



UNIVERSITY OF
CALGARY

Registration Webinar

Haskayne School of Business - Continuing Student Registration Guide

Haskayne School of Business
Undergraduate Program Advising

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



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.

The screenshot displays the Student Centre interface. On the left is a navigation sidebar with icons for Home, My Application, Personal Info, Exams and (circled in red) Program and Advising Info, 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 list of links includes 'Academic Requirements', 'Awards', 'Change of Program', 'Confirmation of Registration', 'GPA Calculator', 'Important Forms and Documents', 'Thesis Guidelines', 'What-if Advisement Report', and 'Letter of Permission'. On the right, there are buttons for 'Schedule Builder', 'Course Search', 'Apply for Graduation', and 'Convocation Status'. At the bottom, an 'Advising Help' section lists various faculties and schools, including the Cumming School of Medicine, Faculty of Arts, Faculty of Law, and Faculty of Nursing, among others.

Options



Business Concentration	Recommended Non-Commerce Areas of Study	
Accounting (ACCT) Finance (FNCE) Personal Financial Planning (PFPL)	Data Science (DATA) Economics (ECON)	Mathematics (MATH)
Business Analytics (BANA) Business Technology Management (BTMA) Operations Management (OPMA)	Computer Science (CPSC) Data Science (DATA)	Mathematics (MATH) Statistics (STAT)
Energy Management (ENMG)	Geology (GLGY)	Environmental Science (ENSC)
Entrepreneurship & Innovation (ENTI)	Computer Science (CPSC)	Data Science (DATA)
International Business Strategy (IBST)	Any Language Course Any International Culture (EAST, LAST, SAST)	International Relations (INTR) Political Science (POLI)
Marketing (MKTG)	Communication and Media Studies (COMS) Data Science (DATA) Innovation (INNO)	Philosophy (PHIL) Psychology (PSYC) Sociology (SOCI) Statistics (STAT)
Organizational Behaviour & Human Resources (OBHR)	Philosophy (PHIL) Psychology (PSYC)	Sociology (SOCI)
Real Estate Studies (REAL)	Architectural Studies (ARST) Geography (GEOG) or Political Science (POLI) with a focus on cities, urban development, social and/or economic geography.	Sociology (SOCI) Sustainability Studies (SUST) Urban Studies (UBST)
Risk Management & Insurance (RMIN) Risk Management Insurance & Finance (RMIF)	Actuarial Science (ACSC)	
Supply Chain Management (SCMA)	Geography (GEOG)	Transportation Studies (TRAN)

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 each year for a Fall start.
- Courses for minors should fit into your BComm options, with proper planning.
- A minor is optional.

Embedded Certificates

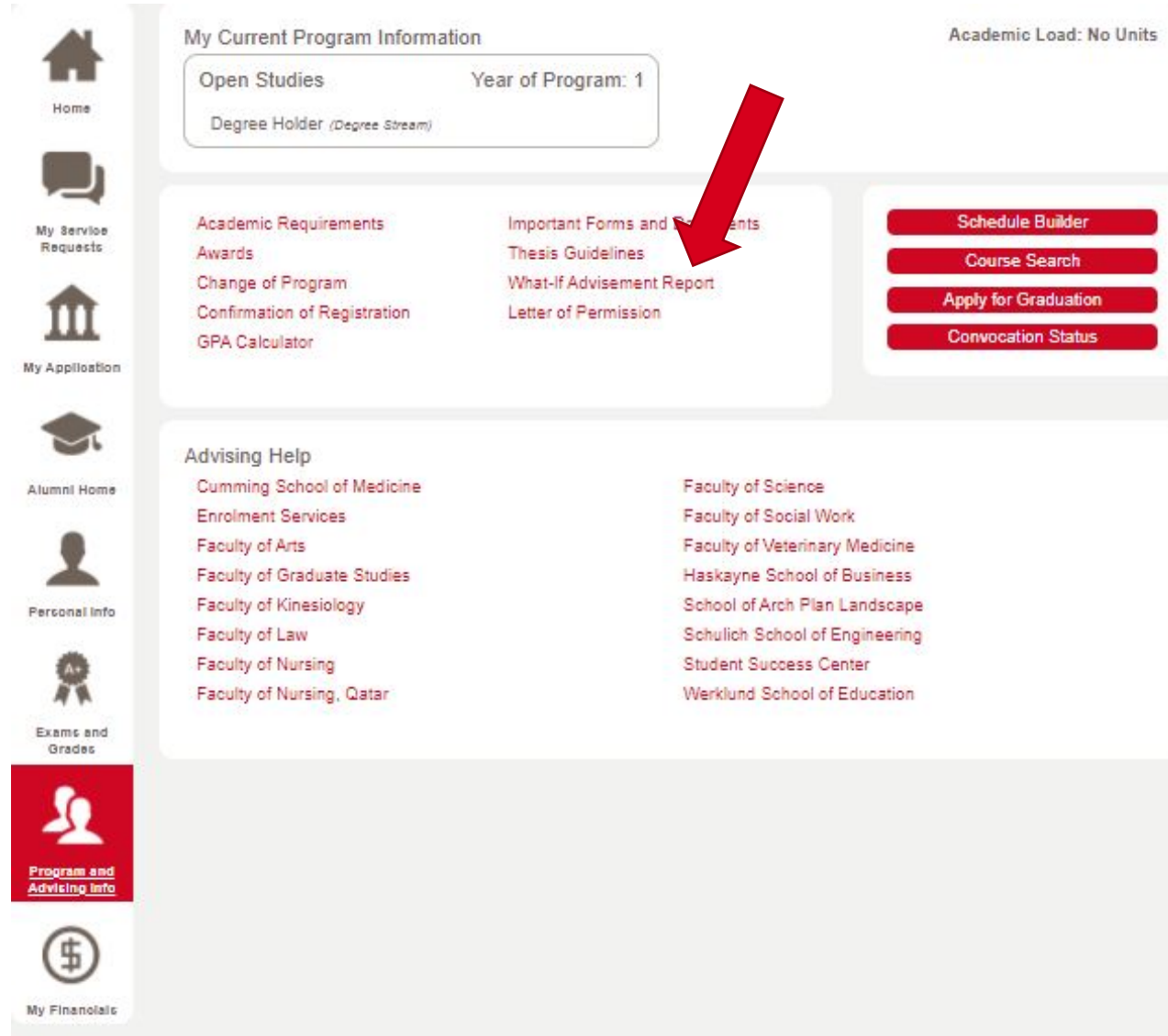
- An embedded certificate is 6 courses (18 units). More information about HSB Embedded Certificates can be found here: <https://haskayne.ucalgary.ca/future-students/specialized-programs/embedded-certificates>.
- Other Embedded Certificates available at UCalgary can be found here: <https://www.ucalgary.ca/pubs/calendar/current/embedded-certificates.html>
- Apply for an embedded certificate through your Student Centre, using the “Change of Program” link.
 - **Apply between:** October 1- February 1 each year 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 a combined degree through your Student Centre, using the “Change of Program” link.
 - **Apply between:** October 1- February 1 each year for a Fall start.

What If tool



The screenshot displays the University of Calgary student portal interface. On the left is a vertical navigation menu with icons and labels: 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' and 'Year of Program: 1'. Below this, there are two columns of links. The 'What-If Advisement Report' link in the second column is highlighted with a large red arrow. To the right of these links is a 'Schedule Builder' section with four red buttons: 'Schedule Builder', 'Course Search', 'Apply for Graduation', and 'Convocation Status'. The top right corner of the main area displays 'Academic Load: No Units'.

Home

My Service Requests

My Application

Alumni Home

Personal Info

Exams and Grades

Program and Advising Info

My Financials

My Current Program Information

Open Studies

Year of Program: 1

Degree Holder (Degree Stream)

Academic Load: No Units

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



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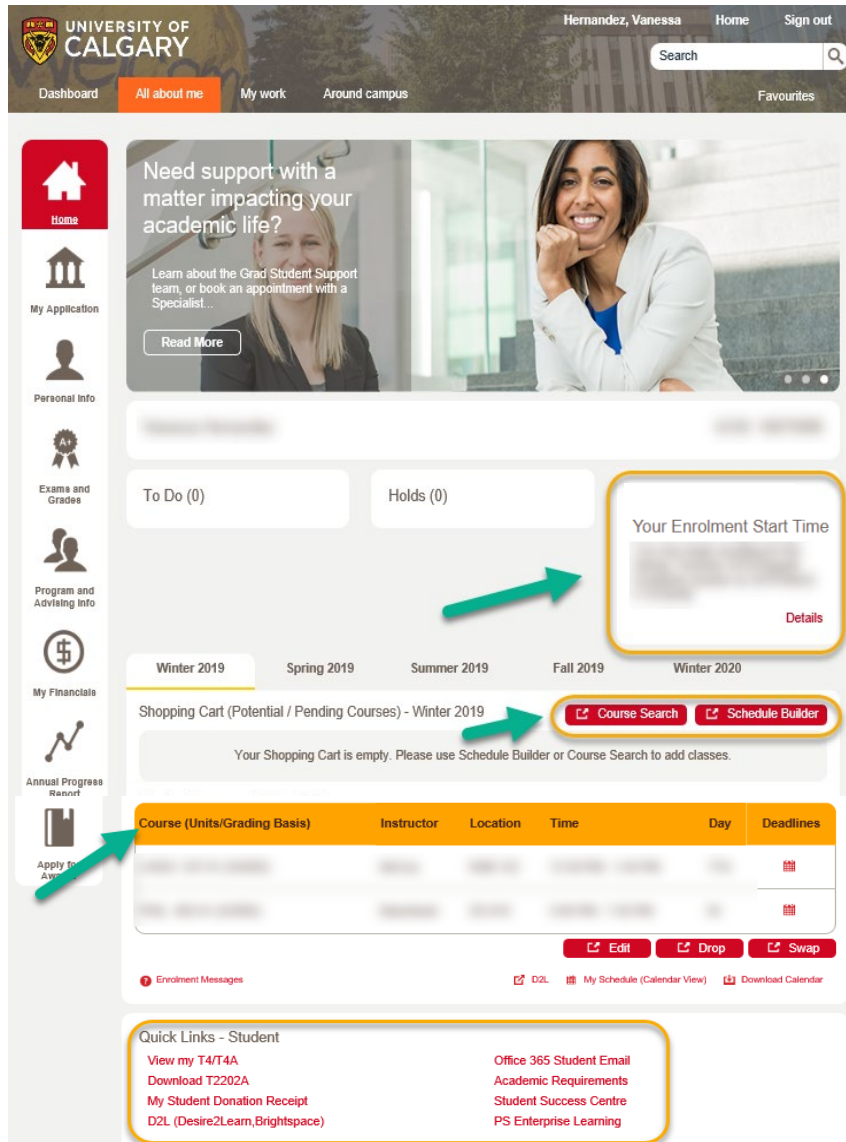
Registration

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:

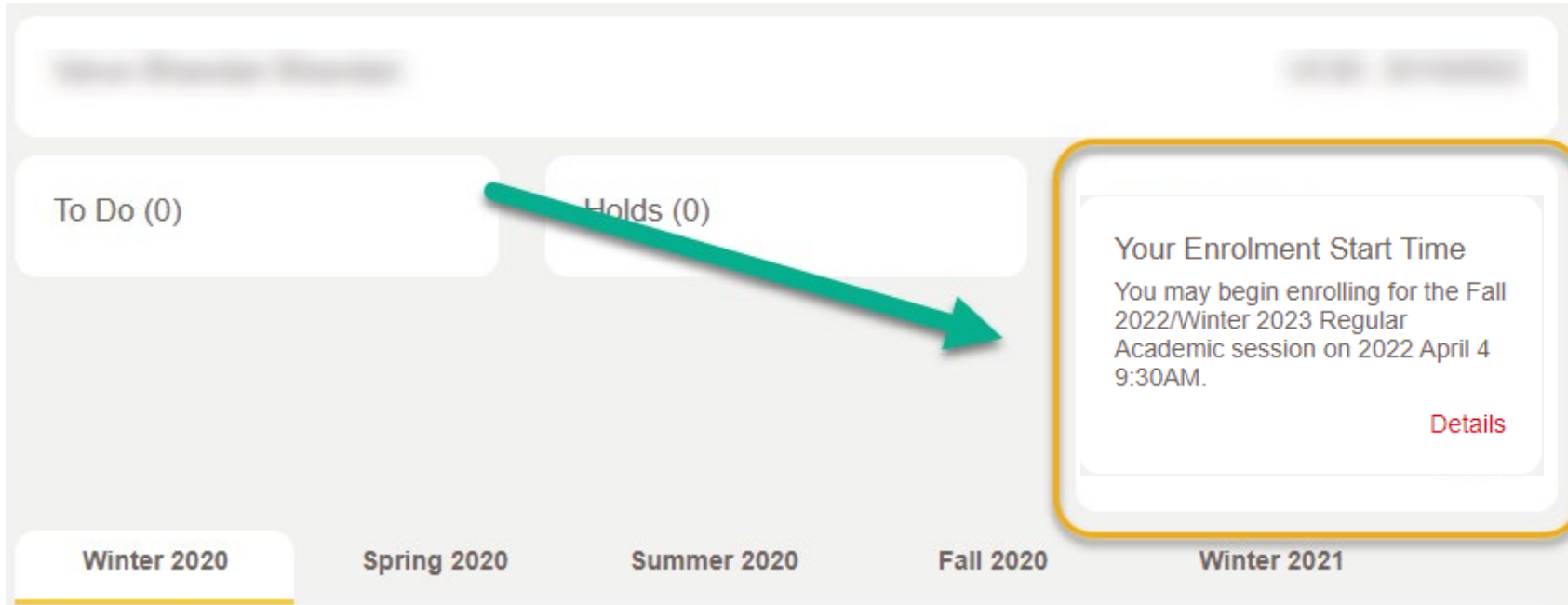
- Course registration
- Enrolment start time
- Schedule
- Quick Links



The screenshot shows the MyUCalgary Student Centre Home Tab interface. Key elements include:

- Navigation Bar:** University of Calgary logo, user name 'Hernandez, Vanessa', 'Home', and 'Sign out' links. A search bar and menu items like 'Dashboard', 'All about me', 'My work', 'Around campus', and 'Favourites' are also present.
- Home Tab:** Selected in the left sidebar.
- Banner:** 'Need support with a matter impacting your academic life?' with a 'Read More' button.
- Enrolment Start Time:** A section with a 'Details' link, highlighted by a green arrow.
- Shopping Cart:** 'Shopping Cart (Potential / Pending Courses) - Winter 2019'. A message states 'Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.' Buttons for 'Course Search' and 'Schedule Builder' are highlighted with green arrows.
- Course Table:** A table with columns: Course (Units/Grading Basis), Instructor, Location, Time, Day, and Deadlines. A green arrow points to the 'Apply to Add' button at the bottom of the table.
- Quick Links - Student:** A box containing links like 'View my T4/T4A', 'Download T2202A', 'My Student Donation Receipt', 'D2L (Desire2Learn, Brightspace)', 'Office 365 Student Email', 'Academic Requirements', 'Student Success Centre', and 'PS Enterprise Learning'.

Enrolment Start Time



The screenshot shows a student portal interface. At the top, there are two search bars. Below them are two buttons: 'To Do (0)' and 'Holds (0)'. A green arrow points from the 'Holds (0)' button to a highlighted box containing the following text:

Your Enrolment Start Time
You may begin enrolling for the Fall 2022/Winter 2023 Regular Academic session on 2022 April 4 9:30AM.
[Details](#)

At the bottom of the interface, there is a navigation bar with tabs for 'Winter 2020', 'Spring 2020', 'Summer 2020', 'Fall 2020', and 'Winter 2021'. The 'Winter 2020' tab is currently selected.

Please note this is only an example, and the enrolment start date and time will not be the same for every student.

All Students:

- View Schedule & Add to Shopping Cart – March 8, 2022

New (First-Year) Students Registration dates: May 10-13, 2022

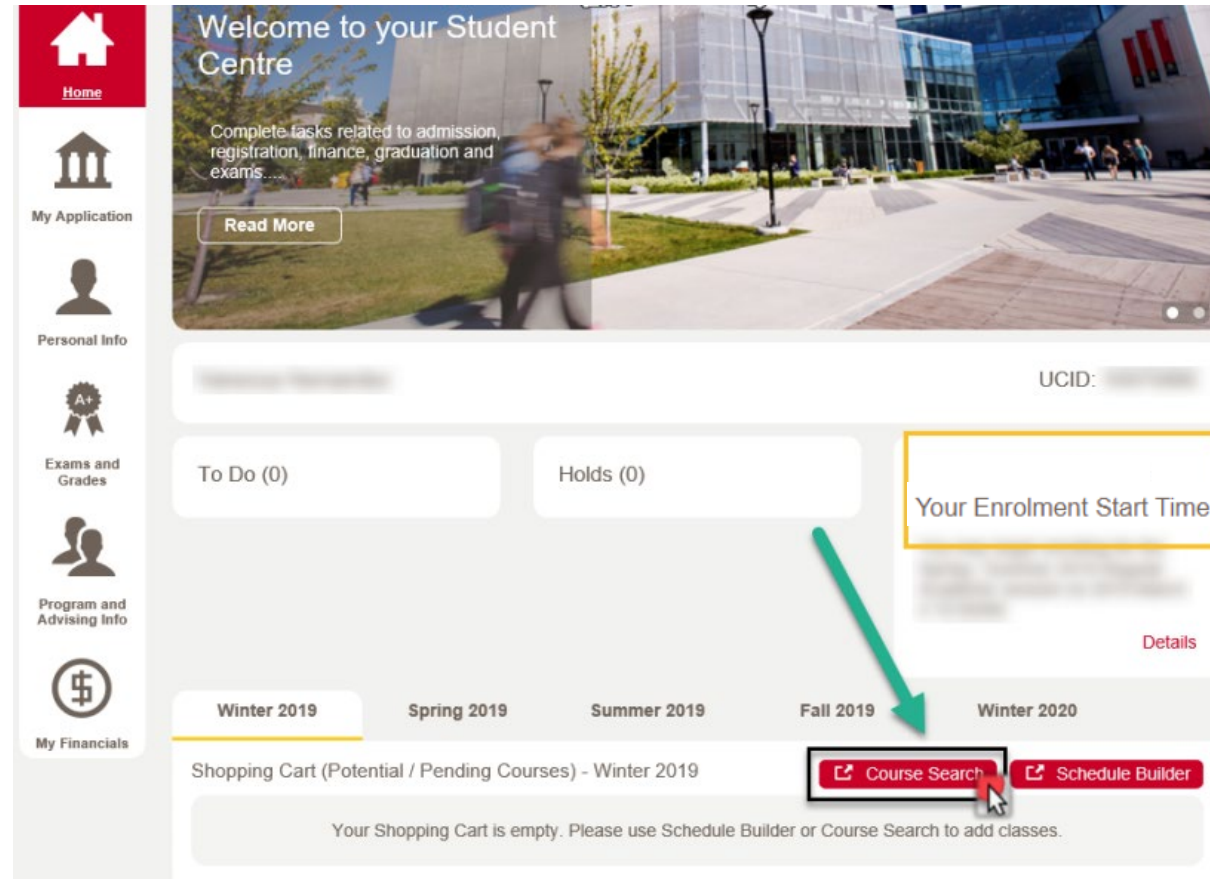
Transfer Students Registration Dates: April 4, 2022

Continuing Students Registration Dates: March 28-April 1, 2022

How is your enrollment appointment determined? More information can be found [here](#).

Registration Tools: Course Search

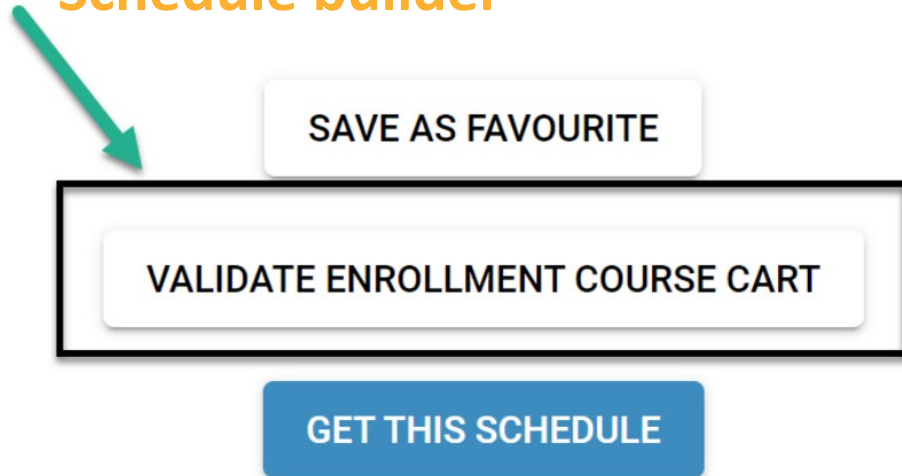
- You can register using your Student Centre (my.ucalgary.ca) using "Course Search"
- We recommend you use the VSB tool to initially build a schedule and register in your courses. After you've registered, it's best to make any course changes (such as adding, dropping, swapping or editing) directly through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



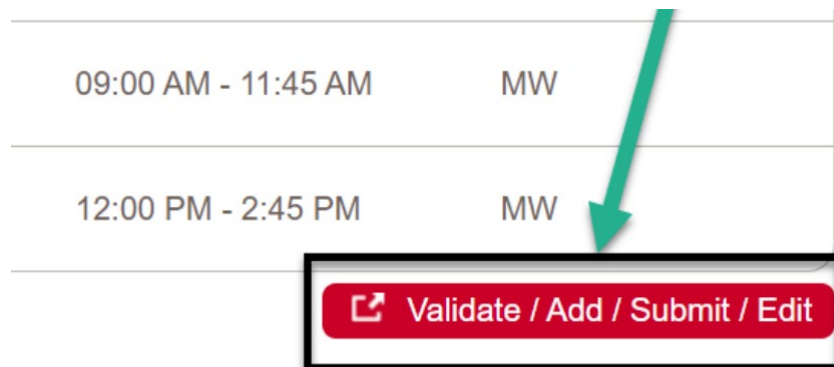
www.ucalgary.ca/registrar/student-centre/how-guides

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.



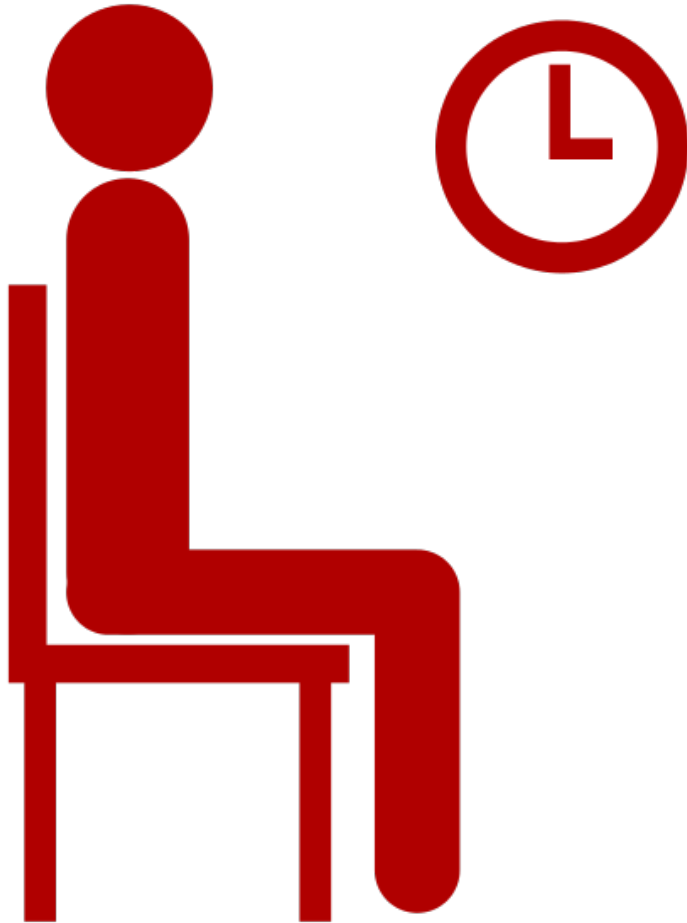
Important Terminology – Registration Actions

- **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.](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



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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 each year
- 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 at least 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 at least 8 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.

Undergraduate Program Office

undergraduate@haskayne.ucalgary.ca

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