education classes offered through the Faculty of Extension, please see the Continuing Education registration topic.
Using the Academics Menu in Bear Tracks

Step 7

The **Browse Course Catalog** link is used to access the **Browse Course Catalog** page.

Click the **Browse Course Catalog** link.
Using the Academics Menu in Bear Tracks

Step 8

This is the **Browse Course Catalog** page.

Use the **Browse Course Catalog** page to find all courses offered by the University.

**Note**: The difference between the Course Catalog and the Class Search is that the class search will show you courses for which classes are scheduled in the term. The Course Catalog shows you all courses that are currently active, but have not necessarily been scheduled in the current term.
Using the Academics Menu in Bear Tracks

Step 9

To select a term, Click the **Term** list.
Using the Academics Menu in Bear Tracks

Step 10

In this example, you are interested in viewing continuing education courses that are active in the catalog for the Spring 2011/Summer 2011 terms.

Click the **CE Spring Term 2011 / Summer Term 2011** list item.
Using the Academics Menu in Bear Tracks

Step 11

Once you select the Continuing Education terms, you will be directed to the Continuing Education Registration welcome page in Bear Tracks.

For further information on how to search for continuing education courses offered through the Faculty of Extension, please see the Continuing Education registration topic.
Step 12

The Watch List link is used to access the Watch List page.

Click the **Watch List** link.
Using the Academics Menu in Bear Tracks

Step 13

This is the **Watch List - Select Term** page.

Use this page to select which term you would like to view watch list information for.
Using the Academics Menu in Bear Tracks

Step 14

In this example, you will view watch list information for the Continuing Education Winter 2011 term.

Click the Continuing Ed Winter 2011 option.
Using the Academics Menu in Bear Tracks

Step 15

Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 16

This is the **Watch List** page.

Use the **Watch List** page to see which classes you have added to your watch list for the selected term.

You can also add, edit or delete your personal email and mobile email addresses on this page that you would like the watch list process to use when contacting you.

If a class that you are interested in registering for is full, you can add that class to your **Watch List**. If a space becomes available in the class, an automated process that runs every 30 minutes will send a notification to your university-provided email address (as well as any that you configure on this page) to let you know that a space has become available in the class. Once you receive notification, you can try registering in the class again.

You can also remove classes from your watch list using this page.
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Step 17

The **My Class Schedule** link is used to access the **My Class Schedule** page.

Click the **My Class Schedule** link.
Using the Academics Menu in Bear Tracks

Step 18

This is the **My Class Schedule - Select Term** page.

Use this page to select which term you would like to view class schedule information for.
Using the Academics Menu in Bear Tracks

Step 19

In this example, you will view your class information for the Continuing Education Winter 2011 term.

Click the **Continuing Ed Winter 2011** option.
Using the Academics Menu in Bear Tracks

Step 20

Click the Continue button.
Using the Academics Menu in Bear Tracks

Step 21

This is the My Class Schedule page for the Continuing Education Winter 2011 term.

Use the My Class Schedule page to view your class timetable information in a weekly format for the selected term.

You can adjust which week you would like to view by using the calendar icon beside the Show Week of field or by using the Previous Week and Next Week buttons.
Using the Academics Menu in Bear Tracks

Step 22

To view more information, Click the **down** scrollbar.
At the bottom of the page, you can view information for classes that do not have a meeting pattern.
Step 24

You can also select options to adjust how the weekly grid displays.
Step 25

To download your schedule information so that you can import it into a calendar program (such as Outlook, iCal or Google Calendar), use the **download your class schedule** link.
If your instructors have indicated that there are textbooks required for your class(es), you can view the information by selecting the **Textbook Listing** link.
Step 27

If you would like to view your class schedule in a term format, rather than a week-by-week format, select the **view your class schedule in a term format** button.
Step 28

The **Drop** link is used to access the **Drop** page.

Click the **Drop** link.
Using the Academics Menu in Bear Tracks

Step 29

This is the **Drop - Select Term** page.

Use this page to select which term you would like to drop/withdraw classes from.
Using the Academics Menu in Bear Tracks

Step 30

In this example, you would like to drop/withdraw from a class from the Continuing Education Spring 2011 term.

Click the **Continuing Ed Spring 2011** option.
Step 31

Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 32

This is the **Drop - Select Classes to Drop** page.

Use this page to select which classes you would like to drop/withdraw from for the selected term.
Using the Academics Menu in Bear Tracks

Step 33

In this example, you would like to drop/withdraw from the EXOS 4628 (Toxicology Effects and Hazard) class.

Click the **Select** option.
Using the Academics Menu in Bear Tracks

Step 34

Click the **Drop Selected Classes** button.
Once you click the **Drop Selected Classes** button, you will arrive at the **Drop - Confirm your selection** page.

This is where you are given a chance to review your selection.

**Note:** It is important to pay attention to any special messages that appear on this page prior to proceeding with the transaction.
Step 36

Once you have reviewed your selection and the messages, click the **Finish Dropping** button.
Using the Academics Menu in Bear Tracks

Step 37

This is the **Drop - View Results** page.

Use the **Drop - View Results** page to view the status of your registration transaction.
Using the Academics Menu in Bear Tracks

Step 38

The **Enrollment Dates** link is used to access the **Enrollment Dates** page.

Click the **Enrollment Dates** link.
Using the Academics Menu in Bear Tracks

Step 39

This is the **Enrollment Dates - Term Select** page.

Use the **Enrollment Dates - Term Select** page to select which term you would like to view your enrollment dates for.

**Enrollment Dates** are the first and last dates in the term that you are eligible to process registration transactions for in Bear Tracks.
Step 40

In this example, you would like to view your enrollment dates for the Continuing Education Winter 2011 term.

Click the Continuing Ed Winter 2011 option.
Using the Academics Menu in Bear Tracks

Step 41

Click the Continue button.
Using the Academics Menu in Bear Tracks

Step 42

This is the **Enrollment Dates** page.

Use the **Enrollment Dates** page to view the first and last day that you are eligible to process registration transactions for in Bear Tracks for the selected term.
Using the Academics Menu in Bear Tracks

Step 43

The **Change Program** link is used to access the **Change Program** page.

Click the **Change Program** link.
Using the Academics Menu in Bear Tracks

Step 44

This is the **Change Program** page.

Use the **Change Program** to switch your active program in a term, if you are admitted to two different programs in the same term.
Step 45

The **Grades** link is used to access the **Grades** page.

Click the **Grades** link.
Step 46

This is the **Grades - Term Select** page.

Use the **Grades - Term Select** page to select which term you would like to view your grade information for.
Using the Academics Menu in Bear Tracks

Step 47

In this example, you are interested in viewing your grade information for the Continuing Education Winter 2011 term.

Click the **Continuing Ed Winter 2011** option.
Using the Academics Menu in Bear Tracks

Step 48

Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 49

This is the Grades page.

Use the Grades page to view your grade information for the selected term.

You can also use this page to configure personal email and mobile email address information, which will be used to contact you, via automated process, to let you know that a grade has been posted for your classes.
Using the Academics Menu in Bear Tracks

**Step 50**

To view additional information on the page, Click the *down* scrollbar.
Using the Academics Menu in Bear Tracks

Step 51

At the bottom of the page you will find the various options for receiving automatic notification of grade posting.

**Note:** By default, the option to have notifications sent to your University-Provided email address will be enabled.
Using the Academics Menu in Bear Tracks

Step 52

Click the Transcript link.
This is the Unofficial Transcript request page.

Use the Unofficial Transcript request page to generate and view your unofficial transcript.
Using the Academics Menu in Bear Tracks

Step 54

To begin, select the transcript type that you would like to generate.

The three possible options are:

Undergrad/Graduate Unofficial
Continuing Education Unofficial
Augustana 3-Year Unofficial

Click the Report Type list.
Using the Academics Menu in Bear Tracks

Step 55

In this example, you would like to generate a Continuing Education unofficial transcript.

Click the **Continuing Ed Unofficial** list item.
### Using the Academics Menu in Bear Tracks

#### Step 56

To submit the request, click the **Go** button.

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**Bear Tracks CE Student**

<table>
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<tr>
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<th>Plan</th>
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<tbody>
<tr>
<td>grades</td>
<td>transcript</td>
<td>statement of results</td>
<td>request official transcript</td>
<td>document request status</td>
</tr>
</tbody>
</table>

**Unofficial Transcript**

Choose a Report Type, press Go to generate the Report.

While the process is taking place, do not select the 'Go' button again or any other link on the page. Once processing is completed, you will be able to view your Unofficial Transcript in the browser display window.

**Information For Students**

An unofficial transcript reflects your academic record at the point of time that you request it. It cannot be used as an official transcript as it does not bear the Dean's signature, nor is it printed on security paper. If you attended the University prior to May 1993, your unofficial transcript may be incomplete and the portion of your record must be obtained from the Registration Office by requesting a copy of your official transcript.

Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript. Queries regarding errors or omissions in the official academic Record (transcript) must be made as soon as possible.

Use the Request Official Transcript page in Bear Tracks to submit the request. More information about how to obtain a copy of your official transcript is also available on the Office of the Registrar and Student Services web site.
Using the Academics Menu in Bear Tracks

Step 57

Once the process has completed, the unofficial transcript will open as a PDF in the same browser window.

You can choose to save or print the transcript using the icons at the top of the PDF window.

To return to other pages in Bear Tracks, use the left-hand navigation menu.

Note: Using the browser's Back function may result in errors, so it is best to use the left-hand navigation menu.
Step 58

Use the **Transcript** menu item to return to the **Transcript** suite of pages, where you can also request that an official transcript be sent.

Click the **Transcript** link.
Using the Academics Menu in Bear Tracks

Step 59

Once you select the **Transcript** menu item, you will be returned to the **Unofficial Transcript** page.
Step 60

To request an official transcript, Click the request official transcript link.

Unofficial Transcript

Choose a Report Type, press Go to generate the Report.

An unofficial transcript reflects your academic record at the point of time that you request it. It cannot be used as an official transcript as it does not bear the Registrar's signature, nor is it printed on security paper. If you attended the University prior to May 1993, your unofficial transcript will be obtained from the Registrar's Office by requesting a copy of your official transcript.

Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible.

Use the Request Official Transcript page in Bear Tracks to submit the request. More information about how to obtain a copy of your official transcript is also available on the Office of the Registrar and Student Awards web site.
Using the Academics Menu in Bear Tracks

Step 61

This is the Request Official Transcript page.

Use the Request Official Transcript page to order official transcripts to be sent to you or to another person or institution.
To begin, you must select a transcript type.

The two possible options are:

- Undergrad/Graduate Official
- ContinuingEducation Official

Click the Report Type list.
Using the Academics Menu in Bear Tracks

Step 63

In this example, you will request an official Continuing Education transcript.

Click the Continuing Education Official list item.
Using the Academics Menu in Bear Tracks

Step 64

To scroll down to see other request options,
Click the **down** scrollbar.
Step 65

There are three possible request options:

**Immediate Processing** means that the transcript request will be processed the next business day.

**Degree Awarded** means that the transcript will be held until the degree/credential that you indicate has an "awarded" status.

**Grade Approval** means that the transcript will be held until the grades for the term that you indicate have been approved and posted.

Click the **Select Option** list.
If you select the **Degree Awarded** option, you will be asked to select in which term you plan to complete your degree/credential.

Click the **Term** list.
Step 67

If you select the **Grade Approval** option, you will be asked to select which term you are completing the class(es) in.

Click the **Term** list.
Using the Academics Menu in Bear Tracks

Step 68

You may also choose how many transcripts you would like sent.

You can request up to five transcripts to be sent in one day.

Click in the **Quantity** field.
Using the Academics Menu in Bear Tracks

Step 69

At the bottom of the page, you indicate where you would like the official transcripts to be sent.

The three possible options are:

**Send to My Address** which will send the official transcript to the active correspondence address on your record. If this address appears incorrect, you are advised to update it in the **Personal Information - Addresses** menu.

**Send to an Educational Institution** will allow you to select from a wide range of institutions already configured in the system. If the institution does not appear in the list, you can manually enter a mailing address for the institution.

**Send to Other Recipient** allows you to enter the name and mailing address of a third party to whom you would like your official transcript sent directly.
Using the Academics Menu in Bear Tracks

Step 70

If you would like the transcript to be mailed to an educational institution, Click the **Send to an Educational Institution** option.
Using the Academics Menu in Bear Tracks

Step 71

To search for the institution, Click the **Look up Institution (Alt+5)** button.
Using the Academics Menu in Bear Tracks

Step 72

This is the **Look Up Institution** search page.

Use the **Look Up Institution** search page to find and select the appropriate educational institution.
Using the Academics Menu in Bear Tracks

Step 73

In this example, you will search for the name of an institution that contains the word "Macewan".

Click the **Institution** list.
Step 74

Click the **contains** list item.
Step 75

Click in the **Institution** field.
Using the Academics Menu in Bear Tracks

Step 76

Enter the desired information into the **Institution** field. Enter "Macewan".
Using the Academics Menu in Bear Tracks

Step 77

Click the **Look Up** button.
Step 78

Click the **GRANT MACEWAN UNIVERSITY, EDMONTON, AB** link.
Once you select the Institution, you will be returned to the Request Official Transcript page. The name and address of the institution will be populated for you.
To request that the official transcript be sent to a third party, click the **Send to Other Recipient** option.
Using the Academics Menu in Bear Tracks

Step 81

To indicate the name of the person or institution, Click in the **Send To** field.
Step 82

In this example, you will request that the transcript be sent to "Sally Student".

Enter the desired information into the **Send To** field. Enter "Sally Student".
Step 83

To enter an address for Sally Student, Click the **Edit Address** link.

Enter Recipient Address Information:

- Send to My Address
- Send to an Educational Institution
- Send to Other Recipient

Institution:

Send To:

Address:

Submit  Clear

NOTE: Complete address information must be provided. Incomplete or incorrect address information could mean the recipient would not receive the document in a timely fashion.
Using the Academics Menu in Bear Tracks

Step 84

This is the **Edit Address** page.

Use the **Edit Address** page to enter a mailing address for the third party you wish to have your official transcript sent to.
Using the Academics Menu in Bear Tracks

Step 85

In this example, Sally Student's address is:

1 Small Cottage
Red Deer, AB
T0H 0H0

Click in the **Address 1** field.
Step 86

Enter the desired information into the **Address 1** field. Enter "1 Small Cottage".
Using the Academics Menu in Bear Tracks

Step 87

Click in the **City** field.
Using the Academics Menu in Bear Tracks

Step 88

Enter the desired information into the City field. Enter "Red Deer".
Using the Academics Menu in Bear Tracks

Step 89

Click in the **Province** field.
Using the Academics Menu in Bear Tracks

Step 90

Enter the desired information into the **Province** field. Enter "AB".
Using the Academics Menu in Bear Tracks

Step 91

Click in the **Postal** field.
Using the Academics Menu in Bear Tracks

Step 92

Enter the desired information into the **Postal** field. Enter "T0H 0H0".
Using the Academics Menu in Bear Tracks

Step 93

Once you have entered all of the address information, Click the **OK** button.
Using the Academics Menu in Bear Tracks

Step 94

To process the transcript request, Click the **Submit** button.
Once you select the **Submit** button on the **Request Official Transcript** page, you will be directed to the **Document Request Status** page.

Use the **Document Request Status** page to track the status of the official transcript and verification document requests that you have submitted.
Using the Academics Menu in Bear Tracks

Step 96

To view additional request information, Click the **down** scrollbar.
Using the Academics Menu in Bear Tracks

Step 97

The **Statement of Results** link is used to access the **Statement of Results** request page.

Click the **Statement of Results** link.
Using the Academics Menu in Bear Tracks

Step 98

This is the **Statement of Results** page.

Use the **Statement of Results** page to generate and view an official statement of your final grades for the selected term/class.
Using the Academics Menu in Bear Tracks

Step 99

In this example, you will request a statement of results for a class that you completed in the Continuing Education Winter 2011 term.

Click the **Continuing Ed Winter 2011** option.
Using the Academics Menu in Bear Tracks

Step 100

Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 101

This is the **Statement of Results - Select Class** page for Continuing Education classes.

Use **Statement of Results - Select Class** page to select which class you would like to generate a **Statement of Results** for.
Using the Academics Menu in Bear Tracks

Step 102

In this example, you will generate a **Statement of Results** for the EXOS 4623 (Applied Occupational Hygiene) class.

Click the **EXOS 4623** option.
To generate the statement, Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 104

Once the process has completed, the **Statement of Results** will open as a PDF in the same browser window.

You can choose to save or print the statement using the icons at the top of the PDF window.

To return to other pages in Bear Tracks, use the left-hand navigation menu.

**Note:** Using the browser's **Back** function may result in errors, so it is best to use the left-hand navigation menu.
Step 105

The Verification Documents link is used to access the Verification Documents request page.

Click the Verification Documents link.
Using the Academics Menu in Bear Tracks

Step 106

This is the Verification Documents page.

Use the Verification Documents page to request that official documents regarding your registration or completion of degree/credential be mailed to you or a third party.
To select the verification document type, Click the **down** scrollbar.
Using the Academics Menu in Bear Tracks

Step 108

In this example, you will request verification of enrollment.

Click the Enrollment Verification option.
Once you select the Enrollment Verification option, you will be given four options.

**Enrollment Verification** is a document that verifies your enrollment in a current term.

**Advanced Enrollment Verification** is a document that verifies your enrollment in a future term.

**Enrollment Verification Including Courses** is a document that verifies your enrollment in a current term and lists the courses that you are enrolled in.

**Enrollment Verification Including Courses and Grades** is a document that verifies your enrollment in a current term and lists the courses and grades received for the courses.

In this example, you will request the Enrollment Verification document.
Step 110

You must indicate which academic career you wish to verify your enrollment for.

Click the Academic Career list.
Using the Academics Menu in Bear Tracks

Step 111

In this example, you are requesting verification of your enrollment in the Continuing Education career.

Click the **Continuing Education** list item.
Using the Academics Menu in Bear Tracks

Step 112

Next, you must select which term you would like to request enrollment verification for.

Click the **Select Desired Term (s)** list.
Using the Academics Menu in Bear Tracks

Step 113

In this example, you would like to request enrollment verification for the Spring 2011/Summer 2011 terms.

Click the Spring2011/Summer2011 list item.
Using the Academics Menu in Bear Tracks

Step 114

To select who you would like the documentation mailed to, Click the down scrollbar.
Using the Academics Menu in Bear Tracks

Step 115

If you would like the document sent to you, select the **Send to My Address** check box.

If you would like the document sent to a third party, leave the **Send to My Address** check box empty and enter the name of the person in to the **Send to** field.

To enter the address of the third party, select the **Edit Address** link.

In this example, you will request that the document be sent to you.

Click the **Send to My Address** option.
Using the Academics Menu in Bear Tracks

Step 116

To process the request, Click the **Submit** button.
Once you select the **Submit** button on the **Verification Documents** page, you will be directed to the **Document Request Status** page.

Use the **Document Request Status** page to track the status of the verification document and official transcript requests that you have submitted.
Using the Academics Menu in Bear Tracks

Step 118

To view additional request information, Click the **down** scrollbar.
Step 119

The **Graduation** link is used to access the **Graduation** page, where you will submit your application for graduation.

Click the **Graduation** link.
Step 120

This is the **Apply for Graduation** page.

Use the **Apply for Graduation** page to submit your application for graduation.
Using the Academics Menu in Bear Tracks

Step 121

In this example, you will apply to graduate in the **Occupational Health and Safety** program.

Click the **Occupational Health & Safety** link.
Using the Academics Menu in Bear Tracks

Step 122

This is the **Select Completion Term** page.

Use the **Select Completion Term** page to view a summary of your degree/credential program information, to read important information regarding graduation and to select which term you will complete your degree/credential program in.
Using the Academics Menu in Bear Tracks

Step 123

Click the **Completion Term** list.
In this example, you will select the Continuing Education Winter 2011 term as your term of completion.

Click the **Continuing Ed Winter 2011** list item.
To proceed to the next page in the application process, Click the **Continue** button.
Using the Academics Menu in Bear Tracks

Step 126

This is the **Verify Graduation Data** page.

Use the **Verify Graduation Data** page to confirm that the program and completion term you selected are accurate.
Using the Academics Menu in Bear Tracks

Step 127

To submit your application for graduation,
Click the **Submit Application** button.
Using the Academics Menu in Bear Tracks

Step 128

Once the application is submitted, you will see a message at the top of the page that will tell you whether the application was successful.
Using the Academics Menu in Bear Tracks

Step 129

To indicate whether you will attend the graduation ceremony and to enter your home town information, Click the **graduation status** link.
Using the Academics Menu in Bear Tracks

Step 130

This is the **Graduation Status** page.

Use the **Graduation Status** page to view the date and time of the graduation ceremony, to indicate whether you will be attending the graduation ceremony and to confirm your home town information.
Using the Academics Menu in Bear Tracks

Step 131

In this example, you will indicate that you are planning to attend the graduation ceremony.

**Note:** You can change this status at any time up until the date of the ceremony.

Click the **Yes** option.
Using the Academics Menu in Bear Tracks

Step 132

Next, you will enter your home town information.

In this example, your home town is Edmonton, Alberta, Canada.

Click the **Country** list.
Using the Academics Menu in Bear Tracks

Step 133

To view more countries, Click the **down** scrollbar.
Step 134

Click the **Canada** list item.
Using the Academics Menu in Bear Tracks

Step 135

Click the Province list.
Using the Academics Menu in Bear Tracks

Step 136

Click the Alberta list item.
Using the Academics Menu in Bear Tracks

Step 137

Click in the **City** field.
Using the Academics Menu in Bear Tracks

**Step 138**

Enter the desired information into the **City** field. Enter "**Edmonton**".
Step 139

To save the status and home town information you have entered, Click the **Save** button.
Using the Academics Menu in Bear Tracks

Step 140

Once you have selected the **Save** button, a message will appear at the top of the page.

Use the **Ceremony Information** link to view an external web page with information regarding the graduation ceremony.
Congratulations! You have now learned how to use the items in the Academics menu in Bear Tracks.

End of Procedure.