Registration Webinar

Haskayne School of Business - Continuing Student Registration Guide

Presented by Erin Mizzoni and Melanie Zimmer
Haskayne School of Business

March 2, 2021

We would like to take this opportunity to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III.

Agenda

Topic
Program Sheets & Reference
Academic Requirements Report
Minors/Embedded Certificates/Combined Degrees
What If Scenarios
Enrolment Appointment
Registration - Important Considerations/Validate shopping cart
Tools for Success
Academic Development Specialist
Things to Think About: BComm Honours Co-op Program, International Exchange
Questions?

Choosing Courses

Program Sheet – Haskayne School of Business

UNIVERSITY OF CALGARY
HASKAYNE SCHOOL OF BUSINESS

Bachelor of Commerce Degree – Direct Entry

Recommended Course Sequence

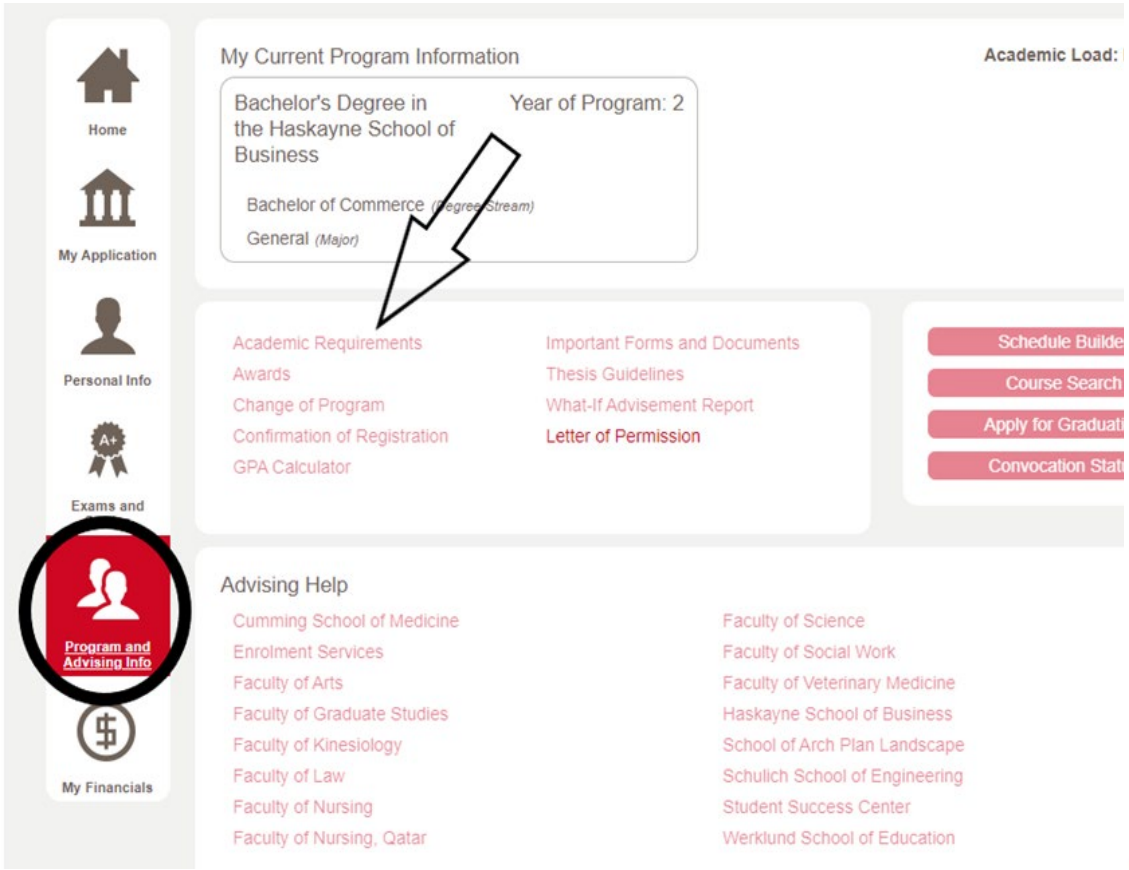
YEAR 1	**Select up to 30 units from the following courses:**	**YEAR 2**	**Select up to 30 units from the following courses:**
	Junior Prerequisite Courses Junior Commerce Prerequisite Courses Junior Option Courses		Senior Core Courses Any Remaining Junior Courses Senior Option Courses
YEAR 3	**Select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

Link to Program Sheet

Choosing Courses – Academic Requirements Report

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



Options

Minors

- A minor is 10 courses (30 units) in a specific field of study outside of business, usually in Arts or Science faculties.
  - Most minors have no admission requirements, but some do. For more information see https://www.ucalgary.ca/pubs/calendar/current/index.html.
  - The Data Science minor, for example, has admission requirements.
- Apply for a minor through your Student Centre, using the “Change of Program” link.
  - **Apply between**: October 1-February 1 for a Fall start.
- Courses for minors should fit into your BComm options, with proper planning.
- A minor is optional.

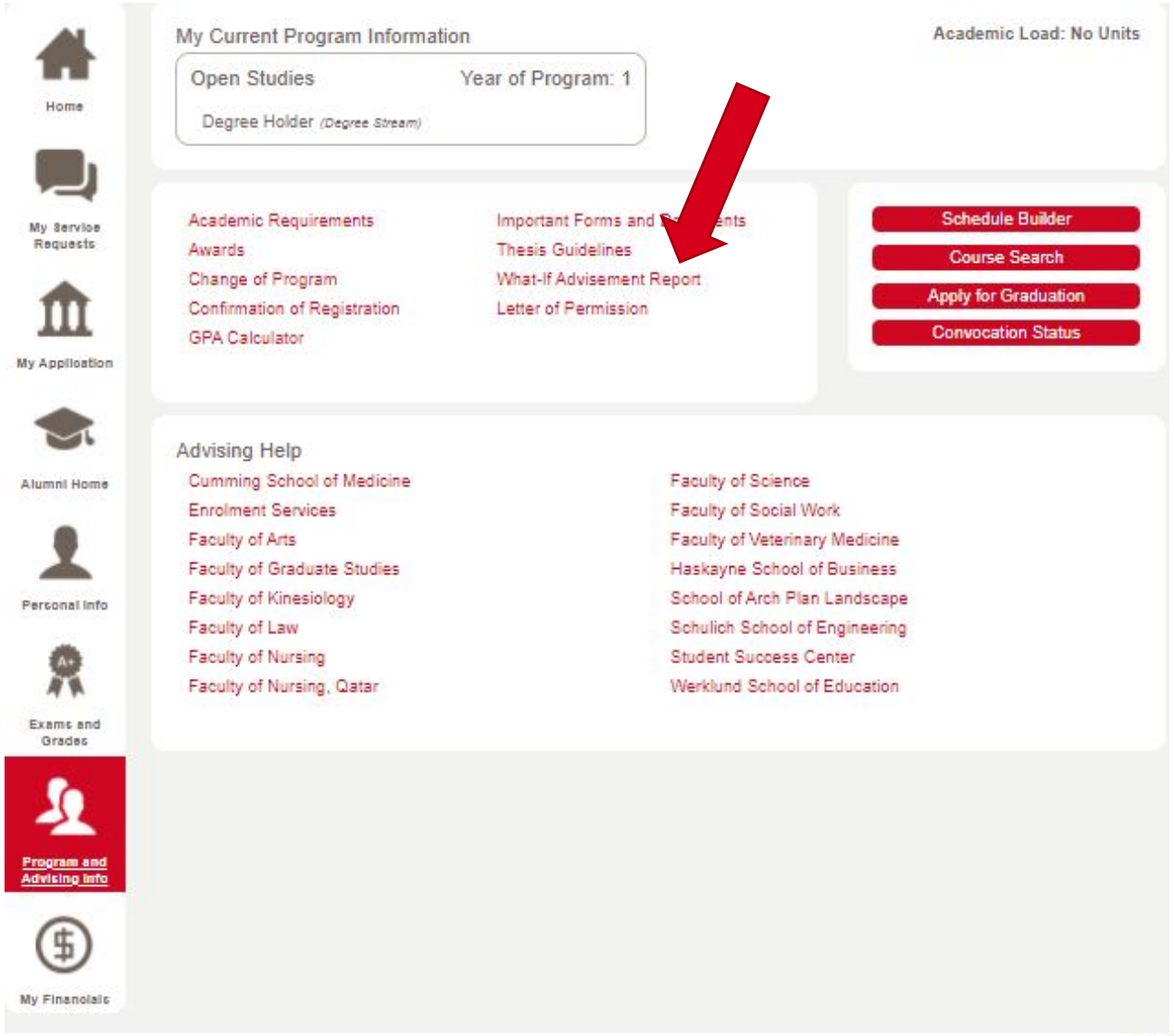
Embedded Certificates

- An embedded certificate is 6 courses (18 units). More information about HSB Embedded Certificates can be found here: https://haskayne.ucalgary.ca/future-students/specialized-programs/embedded-certificates.
- Other Embedded Certificates available at UCalgary can be found here: https://www.ucalgary.ca/pubs/calendar/current/embedded-certificates.html
- Apply for an embedded certificate through your Student Centre, using the "Change of Program" link.
  - **Apply between:** October 1-February 1 for a Fall start.
- Courses for embedded certificates should fit into your BComm options, with proper planning.
- An embedded certificate is optional.

Combined Degrees

- Graduate with two parchments!
- Must meet admission requirements for both programs
- Complete the requirements for two degrees in as little as 5 years
- Requires a minimum of 150 units (50 courses)
- Apply for an combined degree through your Student Centre, using the “Change of Program” link.
  - **Apply between:** October 1-February 1 for a Fall start.

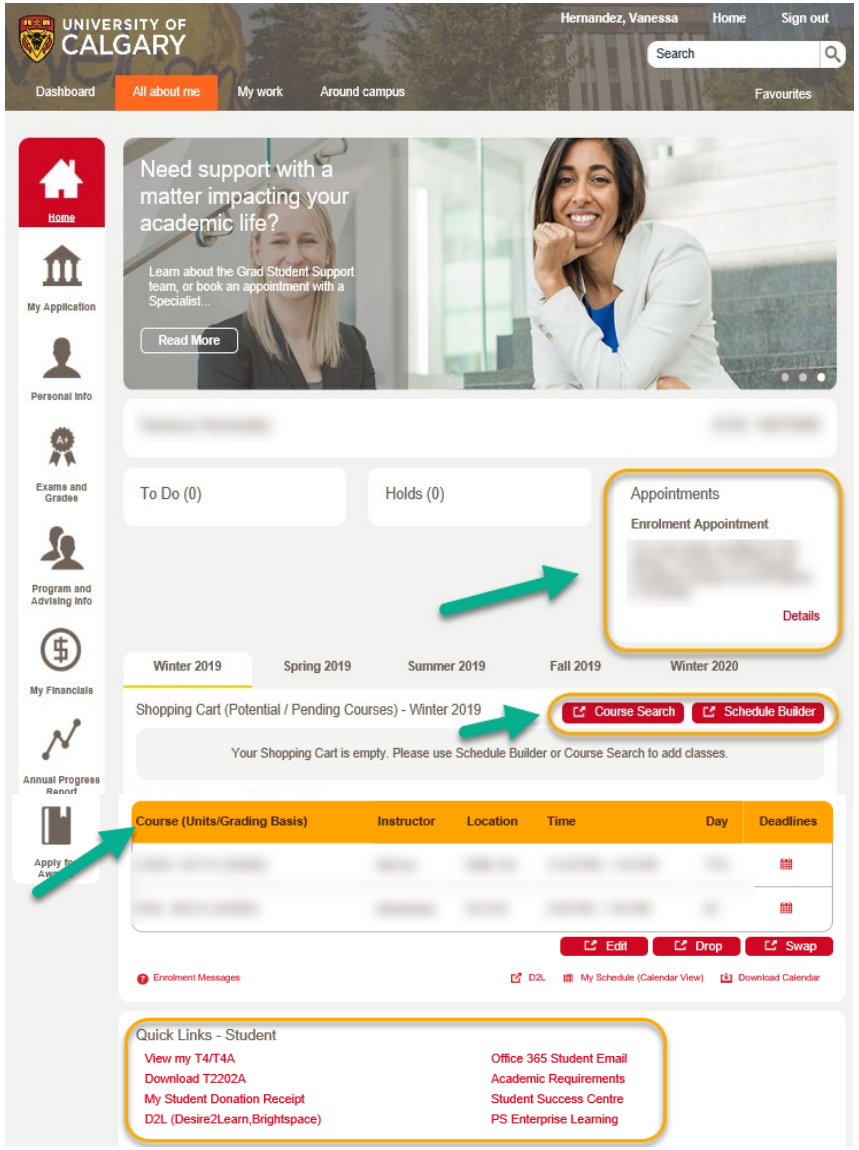
What If tool


Home
My Service Requests
My Application
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
Awards
Change of Program
Confirmation of Registration
GPA Calculator
Important Forms and Documents
Thesis Guidelines
What-If Advisement Report
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

UNIVERSITY OF CALGARY

Registration

How to Register – Your Student Centre

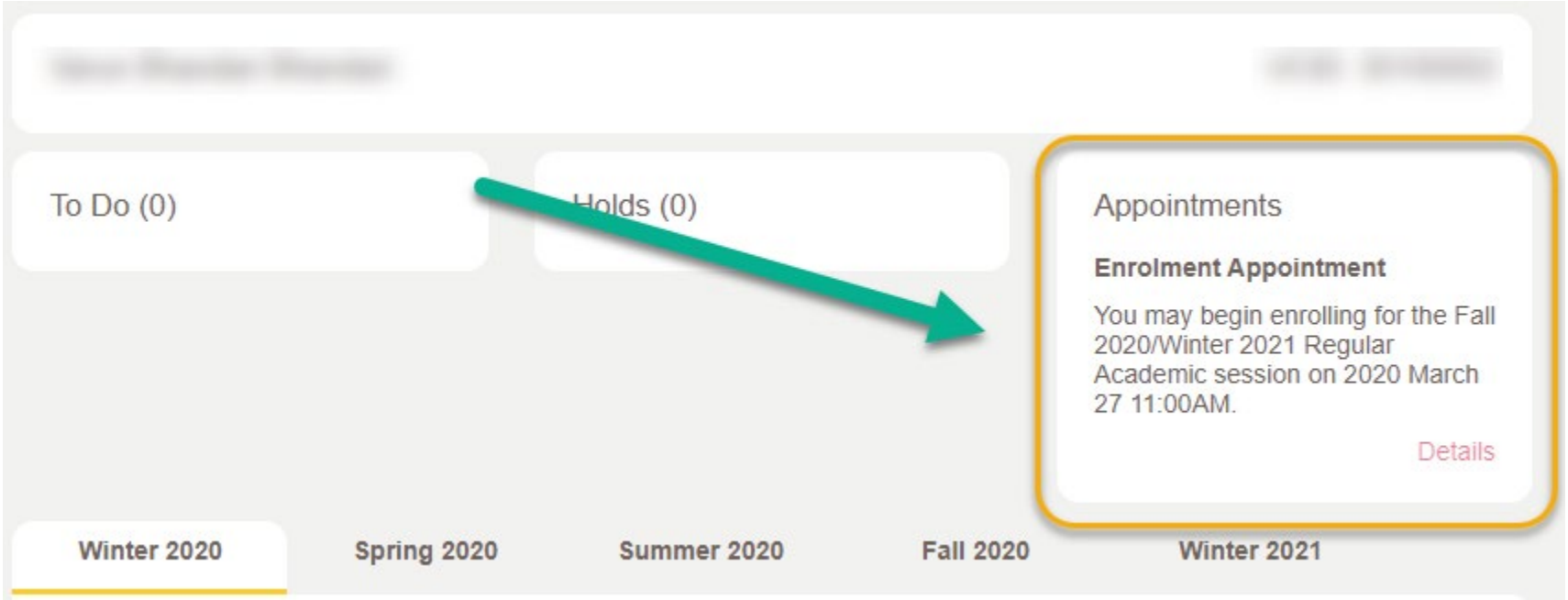


You can think of your MyUCalgary Student Centre as a one stop shop for all matters pertaining to your application, registration, enrolment verification, grades, personal information, taxes, and tuition charges and fees.

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

- Course registration
- Enrolment appointment date
- Schedule
- Quick Links

Enrolment Appointment



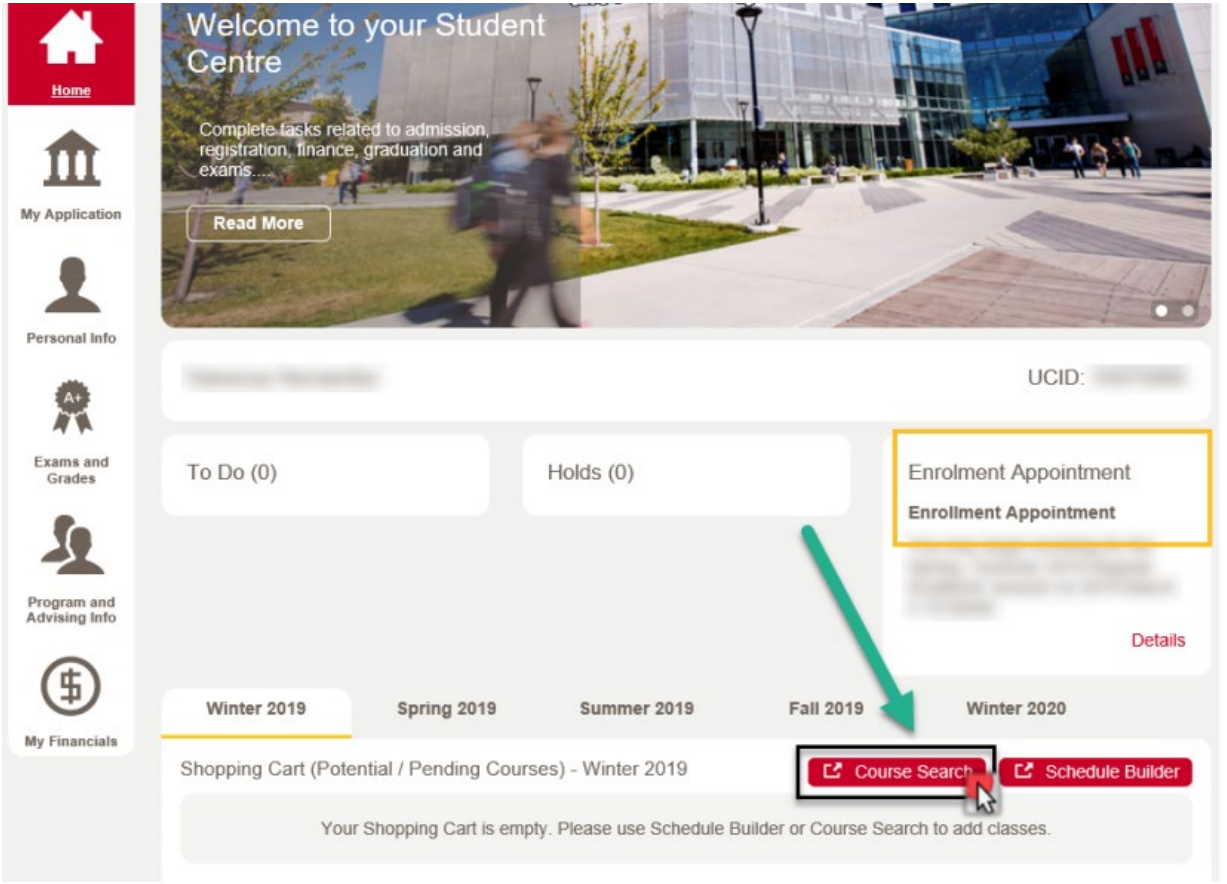
All Students:

- View Schedule & Add to Shopping Cart – March 8, 2021

New (First-Year) Students Registration dates: May 5-7, 2021
Transfer Students Registration Dates: April 5, 2021
Continuing Students Registration Dates: March 22-26, 2021
How is your enrollment appointment determined? More information can be found **here**.

Registration Tools: Course Search

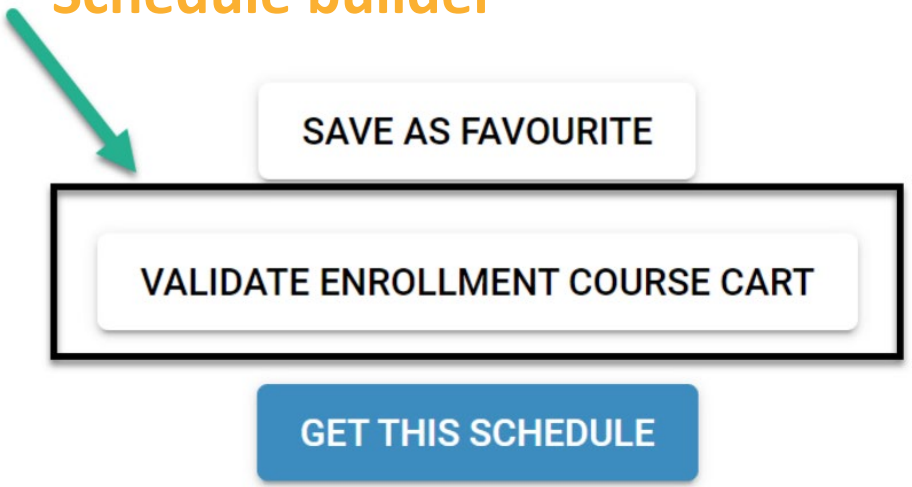
- You can register using your Student Centre (my.ucalgary.ca) using "Course Search"
- We recommend you use the VSB tool to initially build a schedule and register in your courses. After you've registered, it's best to make any course changes (such as adding, dropping, swapping or editing) directly through your Student Centre (my.ucalgary.ca).
- To learn how to directly register for courses and edit your schedule in your Student



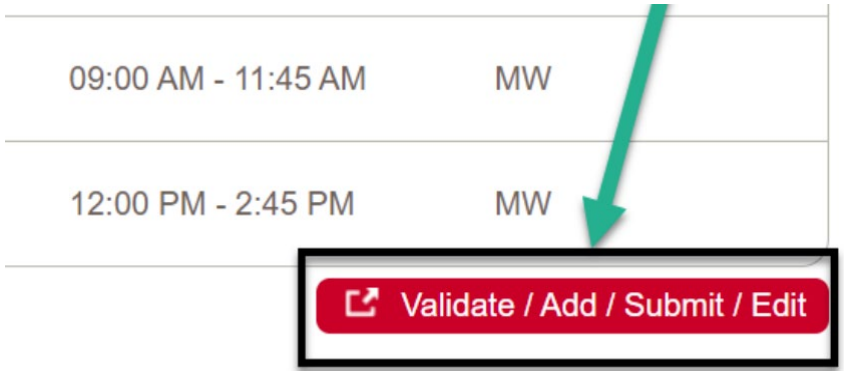
www.ucalgary.ca/registrar/student-centre/how-guides

Registration Tools: Validate Shopping Cart

Schedule builder



Course Search



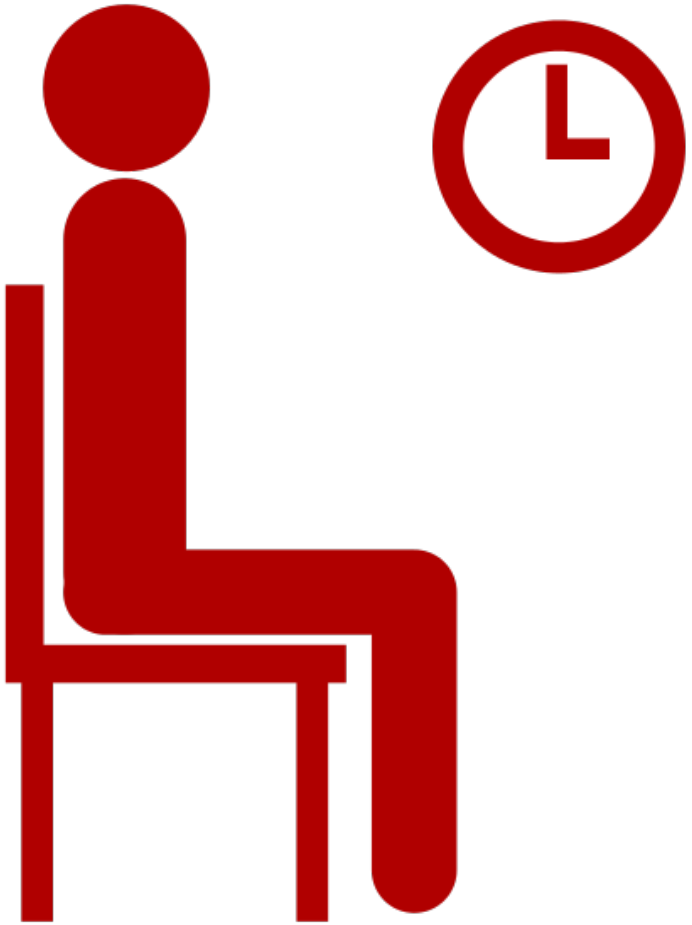
- Using the "Validate" option, students can validate their shopping cart before their enrolment appointment to check for potential enrolment errors.
- These errors include time conflicts, unfulfilled pre-requisites or co-requisites, missing departmental consent, anti-requisites, etc.
- **Note:** the validate option DOES NOT result in enrolment. Once your enrolment appointment arrives, you'll still need to process your enrolment even if you've successfully validated your courses.

Important Terminology – Registration Actions

- **Add:** Add a new course to your schedule.
- **Drop:** Completely remove a course from your schedule.
- **Swap:** Trade or substitute one course for another.
- **Edit:** Change the sub-component of a course (such as a lab or tutorial) while leaving the main component of a course (typically the lecture section) unchanged.
- **Withdrawal:** After the term drop deadline passes, the drop function allows you to withdraw from a class up until the last day of classes for the term.

•To see this in action, the How To Guides are available here: https://www.ucalgary.ca/registrar/student-centre/how-guides

Waitlists – Do’s & Don'ts



- **Waitlist:** If a course is full, you may be able to join a waitlist and wait for a seat to open in the course (if this functionality is enabled*). If a student drops the class, a seat will open up and be automatically 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 the 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 (that includes labs and tutorials for that course, as well). If there is, **the waitlist will not be able to enroll you into the course if a seat opens up**.

- You can review your 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 appointment date and 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!

Tools for Success

- Balance business and non-business courses so as not to get overwhelmed.
- Full-time student status is 9 units/ term. If you don't want to take a full course load, use the spring/summer terms to take courses and not delay 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 (see a Program Specialist!)
- Improve your comprehension and academic performance by attending free, organized study groups for PASS designated courses

Academic Development Specialist

- The Student Success Centre and the Haskayne School of Business are offering holistic academic support through the Academic Development Specialist (ADS), aimed at fostering a culture of success that enables you to realize your full potential https://haskayne.ucalgary.ca/current-students/undergraduate/academic-information/ads.

- **When should you contact the Haskayne ADS?**
  - When you are seeking to become a better learner, regardless of current academic standing
  - When you are enrolled in the Academic Turnaround Program
  - When you are unsatisfied with your academic performances

Additional Opportunities

BComm Honours

- Not meant to extend your degree; 3 senior options become 3 specific Honours courses, focused research with a faculty mentor.
- Admission Requirements:
  - 6 specific courses completed by Winter of 2nd year: MGST 217, SGMA 217, STAT 213, STAT 217, ENTI 317, MGST 391.
  - GPA of 3.30 or higher on above 6 courses **and** on last 30 units Winter back.

BComm Honours

- Apply for Honours through your Student Centre, using the “Change of Program” link.
  - **Apply between:** October 1- February 1

- 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.

Co-op Program

- Complete 3 work terms (12 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*** 12 months of *relevant* work experience!
- Apply through D2L

Co-op Program

The following courses must be completed ***before*** **you can go out on a work term:**

- SGMA 217
- MGST 217
- ENTI 317
- Concentration 317 course (especially important for ACCT & FNCE students)

***these courses do not have to be completed for the application to be submitted**

GPA Requirement:

Minimum GPA does not guarantee admission. Co-op is a competitive program.

International Exchange

- Take courses somewhere else in the world for Bcomm credit.
- Eligibility:
  - Min. 20 courses (60 units) done towards BComm, including min. 3 core 317's, before you leave.
    - Recommended to also have ENTI 317 and MGST 391.
  - GPA of 2.90 or higher on last 10 courses (30 units) at time of application review.

Questions

Undergraduate Program Office

undergraduate@haskayne.ucalgary.ca

https://haskayne.ucalgary.ca/current-students/undergraduate/academic-information/advising