

Registration and Program Guide for BComm Students



Presented by Undergraduate Student Services
Haskayne School of Business

February 23, 2024

The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta (Districts 5 and 6).

Agenda



UNIVERSITY OF
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Topic

Program Guide, Recommended Options and Academic Requirements Report

Navigating Your Student Centre

Registration Dates and Your Enrolment Start Time

Registration Tools - Course Search and Schedule Builder

Validate Your Shopping Cart

Registration Terminology and Waitlist Do's and Don'ts

Registration - Important Considerations and Tools for Success

Degree Enhancements - Minors, Embedded Certificates, Combined Degrees and BComm Honours

What If Report and Change of Program

Experiential Learning - Co-op Program and International Exchange

Student Success - Academic Development Specialist and Undergraduate Student Services





Program Guide – Recommended Course Sequence



Bachelor of Commerce Degree –

Direct Entry Recommended Course Sequence

YEAR 1	Select up to 30 units from the following courses:	YEAR 2	Select up to 30 units from the following courses:
	Junior Prerequisite Courses Junior Commerce Prerequisite Courses Junior Option Courses		Senior Core Courses Any Remaining Junior Courses Senior Option Courses
YEAR 3	Select up to 30 units from the following courses:	YEAR 4	Select up to 30 units from the following courses:
	Senior Core Courses Senior Concentration Courses Senior Option Courses		Senior Concentration Courses Final Year Senior Commerce Courses Senior Option Courses

The BComm degree is comprised of 120 units. For more information about program regulations and graduation requirements, please visit the University Calendar: ucalgary.ca/pubs/calendar/current/ha

[Click here to access a complete Program Sheet](#)

Recommended Options





Academic Requirements Report

Checking your Academic Requirements report on your Student Centre during and after course registration ensures that the courses you selected are appropriate for your program.

The screenshot displays the Student Centre interface. On the left is a navigation sidebar with icons for Home, My Application, Personal Info, Exams and **Program and Advising Info** (highlighted with a red circle), and My Financials. The main content area is titled "My Current Program Information" and shows "Bachelor's Degree in the Haskayne School of Business" and "Year of Program: 2". Below this, a box lists "Bachelor of Commerce (Degree Stream) General (Major)". A white arrow points from this box to the "Academic Requirements" link in the "Important Forms and Documents" section. Other links in this section include Awards, Change of Program, Confirmation of Registration, GPA Calculator, Thesis Guidelines, What-If Advisement Report, and Letter of Permission. To the right are buttons for "Schedule Builder", "Course Search", "Apply for Graduate", and "Convocation Status". The "Advising Help" section lists various faculties and services, including the Cumming School of Medicine, Faculty of Arts, Faculty of Graduate Studies, Faculty of Kinesiology, Faculty of Law, Faculty of Nursing, Faculty of Nursing, Qatar, Faculty of Science, Faculty of Social Work, Faculty of Veterinary Medicine, Haskayne School of Business, School of Arch Plan Landscape, Schulich School of Engineering, Student Success Center, and Werklund School of Education.



First Year Student Resources

1. New to the University? Start on the [New Students \(First-year\)](#) page.
2. Getting started? Check out [Enrolment Services Registration Webinars](#) for help navigating your Student Centre and Course Registration.
3. Running into registration issues? Check out the [Registrar's Office Registration](#) to see if you can troubleshoot the issue.
4. Stuck or need advice? Contact the [New Student Registration Assistance](#) team!

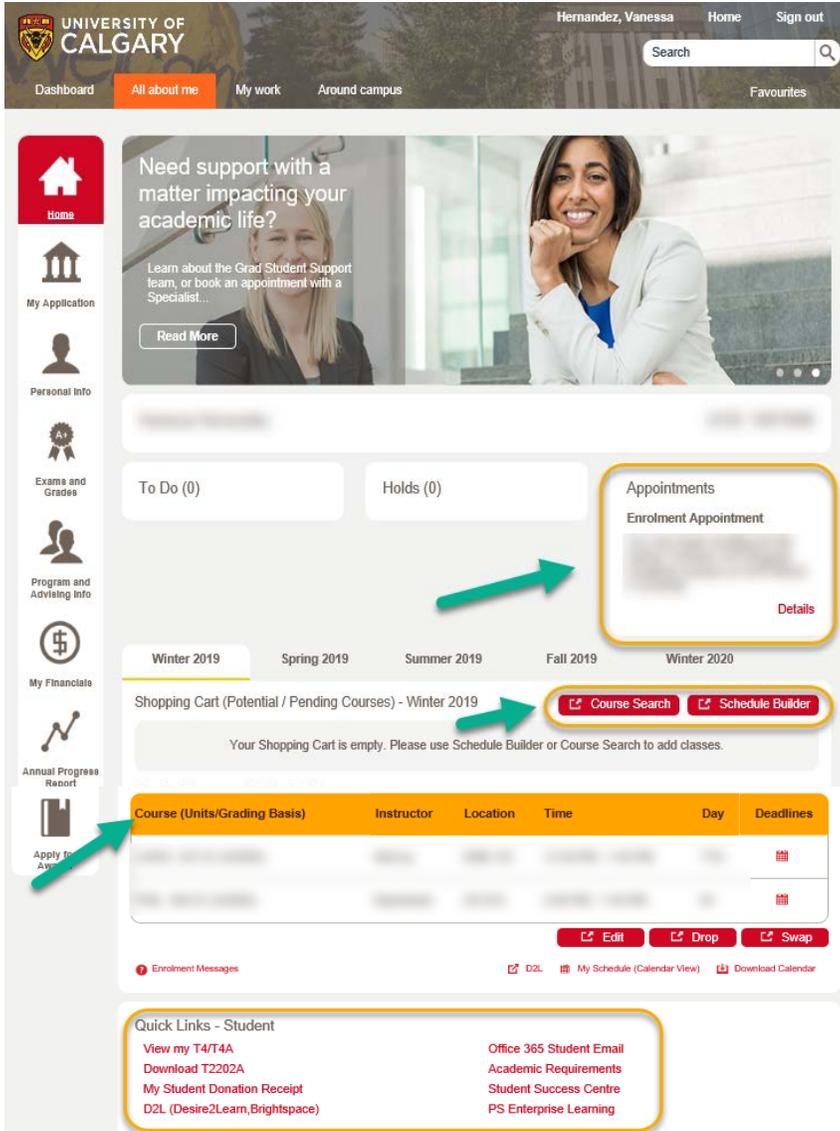
Navigating Your Student Centre

Your **Student Centre**

(my.ucalgary.ca) is your home base for all matters relating to your studies at the UofC (application, course registration, grades, personal information, fees, etc).

On the **Home** page, you can access:

- Course registration
- Enrolment Start Time
- Course Schedule
- Course Search
- Schedule Builder
- Quick Links

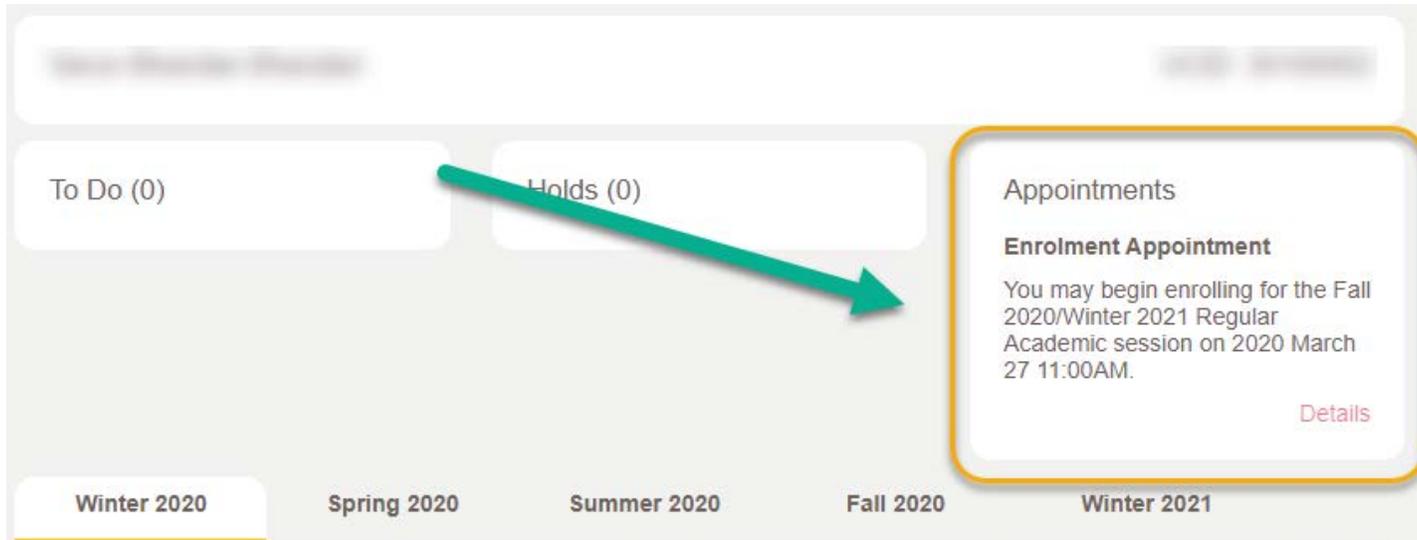


Fall/Winter 2024/2025 Registration Dates

- View Schedule & Add Courses to Shopping Cart – **March 5, 2024**
- New High School Admits Registration Dates: **May 21-24, 2024**
- New Transfer Admits Registration Dates: **April 5, 2024**
- Continuing Undergraduate Student Registration Dates: **March 25-27, April 3-5, 2024**

How is your enrolment start time determined? More information can be found [here](#).

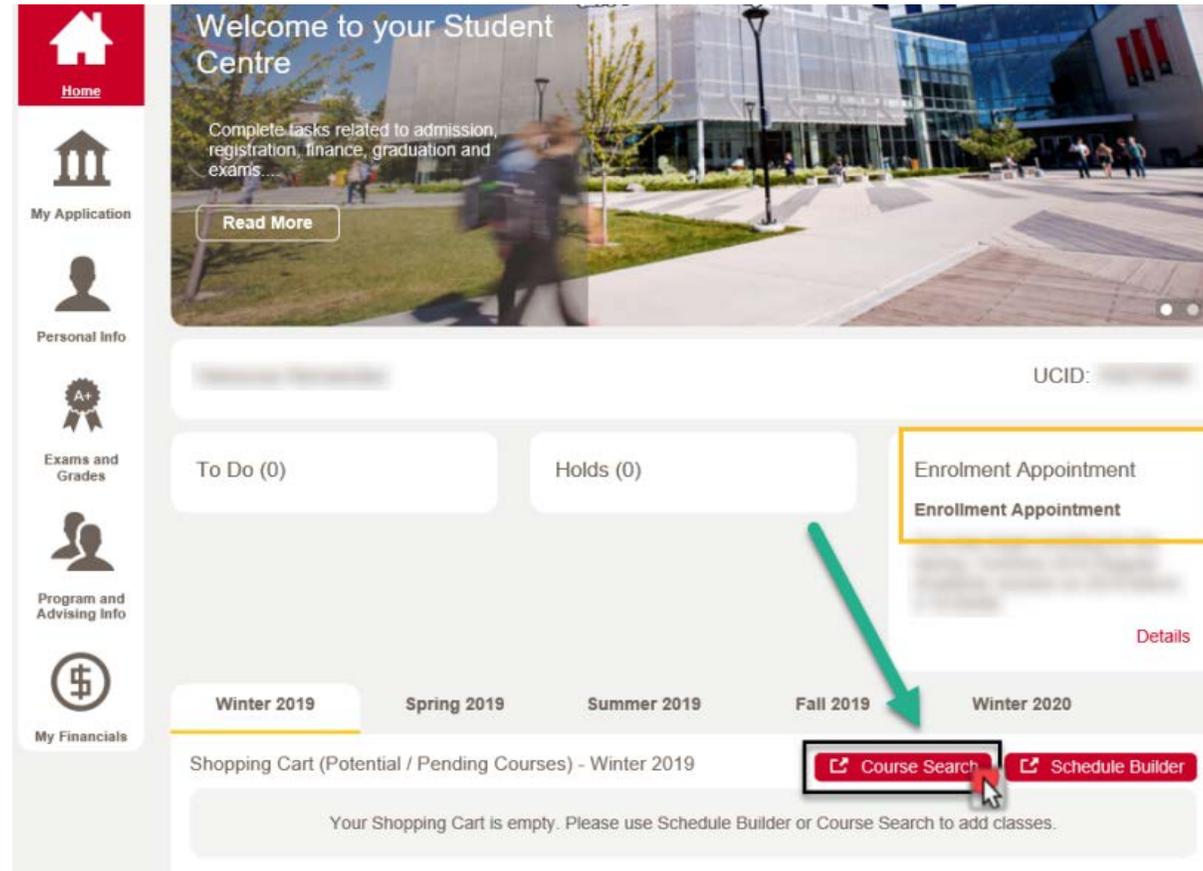
Locating your Enrolment Start Time on your Student Centre:



The screenshot shows a student centre dashboard with a navigation bar at the bottom containing tabs for Winter 2020, Spring 2020, Summer 2020, Fall 2020, and Winter 2021. The Winter 2020 tab is selected. The main content area includes a 'To Do (0)' button, a 'Holds (0)' button, and an 'Appointments' section. The 'Appointments' section contains an 'Enrolment Appointment' box with the text: 'You may begin enrolling for the Fall 2020/Winter 2021 Regular Academic session on 2020 March 27 11:00AM.' and a 'Details' link. A green arrow points from the 'To Do (0)' and 'Holds (0)' buttons to the 'Enrolment Appointment' box.

Registration Tools - Course Search and Schedule Builder

- You can register using either:
 - Course Search or
 - Schedule Builder
- Use Schedule Builder to start with.
- After registration, it is advised to make changes to registration (edit, add, swap, drop) through your Home Tab.
- More information about how to use your Student Centre, can be found [here](#).



Welcome to your Student Centre

Complete tasks related to admission, registration, finance, graduation and exams...

Read More

UCID: [redacted]

To Do (0)

Holds (0)

Enrolment Appointment
Enrollment Appointment

Details

Winter 2019 Spring 2019 Summer 2019 Fall 2019 Winter 2020

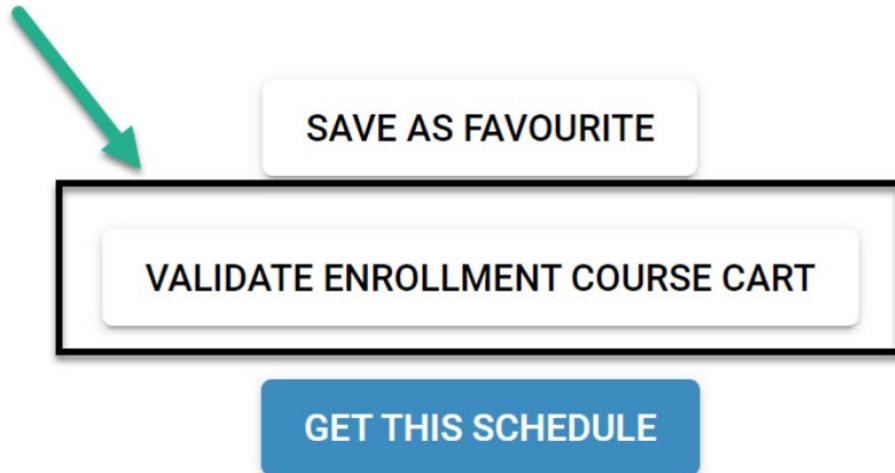
Shopping Cart (Potential / Pending Courses) - Winter 2019

Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.

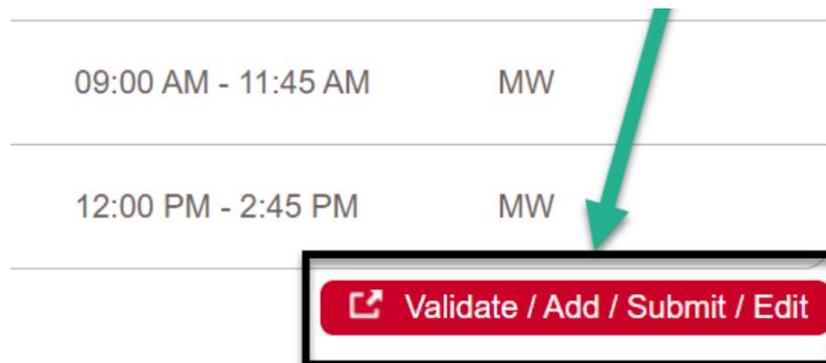
Course Search Schedule Builder

Validate Your Shopping Cart

Schedule Builder



Course Search



- Use the “Validate” button to validate your shopping cart before your enrolment start time. This will check for potential enrolment errors, such as: time conflicts, course requisites (missing pre- or co-requisites and anti-requisites), missing department consent, etc.
- **Note:** the validate option DOES NOT result in enrolment. Once your enrolment start time arrives, you are still required to process your enrolment, even if you have already successfully validated your shopping cart.

Registration Terminology

- **Add:** Add a new course to your schedule.
- **Drop:** Remove a course from your schedule. Students must drop courses by the term drop deadline to receive a refund.
- **Swap:** Trade or substitute one course for another. **This will not work for swapping into a different lecture for the same course.**
- **Edit:** Change the sub-component of a course (*lab* or *tutorial*) while leaving the main component of a course (*lecture*) unchanged.
- **Withdrawal:** After the term drop deadline passes, the drop function allows you to withdraw from a class up until the last day of the course.
- **Lectures:** classroom-based instruction.
- **Labs:** smaller, more individual course components that supplement your lectures.
- **Tutorials:** provide opportunities for you to ask



Waitlists - Do's & Don'ts



- If a course is full, you may be able to join a waitlist. This allows you to wait for a seat to open in the course (if this functionality is enabled*). If a student drops the class, a seat will open and automatically be filled by the next student on the waitlist.

***Note:** When enabled, a 'Waitlist if class is full' checkbox will be available to check off when you select a course. Waitlists aren't enabled for every class. Waitlisting yourself does not guarantee a spot in the course!

Waitlists - Do's & Don'ts

- If the waitlist is full or if there isn't a waitlist, **attempt to register anyway**, and keep checking for a spot to open. Courses tend to open up closer to the start of the term. **We track the number of attempts** to register in a course and strive to open more lectures if possible.
- If you waitlist for a course, and continue to change your schedule, make sure there won't be a **time conflict** with another course you have registered for (this includes labs and tutorials for the course). If there is a time conflict, **the waitlist will not be able to enroll you into the course if a seat opens up**.
- You can review your course schedule on your Student Centre. Time conflicts in your weekly schedule will show up in a **different color**.



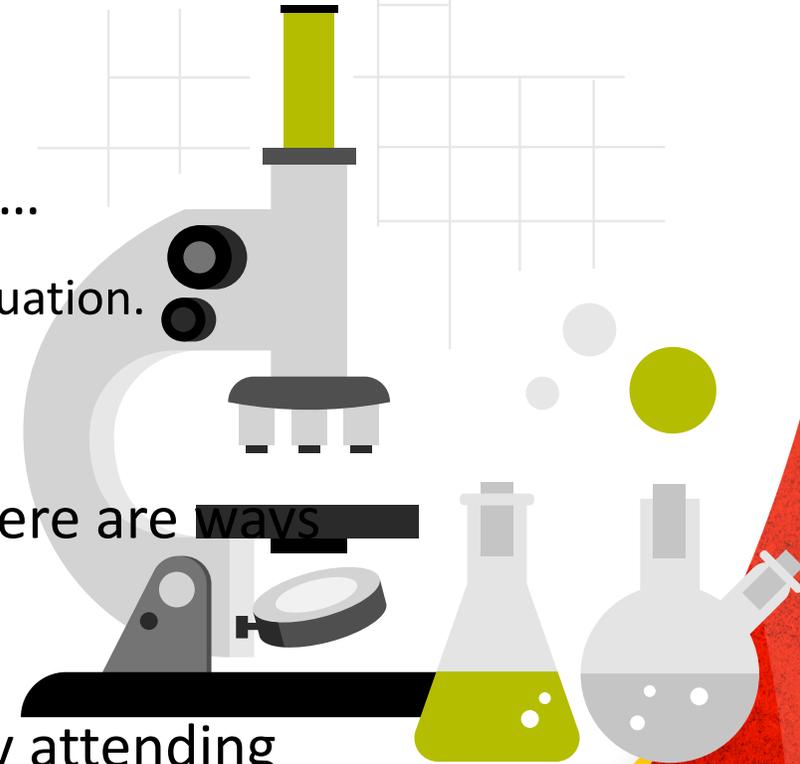
Registration - Important Considerations

- Adding a course to your shopping cart does not save a seat in the course.
- A course in your shopping cart is bookmarked, so you don't have to search for it again and can **streamline course registration later**.
- Make sure you register for both Fall and Winter on your enrolment start time. Register for Fall classes first, and then for Winter classes.
- Winter and Spring/Summer pre-requisites for Fall and Winter courses must be successfully completed to remain enrolled.
- Holds/Blocks:
 - Check for holds or blocks on your account, and deal with these before registration opens.
 - It can take several business days for a hold to be removed - deal with holds early!



Registration - Tools for Success

- Balance business and non-business courses so as not to get overwhelmed.
- Full-time student status is 9 units (3 courses)/term.
- If you take less than 15 units (5 courses)/term, then you can...
 - ... take courses during Spring/Summer terms to avoid delaying graduation.
- You cannot withdraw from the same course a second time.
- Repeating a course may affect your graduation goal – but there are ways you can still stay on track (come see a Program Specialist!)
- Improve your comprehension and academic performance by attending free, organized study groups for Peer-Assisted Study Sessions (PASS) designated courses



Degree Enhancements - Minors

- A minor is comprised of 30 units (10 courses) in a specific field of study outside of Commerce, usually in Arts or Science faculties.
 - A list of minors can be found [here](#).
 - The majority of minors have no admission requirements, however some minors that do have requirements are: Data Science, Health and Society, Architectural Studies and Psychology).
 - Plan well and courses for minors should fit into your BComm options.
 - Declaring a minor is optional.
- How to apply? Use the “Change of Program” link in your Student Centre. **Apply between: October 1-February 1 for**



Degree Enhancements - Embedded Certificates (EMC)

- An embedded certificate is comprised of 18 units (6 courses).
- **How to apply?** Use the “Change of Program” link in your Student Centre.

Apply between: October 1-February 1 for a Fall start.

- Depending on the EMC, some required BComm business courses will fit into the EMC.
 - A listing of EMCs can be found [here](#).
 - Plan well and courses for an EMC should fit into your BComm options.
 - Declaring an embedded certificate is optional.

Degree Enhancements - Combined Degrees

- Graduate with two degree parchments!
 - A listing of approved combined degree programs with the BComm can be found [here](#).
 - Complete the requirements for two degrees in as little as 5 years. A minimum of 150 units (50 courses) is required.
 - You must meet admission requirements for both degree programs.
 - Declaring a combined degree is optional.
- How to apply? Use the “Change of Program” link in your Student Centre.

Apply between: October 1-February 1 for a Fall start.

Degree Enhancements - BComm Honours

- The Honours program allows you to conduct focused research with a faculty mentor.
- The Honours program is not intended to extend your degree. Use 3 specific Honours courses to fulfill 3 senior options in the BComm.
- Admission Requirements:
 - Completion of a minimum of 48 units by the Fall term of admission, including 6 prescribed courses completed no later than in the preceding Winter term: MGMT 217, SGMA 217, STAT 213, STAT 217, ENTI 317, MGMT 391.
 - GPA of 3.30 or higher on last 30 units (Winter back) **and** on the 6 courses listed above.





Degree Enhancements - BComm Honours

- How to apply? Use the “Change of Program” link in your Student Centre.

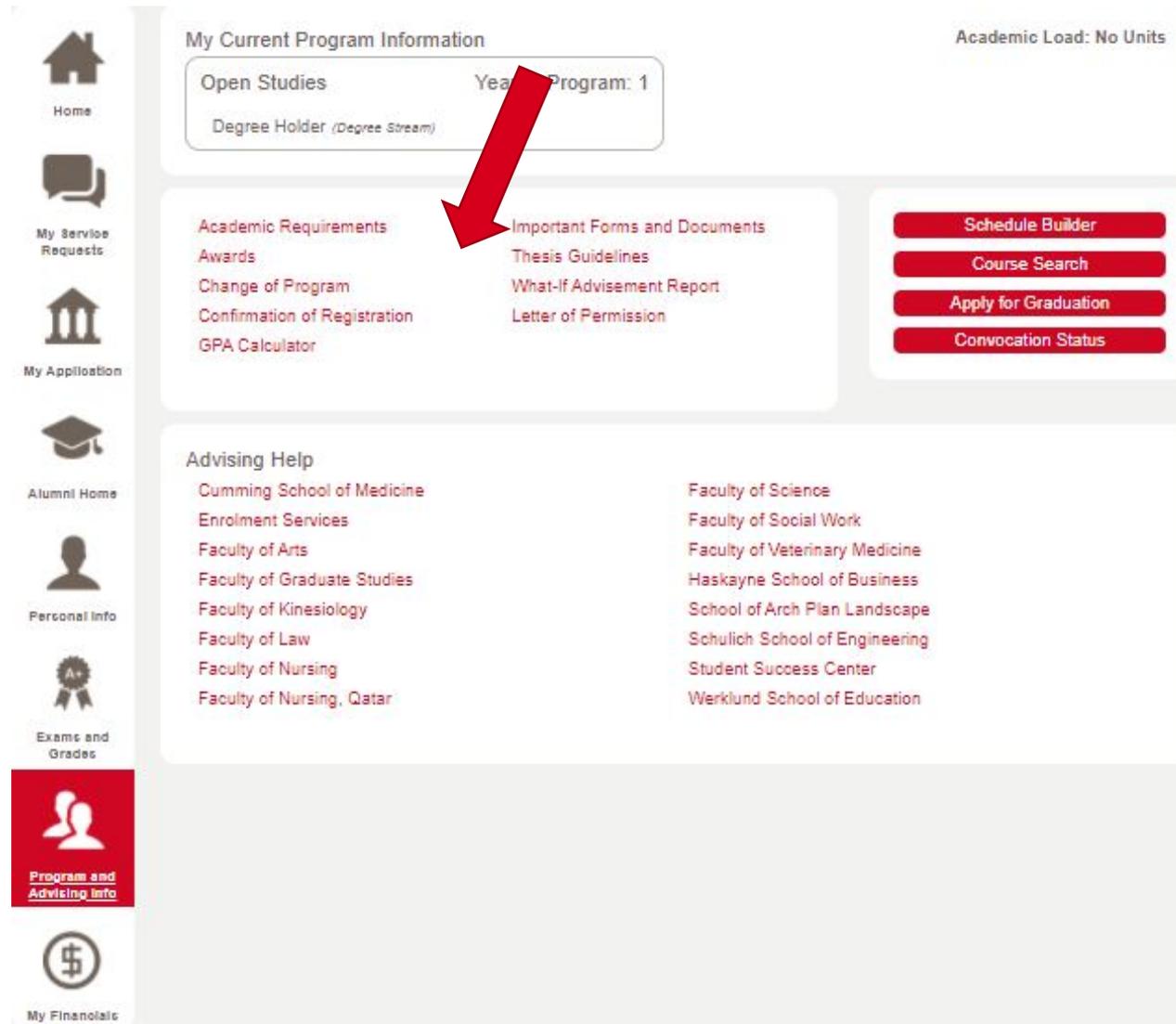
Apply between: October 1-February 1 for a Fall start.

- The application will also involve an interview, two letters of reference, and a letter of intent.
 - If your online application is successful, you will be contacted to provide these requirements.
- More questions? You can find more information about the BComm Honours program [here](#).



Visualizing Changes - What If Report

You can use the What If Report tool to see how your courses will fit into another program, before submitting a change of program request.



The screenshot displays the student portal interface. On the left is a vertical navigation menu with icons for Home, My Service Requests, My Application, Alumni Home, Personal Info, Exams and Grades, Program and Advising Info (highlighted in red), and My Financials. The main content area is titled 'My Current Program Information' and shows 'Open Studies' with 'Year Program: 1' and 'Degree Holder (Degree Stream)'. A red arrow points to the 'What-If Advisement Report' link in the 'Important Forms and Documents' section. Other links in this section include Academic Requirements, Awards, Change of Program, Confirmation of Registration, GPA Calculator, Thesis Guidelines, and Letter of Permission. To the right, there are four red buttons: Schedule Builder, Course Search, Apply for Graduation, and Convocation Status. Below the 'What If Report' section is an 'Advising Help' section listing various faculties and schools such as Cumming School of Medicine, Faculty of Science, Faculty of Social Work, Faculty of Veterinary Medicine, Haskayne School of Business, School of Arch Plan Landscape, Schulich School of Engineering, Student Success Center, and Werklund School of Education.

Making Changes - Change of Program Application



- An application to make changes to your current degree program including:
 - Adding or dropping a Minor, Combined Degree and/or Embedded Certificate
 - Changing your BComm concentration.
 - Applying to the BComm Honours program.
 - Changing to a different faculty/degree program entirely
- The Change of Program application is available on your Student Centre from October 1 through to February 1 EVERY year, and the change is effective for the following Fall semester.



Home



My Application



My Service Requests



Alumni Home



Personal Info



Exams and Grades



Program and Advising Info



My Financials

My Current Program Information

Academic Load: No Units

Open Studies

Year of Program: 1

Degree Holder *(Degree Stream)*

Academic Requirements Report

What-If Advisement Scenario

Awards

Change of Program

Confirmation of Registration

GPA Calculator

Important Forms and Documents

Thesis Guidelines

Letter of Permission

Schedule Builder

Course Search

Apply for Graduation

Convocation Status

Advising Help

Cumming School of Medicine

Enrolment Services

Faculty of Arts

Faculty of Graduate Studies

Faculty of Kinesiology

Faculty of Law

Faculty of Nursing

Faculty of Nursing, Qatar

Faculty of Science

Faculty of Social Work

Faculty of Veterinary Medicine

Haskayne School of Business

School of Arch Plan Landscape

Schulich School of Engineering

Student Success Center

Werklund School of Education



Experiential Programs - Co-operative Education (Co-op)

- Complete 2 work terms (8 months of experience).
- Alternate full-time studies with full time paid work in a business-related position, ending with an academic term.
- Graduate with a BComm and *relevant* work experience!
- Apply through application link on our [website](#).

Experiential Programs - Co-operative Education (Co-op)

Co-op Application Requirements:

- You must be a current BComm student.
- You must have 30 units (10 courses) completed towards the BComm program.
- You must have a GPA of at least 2.80 on most recent 30 units.
 - If your GPA is between 2.50 to 2.80, you will be asked to share more information about your academic journey on the application.
- You must have prior work experience.
 - If you do not have prior work experience, but have extensive volunteer or extra-curricular experience, please speak to a co-op program advisor about using this in lieu of work experience on the application.

Experiential Programs - Co-operative Education (Co-op)

Pre-Work Term Requirements:

- 54 units (18 courses) completed towards the BComm program
- ACCT 217,
- MGST 217
- SGMA 217
- ENTI 317
- It is strongly recommended to complete a senior level commerce course relating to the work placement as well.

These courses do not need to be completed before applying for the Co-op program!

Experiential Programs - International Exchange

- Take courses somewhere else in the world for BComm credit!
- Eligibility:
 - 60 units (20 courses) completed towards BComm, including at least 3 Core 317's, before you leave for your exchange.
 - It is recommended to also have ENTI 317 and MGST 391 completed.
 - GPA of 2.90 or higher on most recent 30 units (10 courses) at the time of application review.
 - If you feel you do not meet the unit or GPA requirement, please speak to an exchange program advisor before submitting an application.

Student Success- Academic Development Specialist (ADS)



Susan Basudde is the ADS for the Haskayne School of Business.

- Susan is a registered Social Worker (RSW), and she manages the Academic Turnaround Program (ATP).
- Susan is here to help you with any concerns you may have about academic and personal success.
- susan.basudde@haskayne.ucalgary.ca

Working one-on-one with ADS can involve...

- Enhancing your time management skills
- Goal setting
- Developing a study schedule & learning how to prioritize tasks
- Learning how to work in groups by managing expectations
- Managing text anxiety and stress
- Midterm & Final Exam Prep
- General Wellness Check Ins & referrals to Campus Services (SAS, Student Wellness)

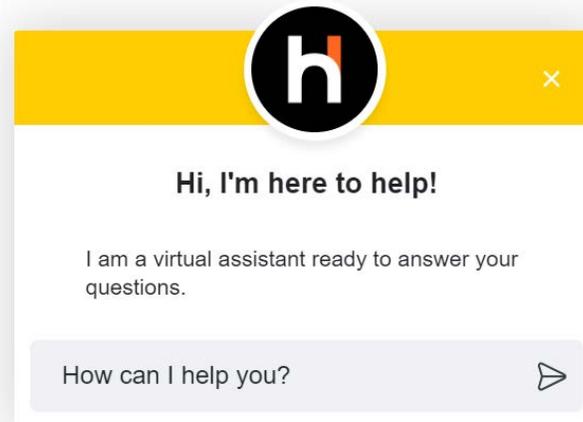
Student Success - Undergraduate Student Services

The Undergraduate Program Specialist team is here to support you during your time here as a BComm student.

undergraduate@haskayne.ucalgary.ca

View our advising hours/offerings [here](#).

Chat with our Virtual Assistant 24/7 [here](#).



In scope for Haskayne program advising

- Admission requirements to the Haskayne School of Business undergraduate programs
- Academic Rules and permissions
- Course selection
- Degree planning
- Program changes
- Letter of Permission
- Graduation and degree requirements
- Change of program
- GPA and academic standing
- Dual Degrees
- Academic Withdrawal rules
- Graduation checks and verification letters
- Referrals to other offices