

## **REGISTRATION TIPS FOR STUDENTS IN THE COMMERCE PROGRAMS**

1. Read the Registrar's website carefully regarding on-line registration at <http://registrar.mcmaster.ca/gettingregistered/>. Make sure you take the steps recommended in this excellent website. If you need SOLAR help after going through the Getting Registered website, please contact (905) 525-4600 or e-mail [getreg@mcmaster.ca](mailto:getreg@mcmaster.ca). As you will see from this website, all undergraduate courses are subject to course capacities.

**Reminder: Please note that SOLAR is a registration tool and must be followed up with checking your degree audit to ensure you are satisfying all of the course requirements for your program. To view your degree audit go into MUGSI, click on, "My Academics" and then on, Degree Audit". Do this each time you register or make a change to your registration. It is your responsibility. If there are problems with your degree audit or you have questions regarding your program, please contact your Academic Advisor.**

The Academic Advisors are as follows:

<b>Level</b>	<b>Academic Advisor</b>	<b>Contact Information</b>
All levels	Lori Hill	<a href="mailto:buscom@mcmaster.ca">buscom@mcmaster.ca</a> Ext. 24433
All levels	Barb Pegg	<a href="mailto:buscom@mcmaster.ca">buscom@mcmaster.ca</a> Ext. 24433
Current Internship Students (those on CIP placement ) and McMaster Exchange Students	Sriyani Dissanayake, Program Co-ordinator	<a href="mailto:busint@mcmaster.ca">busint@mcmaster.ca</a>  <a href="mailto:bizex@mcmaster.ca">bizex@mcmaster.ca</a> Ext. 26534
All levels	Lori Johnston	<a href="mailto:buscom@mcmaster.ca">buscom@mcmaster.ca</a> Ext. 24433
Manager, Undergraduate Programs	Ben Chapdelaine	<a href="mailto:buscom@mcmaster.ca">buscom@mcmaster.ca</a> Ext. 24433

2. SOLAR will be shut down and unavailable to students beginning Monday, August 1st and will reopen Wednesday August 10th through to Tuesday, August 16<sup>th</sup>. Please refer to: <http://registrar.mcmaster.ca/guide/index.html>

Personal Timetables will be available on Monday, August 8th

When SOLAR reopens you can modify your Personal Timetable

System limitations restrict the number of students and the amount of activity per student in SOLAR

Important: all courses have enrolment capacities, so be sure to register and submit your Payment Agreement as soon as SOLAR opens to you

Please see your Academic Advisor in the Academic Programs Office if you need assistance. Refer to #1 for Contact Information.

FOR MORE INFORMATION CHECK THE GETTING REGISTERED WEBSITE:  
<http://registrar.mcmaster.ca/gettingregistered>

3. Selection of Program – When you enter the MUGSI system and start to register, a list of the program(s) you are eligible for will come up and you need to pick the one you want. If it says Honours Commerce or Commerce, please be sure to pick the correct one. If you make an error in picking the program, contact your Academic Advisor immediately for assistance. Refer to #1 for contact information.
4. Where can I find the 2011-2012 Undergraduate Calendar? Can I use last year's Calendar instead?
  - a) The Calendar is available on-line at McMaster's website, <http://registrar.mcmaster.ca/CALENDAR/2011-12/> or you can Go to the McMaster Bookstore, "Titles" and purchase a copy. No, you should not use last year's Calendar because each year there is changes.
  - b) Are there any new Commerce courses this year that are not included in The 2011-2012 Undergraduate Calendar and if so, where can I locate them?

Yes. Please go to the following website to view them:

<http://www.degroote.mcmaster.ca/UG/register.html> and click on, "Additional Commerce Courses Offered (not included in the Undergraduate Calendar)".

5. If I did not qualify for Honours B.Commerce in Level III, can I take Commerce electives instead of some of the non-Commerce electives while I am in Level III B. Com?

No. You are not eligible to take Commerce electives if you are in the Level III B.Com program. See pages 42 and 43 under Commerce (B.Com) Level III for program course requirements and refer to Note 6 on page 232 of the 2011-2012 Undergraduate Calendar.

6. I am in Honours Commerce and want to take course work towards my next level and delay taking my non-Commerce electives for the Level I am in, can I do this?

Work of the next higher level may be undertaken only when necessary to fill a program load. Courses must be taken in the sequence specified by the School of Business.

7. I have chosen an elective course and the registration system is telling me it is full in all sections and I cannot register for it. What can I do?

When mapping out your course selection, this is something that should be planned for. If this happens and you do not have time to complete the registration in the 45 minutes, verify and apply the course selections you have already entered. Come back and complete the registration when you have worked it out, but bear in mind you have a 7-day limit from the time you selected your program for registration. Beginning July 11th, drop and add will begin - if you did not get into an elective course, try again at that time by entering SOLAR and doing a drop and add on-line. Remember that all courses now have course capacities. Refer as well to the information/instructions in #2 above.

8. Must all prerequisites for all courses be met?

Yes. Although the answer seems very logical, you would be surprised at the number of students who either do not read the prerequisites or do not feel it applies to them. A prerequisite is there for your protection. Please read them and know they do apply to you. If the prerequisite indicates, "or permission of the instructor" or "permission of the department", then the onus is on you to contact the instructor indicated in the timetable to get electronic permission put on the system for you. Please read the prerequisite all the way through since some courses have more than one prerequisite. In addition to checking the prerequisite, check to see if there are any Department Notes at the beginning of the Section for the course, which may refer to general eligibility, e.g. Kinesiology has Department Notes, which qualify which courses are and are not available to students outside of the Kinesiology programs (see page 305 of the 2011-2012 Undergraduate Calendar).

9. If I am carrying 30 units, do I have to have 5 courses in each term?

A balanced load is definitely recommended. Taking 6 courses in one term increases your workload and course components. With 6 courses, scheduling will be more difficult. Should you choose to take a 6 and 4 load, then you will do this at your own risk and against academic advice.

10. I want to overload; can I?

You need a 7.0 Sessional Average (SA) on completion of the previous Fall/Winter session in order to overload (see page 40 of the 2011-2012 Undergraduate Calendar). The exception to this rule is for those in their final year that only need 33-36 units to graduate. These potential graduands are allowed to overload, at their own risk, without having a 7.0 SA, in order to be able to graduate with their class. If taking 36 units on overload, you can take a maximum of 6 courses in each term.

11. If I overload, do I have to pay for any units over 30?  
Yes.

12. I want to take Math 1A03 as an elective; can I do this?

Not for degree credit. If you are asking this question, you have already taken Math 1M03 in Business 1, and since there is significant overlap between these courses, you cannot take Math 1A03 for degree credit. Should you choose to take it, it will be coded as an "Extra" course only and would not further your degree or be included in your CA. For more information on "Extra" courses, please refer to Pg. 10 of the 2011-2012 Undergraduate Calendar. If you choose to register for Math 1A03 after you have already taken Math 1M03, contact your Academic Advisor immediately. Refer to #1 for contact information.

- 13 a. If I did not take Math 1A03, can I still take Math 1AA3?

Yes, if you received a grade of at least a B- in Math 1M03.

14. Is there a limit to the number of Level 1 courses I can take?

Yes. You can take no more than 48 units of Level 1 course work for degree requirements.

15. Is there a limit on the number of Level 2 courses I can take?

No. Providing the elective course work fits into your program requirements.

16. I want to do a Minor and want to ensure I am taking the right courses; what can I do?

Check the Calendar under the Faculty and discipline the Minor belongs to. The Minor will set out what course work needs to be completed by the time you graduate. Should there be any questions regarding any exceptions to the requirements that are stated, you can contact the Department the Minor belongs to e.g. Psychology Minor, contact the Psychology Department, otherwise contact your Academic Advisor. Refer to #1 for contact information.

17. Can I take course work for a Minor at another University?

Yes, with the appropriate permission, but only a maximum of 6 units of a Minor can be from another institution and this includes transfer credit that may be involved in the Minor, as well as LOP (Letter of Permission) course work. Please refer to Pg 23 of the 2011-2012 Undergraduate Calendar. For information on LOP procedures and the application, refer to our website under "Forms" at:  
<http://www.degroote.mcmaster.ca/UG/register.html>.

18. Where are the requirements for a Minor in Economics listed?

Refer to page 175 of the 2011-2012 Undergraduate Calendar under, "Minor in Economics". Please note that you cannot take Econ 2CC3 toward the Minor in Econ.

- a) What required Commerce course work can be applied towards this Minor?

Econ 1B03 & 1BB3

Commerce 2FA3 (is equivalent to Econ 2I03, but is aware this is 3 units the group described from which no more than 6 units can be taken)

Commerce 2QA3 or for transfer students to our programs retaining credit for Stats 1CC3 the equivalent to Commerce 2QA3, (equivalent to Econ 2B03)

Econ 2X03

19. If I am going to be graduating this year, do I need to indicate that I am completing a Minor on my on-line registration?

No. To declare a Minor, a student in the final term of their final year fills out a Graduation Information Card on-line. The final section of the card is a section on declaring a Minor that will ask what the Minor is in and what courses you took to complete the Minor. The Graduation Information Card will be available in January 2012 at the following website: <http://registrar.mcmaster.ca/internal/convocation/> and would need to be completed and submitted on-line by Friday, March 30<sup>th</sup>, 2012 for those planning to graduate at the Spring 2012 Convocation. In addition, there will be a Graduation Response Form that you will need to fill out as well available from the same website.

20. Do I need to indicate whether I am graduating this year when registering on-line?

Yes. There will be a question on the on-line registration system that will ask if you are graduating after completion of this course work and if the answer is “yes”, you would select that answer.

21. Where can I check my courses taken for the degree and what course work is still Owing?

Go into MUGSI and **check your degree audit and your student record**. As indicated in #1 of this document, **it is your responsibility to do so and to ensure you are satisfying all course requirements and degree requirements**. Should there be any questions or problems regarding your degree audit or student record after reading through this information or after you register, and then contact your Academic Advisor. Refer to #1 for contact information.

22. I would like to take the Commerce 4SY3 Independent Study in Business course. How do I go about this?

The “Proposal for Bachelor of Commerce Independent Study in Business Course” form is available to download from our website: [http://www.degroote.mcmaster.ca/UG/documents/IS\\_COM4SY3.pdf](http://www.degroote.mcmaster.ca/UG/documents/IS_COM4SY3.pdf). Print out the form and take it to the DeGroote School of Business Faculty member you are asking to supervise. To choose a supervisor, you would need to decide on a topic and which Area the topic would belong to e.g.: finance topic, Finance Area, etc. You would then approach a Professor if you already know whom to ask, or the Area Chair, if you were not certain. Once you find a supervisor, you both need to fill out the form, determine the components of the course, the weighting, and the deadline dates for completion. The form would then need to be signed by the supervising Faculty member and the Area Chair and co-signed by the Director, Undergraduate Programs, Dr. Nick Bontis (DSB-207). The original of the approved “Proposal for Bachelor of Commerce Independent Study Course” form must be returned to Barb Pegg in DSB-104 in order for her to put a Waiver and Seat Authorization on-line for you. If this form cannot be fully approved prior to you doing an on-line registration,

then register for another course instead for the time being. After the approval process is completed and the Waiver put on, you can do a drop and add to make a change to your registration to pick up the Commerce 4SY3 and drop the course that was substituted for it. Drop and add begins July 11<sup>th</sup> and will be done on SOLAR. Refer as well to the information/instructions in #2 above.

23. Can I take Commerce 4SY3 more than once?

Yes. It can be taken twice (for a total of 6 units), but the topics must be different. If you are intending to take two Independent Study in Business courses in one academic year, you would do one in each term.

24. What if I change my mind about what course(s) I want to take after my registration has been entered on-line and it is past my 7-day limit?

You would then need to wait until the drop and add period begins on July 11th and then make a change on the SOLAR system. Refer as well to the information/instructions in #2 above.

25. If I do get an E-mail notice from my Academic Advisor that I need to make changes to my registration, what should I do?

Follow the instructions in the e-mail and either e-mail or fax back when you have made the change(s) on SOLAR as directed to the appropriate Advisor.

26. I do not know what non-Commerce electives to choose; can my Academic Advisor choose them for me?

No. Students need to choose their own electives. Not everyone will enjoy or be adept at the same subject matter.

27. I notice in the 2011-2012 Undergraduate Calendar, pages 42 & 43 that under the non-Commerce elective choices in Levels II, III and IV, the wording "from COMMERCE 2SB3" is listed. Is this a required non-Commerce elective?

No. Commerce 2SB3 is cross-listed with Philosophy 2N03. This is a Business Ethics course. It is not a mandatory non-Commerce elective; it is a choice the student can make (see Note 7 on 232 of the 2011-2012 Undergraduate Calendar).  
**COMMERCE 2SB3 IS NOT BEING OFFERED IN 2011-2012.**

28. Are there any strategies for choosing non-Com electives and if so, what are they?

Yes.

- a) Do not choose a course because someone tells you it is a "bird" course. What comes easily or is of interest to one student may not be to someone else. In addition, if the course requirements seemed easier to the person telling you that in their opinion, a course is a "bird" course, anything could have changed in the meantime, e.g. the professor, the books, the requirements, etc. Check the course out for yourself.
- b) To check out a course, check the Department website to see if a recent course outline or the course outline for this year is there. If there is not a course outline available on-line for the course you are interested in, then contact the Department to which it belongs and ask to see the most recent course outline or it be E-mailed to you as an attachment. While the course outline for the term in which you want to take it may not be exactly the same, it will at least give you a fair idea of what is being covered.
- c) You may want to choose a non-Commerce elective with a view to completing a Minor. You should then refer to the Minor requirements for that discipline to see which courses need to be taken.
- d) An elective may be chosen because it is in a completely different field from Commerce, thereby offering diversity in the program.
- e) An elective may be chosen because the student enjoys the subject and knows that this particular area or areas is/are of interest.
- f) Our Faculty requires the completion of two courses from the International/Cross-cultural/Language Menu prior to graduation, therefore, elective(s) may be chosen from the list on page 39 of the 2011-2012 Undergraduate Calendar. If you have already taken cross-cultural course work as previously listed in the Calendar under which you entered Level 1 onwards, but it is no longer listed in this year's Calendar under this category, it will still count as cross-cultural course work. For those students who completed an Exchange Program, you will be exempt from taking one cross-cultural course.
- g) An elective may be chosen with a view to the career path the student will want to take, e.g.:
  - Law School - complementary subject matter - philosophy, history and political science - for further Information on Law Schools, see the Student Success Centre located in GH-110 or visit their website at <http://studentsuccess.mcmaster.ca/index.html>
  - Teacher's College - the Faculties of Education will require what are called "teachable subjects". Some will choose their electives with a view to obtaining these - for further details on Faculties Education or Teacher's Education and "teachable subjects", see the Student Success Centre located in GH-110 or visit their website at <http://studentsuccess.mcmaster.ca/index.html>.
  - Business - non-Commerce subject matter related to business - Economics, Psychology, Sociology & some of the Communication Studies courses. There are also courses throughout the Calendar that would have implications to Business, e.g. Math 2K03 Financial Mathematics.

Grad School - Some are going on to grad school and may select non-Commerce electives with a view to the subject matter they are going to be pursuing.

Please note these are only strategies for choosing electives and the decision to choose the course work is up to the individual student.

29. I have heard there are popular electives around that students have been taking for many years; do you think I should do this too?

Again, what may be popular with one student may not be popular with another. Check it out for yourself.

30. If I cannot decide what non-Commerce electives to choose, can I just put any non-Commerce electives in, for which I meet the prerequisite, to satisfy my program requirements and then change them during the drop and add?

While this is technically correct, this type of strategy causes the student a great deal of additional work down the line to make and verify changes particularly with all undergraduate courses being subject to course capacities. If you put the time and effort into choosing your course work carefully the first time, it will make the whole registration process, and possibly the drop and add process, much easier.

31. I am planning to do the Chartered Accountancy credits, and will be taking additional Commerce elective courses in my final year that will be over and above my degree requirements. How do these additional, "Not Used" courses affect my graduation?

The courses that are taken during completion of the degree but are over and above said degree requirements are referred to as, "Not Used" courses and you can see them at the bottom of your degree audit. Whether for Chartered Accountancy or for other purposes, these "Not Used" courses are included in the computation of the Cumulative Average, which decides whether the student graduates, graduates from their program and graduates with distinction. The grades obtained in the "Not Used" courses will also be included in the computation of the Sessional Average and the Full-Load Average (Pg. 10 of the 2011-2012 Undergraduate Calendar).

32. In order to obtain my Minor, I will need to complete more units than my degree requires; can I code some of the courses for the Minor as "Extra" since they will be over and above the degree?

No, with the exception of Math 1A03. Math 1A03 is permitted to be coded as an "Extra" and count for a Minor in Mathematics and Statistics if a student has already taken Math 1M03. Refer to item #12 in this information sheet.

33. a) Are there any "majors" or "streams" in the Honours Commerce program?

No. The only major in our Program is Commerce. For students in the Honours Commerce program, even if the student were to take their 6 units of Level III or IV Commerce electives in Level III and their 15 units of Level III or IV Commerce electives in Level IV from one Area (e.g. accounting), they graduate with a Bachelor of Commerce (Honours) degree and there is no indication on either the diploma or student record that there is a major or stream in accounting. What students who do choose a number or all of their Commerce electives from one Area may opt to do

when filling out a CACEE or a Resume is indicate they have a concentration or focus of subject matter in an Area, e.g. Accounting. The question that follows from this is, how many courses in a Commerce Area do I need to take to say that I have a concentration of subject matter in it? There is no specific number since this is not an official category. However, if a student is putting this in, bear in mind the employer has a right to request a transcript, and if you are saying you have done a concentration of subject matter in a particular Area, this should be readily visible to the recruiter by way of having several courses beyond the specified requirements in that Area.

b) There is a Minor in Business and three specialty Minors in listed on pages 43 of the 2011-2012 Undergraduate Calendar, namely, the Minor in Finance and the Minor in Accounting and Financial Management Services and the Minor in Information Systems. Being in a Commerce Program, am I eligible for any of these Minors?

No. These Minors are **not open** to students registered in any Commerce or Engineering Management program.

34. In the Level IV Honours B.Commerce requirements (see Pg. 42 of the 2011-2012 Undergraduate Calendar) it indicates that there are 15 units, "Electives from non-Commerce courses or Level III or IV Commerce courses." Is it true that even though I am in the Honours B.Commerce Program, that if I have completed or am completing my 6 units of Commerce electives for Level III, that I do not have to take any further Level 3 or 4 Commerce electives in Level IV if I do not choose to?

Yes. The Honours B.Commerce program is flexible and if the student in Honours Commerce has completed, or is completing, their 6 units of Commerce electives for Level III, then the 15 units referred to above in the Level IV Honours B.Commerce requirements could all be non-Commerce electives since they are what we refer to as, "open electives".

35. Where can I access McMaster's Commerce courses towards educational requirements for the professional designations?

Check our website at: <http://www.degroote.mcmaster.ca/UG/designations.html>

**For those pursuing an accounting designation, effective September 2011, the prerequisite for each of Commerce 4AC3, 4AD3 and 4AF3 has changed. Refer to page 234 of the 2011-2012 Undergraduate Calendar for the current prerequisite and for the changes. Effective Summer 2011 the prerequisite for two of the three, "Courses for Professional Designation" Commerce 4AH3 & 4AI3 changed. Refer to page 227 of the 2011-2012 Undergraduate Calendar for the changes.**

36. The program requirements for Level IV Honours Commerce indicate I must take 9 units of non-Commerce electives. If I am doing course work for a professional designation, is it all right for me to just substitute Commerce electives for non-Commerce ones?

No. To meet program requirements you must satisfy the non-Commerce elective component as well. Commerce electives cannot substitute for non-Commerce electives.

37. If I am in my final year, can I opt to take more Commerce electives than the degree requires, and not take the non-Commerce electives?

No. It is your responsibility to check your degree audit on MUGSI. "Not Used" course work, course work that is over and above your degree requirements can only be taken if you are satisfying all the course requirements for the program. If you take "Not Used" course work and are not satisfying the course requirements for your degree, you will be de-registered from the course(s). "Not Used" course work may not be scheduled in a manner which would delay a student's graduation (see Pg 40 of the 2011-2012 Undergraduate Calendar).

38. I am entering Level III Commerce or Level III Honours Commerce this year and am interested in doing an Internship. Do I need to register for Commerce 3IN0 on my SOLAR registration form?

No. In fact SOLAR will not permit you to do so. You will be sent a package from the Centre for Business Career Development (MGD-112) in late July to sign up for the 3IN0 Career Development Seminar Series that will be mandatory if you wish to pursue this option (see page 41 of the 2011-2012 Undergraduate Calendar). If you have any questions regarding Internship or the Internship package, please contact the CBCD Office at [CBCD@mcmaster.ca](mailto:CBCD@mcmaster.ca) or call them at (905) 525-9140, Extension 24611.

39. I am returning from having completed an Internship position, do I need to register for Commerce 3IN0 on my SOLAR registration?

Yes. This course signifies the end of the Commerce Internship position. Once your Internship employer and yourself have completed and submitted the appropriate paperwork to the Centre for Business Career Development (DSB-112) and providing it is satisfactory, then the letters "COM", short for, "Complete", will be added to your student record in December, 2011.

40. When I go to select my program, it indicates I will be in Lv. III this year, but I will actually be completing all of the course requirements for my program and will be graduating at the Spring 2012 Convocation. As a result of this, I am having problems registering, what can I do?

Contact Barb Pegg at [buscom@mcmaster.ca](mailto:buscom@mcmaster.ca) and let her know your name, student number, program you are in and the problem you are having. If after checking your student record and degree audit, she can ascertain that you will be eligible for consideration for graduation at the Spring 2012 Convocation, she will change your Level on-line from III to IV and this will then allow you to pick up Com 4PA3 & 4SA3 without Pre-requisite Waivers. You would then go on-line and register and check, "yes", when asked if upon completion of this course work you will be eligible to graduate.

41. I am currently in Lv. III, will be registered in 2011-2012, but plan on completing the remaining course work for my degree during the Summer 2012 session so that I can be considered for graduation at the Fall (November 16) 2012 Convocation, can I be given permission to take Com 4PA3 & 4SA3 in Term 2, Winter 2012?

Contact Barb Pegg at [buscom@mcmaster.ca](mailto:buscom@mcmaster.ca) and let her know your name, student number, program you are in and the problem you are having. If after checking your student record and degree audit, she can ascertain that you will be eligible for consideration for graduation at the Fall 2012 Convocation, and have either taken Com 3MC3 or will be taking it in the Term 1 Fall 2011, she will then go on-line and put on Pre-requisite Waivers for you to register for Commerce 4PA3 & 4SA3 in the Winter 2012 session.

42. I am currently in Lv. III, will be registered in 2011-2012 and plan on completing the remaining course work for my degree during the Fall 2012 session. Can I be given permission to take Commerce 4PA3 and/or Com 4SA3 in Fall 2011 or Winter 2012?

No, you will not be able to take Com 4PA3 and/or 4SA3 in Fall 2011 or Winter 2012, because when you return in Fall 2012, providing you have been successful in your course work, you would then be in Level IV and be at a point where prerequisite-wise, you would be in a position to take these required courses as they were intended to be taken. These courses are both synthesis/capstone courses that draw on all of the Commerce course work taken up to the end of Level III.

43. Where can I locate more information on the Commerce and the Honours Commerce program pertinent to my Level?

Go to the following website and click on the FAQ, "Frequently Asked Questions", relevant to your specific Level: <http://www.degroote.mcmaster.ca/UG/register.html>

Wishing you a wonderful summer and a successful academic year from the Undergraduate Staff of the APO.