FAQ: General Registration and Program Questions

1. What courses should I take?
   
   See Engineering Chart 1 (Traditional) or Engineering Chart 2 (Co-op including BME) in the UA Calendar. Use the Calendar for the year you were admitted to Mechanical Engineering.

   See also the PDF timetables on the MEC E website > Undergraduate > What courses should I take? for an explanation on building your timetable throughout your program.

2. What electives can I take?

   Program Electives: see 84.5.7 in the UofA Calendar or the PDF Program Electives on the MEC E website.

   Complementary Studies Electives: see 84.6 in the UofA Calendar, or the CSOP page on the Faculty of Engineering website.

   Impact of Technology on Society Electives: see 84.6.1 in the UofA Calendar, or the ITS page on the Faculty of Engineering website.

   All electives must be on one of the above lists to be applicable towards your degree. If you take a course outside the UofA, it must be eligible for transfer to the UofA for you to attain credit.

3. How do I build a schedule?

   Check the UA Calendar or the MEC E website for information on the courses you must take.
   
   • Course groups A & B: Keep course groups together as they are meant to be taken together. Do not deviate from the groupings—courses are scheduled to be taken in a
certain pattern and order. Mixing course groups will also cause difficulties for your peers trying to register.

- Fixed courses must be taken in the terms specified.
- If a course fills up, add it to your watch list. The department does not keep waiting lists for courses.
- For detailed information, see the Timetables documents on the MEC E website under *What Courses Should I Take?*

4. **When do I enroll?**

   Enrollment for fall and winter courses opens in the preceding March, on dates specified by the Registrar’s Office. Students are assigned enrollment dates at random, with senior students registering earlier than junior students. The MEC E department has no control over when students may start registering and cannot override enrollment dates.

   Enroll in both fall and winter terms at the same time. Don’t wait, as classes fill up quickly!

5. **If a course has pre-requisites, do I have to take them before I take that course?**

   Yes. There are no exceptions to this rule. If you have been granted transfer or advance credit for pre-requisites, you may have trouble registering—contact the Undergraduate Program Coordinator for assistance.

6. **If a course has co-requisites, can I take them after I take that course?**

   No. You may take them before or in the same term, but not after.

7. **I should be able to register in a class, but I’m having difficulties. What do I do?**

   For MEC E or ENG M classes, contact the Undergraduate Program Coordinator at mecehelp.undergrad@ualberta.ca. In your email, be sure to include your ID number, the course and section number, and a brief explanation of the registration problem.

   For all other courses, contact the department that offers the course for assistance.

8. **What’s the maximum course load I can take in a term?**

   The load varies depending on the term. Once you’ve reached your course load limit, you will no longer be able to register for courses on Bear Tracks but will need to drop or swap courses to make room for new ones. Students may not go over this limit.
9. Can I enroll in a section that’s full? What if the instructor says it’s okay?

Maybe—there’s no simple answer to this question! If there are sections with seats available, you will need to adjust your schedule to fit those sections. This includes flipping course groupings between terms and enrolling in less desirable sections at 8:00 AM or 5:00 PM.

As enrollment capacity is monitored by the department, instructors cannot give approval to enroll in a full class.

Students can be manually enrolled in a full course if:

- you are completing your degree requirements at the end of the term and there is no alternative to the course you are trying to get into,
- the course is part of your required plan for that specific term (e.g. Co-op students),
- there are absolutely no other alternatives to enrolling otherwise. This does not include personal or work commitments, sports teams, carpooling, or personal preference, as students are expected to fit their schedules around class and lab times.

10. There are two classes I want to take, but the lectures/seminars/labs overlap. Can I enroll in both of them if the instructors approve?

No—students must build a timetable free of conflicts, which means you must find sections that don’t overlap.

11. What do I do if I want to drop or withdraw from a course?

Before the add/delete deadline: drop the course on Bear Tracks up until 11:59 PM on the add/delete deadline.

After the add/delete deadline: See the Senior Tutor or the Undergraduate Program Coordinator for a withdrawal form.

12. What happens if I fail a course?

Check the Calendar, 23.5.5, to see if you are eligible for a re-examination. If you are not, you will need to repeat the course.

If the failed course is a pre-requisite for other courses, you must complete it before moving on to successive courses. Be aware that this means you may need to rework your schedule for successive terms.

13. Can I change my program, substitute courses, or take classes outside of my program?

The degree requirements for the Mechanical Engineering program are stipulated by the Canadian Engineering Accreditation Board (CEAB). Students must complete all courses indicated in the UA Calendar to meet the degree requirements. These requirements are mandatory and substitutions may not be made.
This does not include receiving transfer credit for courses taken elsewhere. Courses taken outside the UofA may be taken with a signed letter of permission.

Courses taken that are not applicable to your degree must be declared extra to your degree.

14. Can I take a MEC E course if I’m not a MEC E student?

Yes, if it’s a listed elective for your program and there’s room in the course. Registration may be delayed until the start of term to ensure that all MEC E students have had a chance to enroll. All other students, please contact the department for assistance.