



# Strong Start: Course Planning for Undergrads

Winter 2021

ACADEMICS

COMMUNITY

CAREER

HEALTH & WELLNESS

IMMIGRATION

# Poll

- Which semester are you in at Douglas?



# Poll

- What program you are taking at Douglas College?

# Contents

## Steps for Successful Registration:

Step 1. Find out when your registration is

Step 2. Know your program requirements

Step 3. Choose your courses

Step 4. Build your schedule

Step 5. Register on MyAccount at your registration date & time

## Other Topics:

- Course pre-requisites
- Assessments
- Transferring to universities
- Transferring credits to Douglas
- Resources and Academic Advising services

# Step 1: Find out when your registration is

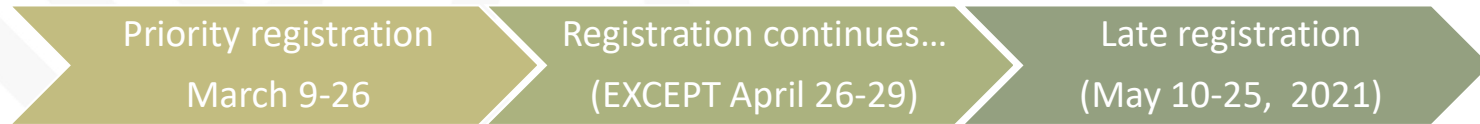
- MyAccount > Registration > Check Registration Date & Time > Select Term and Continue

You should register as soon as your registration opens on this date & time shown on your MyAccount!

Registration Date	Registration Time
Mar 15, 2021	01:00 pm

Make sure you have all green check marks!

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing but with permission to register.
- ✓ Your Student Status permits registration.



## Step 2: Know your program requirements

- Program Catalogue – Program page  
<https://www.douglascollege.ca/programs-courses/catalogue/programs>

### Program guideline

- The 1st semester of the current program decides the curriculum guideline you need to follow
- myPath

### Program requirements

- Notice
- Residency requirements
- Program GPA, course grades
- Required courses/electives
- Working requirements
- Full-time requirements (e.g. HOSP)
- Notes at the bottom

### Program progress

- Courses completed
- Courses in progress
- Courses/requirements to complete



# MyPath Overview

## Douglas College myPath

myPath audits are designed to help students make informed decisions regarding their academic programs. Every effort has been made to ensure that the information contained in an on-line program evaluation conforms with the official program requirements as stated in the Douglas College Calendar. However, myPath audits should be used in conjunction with the Calendar and with the advice from an Academic Advisor or your Program Coordinator, particularly by those students nearing graduation. Douglas College makes no representation, either expressed or implied, about the suitability of this software and shall not be liable for any damages suffered as a result of using this software.

**Student View** A0026hGu as of 07/02/2020 at 14:56

<b>Student</b>	Student, Advisor Sample	<b>Faculty</b>	Humanities and Social Sciences
<b>ID</b>	300103167	<b>Program</b>	Arts - Associate Degree
<b>Cumulative GPA</b>	4.00	<b>Program Option</b>	Undeclared Major
<b>Academic Standing</b>	Good Standing	<b>Minor</b>	
		<b>Specialization</b>	Associate of Arts - History

### Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - seek advice	* See Prerequisite

<input type="checkbox"/> Associate Degree in Arts	Catalogue Term: Fall 2019	Credits Required: 60
	Program GPA: 0.00	Credits Applied: 13

## Step 3: Choose your courses

- Course Catalogue - <https://www.douglascollege.ca/programs-courses/catalogue/courses>
- Think about the following when choosing courses







**STRONG START**

DOUGLAS COLLEGE

# Course Offering

Course Information - Google Chrome  
hvdwapp1.douglascollege.ca/TRISLink.cgi

**BUSN 3620**      3 Credits      **Project Time & Scope Mgmt**      [Print](#)

Managing scope is essential to all project managers. This process ensures that all the work necessary to complete the project is established at the beginning of the project so that the cost and schedule stay on track throughout the project. In this course we will look at techniques used in identifying scope, collecting requirements, creating a Work Breakdown Structure (WBS) and managing scope creep during project execution. Using the WBS we will look at each of the activities to determine a viable schedule for the project. We will look at topics such as sequencing activities, estimating activity resources and duration, and developing the project schedule. We will also look at using Critical Path Method to manage project duration and to determine the amount of flexibility in the schedule. These topics will be presented using a combination of real world examples, case studies, exercises and theory.

**Prerequisites:** **BUSN 3600** minimum grade of C- or **COBA 3200** minimum grade of C-

**Attributes:**      BUSN, UFEE, UPLV, UT

**Sections:**

Term	Crn	Section	Seats Open	Meeting Times
202030	36114	001	35 (out of 35)	W 12:30 - 15:20
202110	15594	001	35 (out of 35)	
	16119	002	35 (out of 35)	
202120	23843	050	35 (out of 35)	

## Step 3: Choose elective courses

- Specific faculty requirements?
- Specific subject requirement?
- Certain level requirements?
- UT requirements?
- UT: a course that can transfer to at least one of the research universities in BC: UBCV, UBCO, UNBC, UVIC, SFU
- Check the information on [BC Transfer Guide](#)

## Step 4: Build your schedule

## Step 5: Register on MyAccount at your registration date & time

- Use [Course Scheduling Tool](#)
- Attend [How to Register Courses Online Workshop](#)
- Be prepared to register in courses on time
- Be prepared to register right at your registration time!!

# Pre-requisites and Assessments

Pre-requisites are requirements to register in the course:

- ENGL, CMNS, CRWR courses [[Computer-based English Assessment \(DCOE\)](#)]
  - English 12 with C or IELTS 6.5 with no band below 6.0 or TOEFL 83 with Writing 21 or higher
  - Three 300 level ELLA courses including ELLA 0330
- MATH 1120 or MATH 1125
  - Math 12 (B) or pass [Computer-based Math Assessment](#)
  - MATH 1110 (C-) MA 11 (C) + pass [Pre-calculus Placement Assessment](#)
- CHEM 1110
  - CHEM 12 (C+) or CHEM 1108 (C)
  - **and** MA 12 (P)/pre-cal 11 (C) or pass a [Math assessment](#)
- CBA course (example BUSN, MARK, FINC) – Math 11 with C – [Commerce and Business Readiness Assessment](#).
- There may be other ways to meet the prerequisite, you may check with an academic advisor.

# Pre-requisites and Assessments

Pre-requisites for some common courses:

- **ENGL, CMNS, CRWR courses**
  - English 12 with C
  - IELTS 6.5 with no band below 6.0 or TOEFL 83 with Writing 21 or higher or Duolingo (110, temporarily accepted) or
  - Three 300 level ELLA courses including ELLA 0330
- **MATH 1120**
  - Math 12 (B),
  - pass Computer-based Math Assessment or
  - MATH 1110 (C-) [requires MA 11 (C) + pass Pre-calculus Placement Assessment]
- **Some CBA course (example BUSN, MARK, FINC)** – Math 11 with C or pass Commerce and Business Readiness Assessment
- There may be other ways to meet the prerequisite, you may check with an academic advisor.



# Assessments

- English
  - Computer-Based English Assessment
- Math
  - Math Assessment
  - Math 11 Exemption
  - (Pre-calculus Placement) Math Assessment
  - Computer-Based Math Assessment
  - Commerce and Business Readiness Assessment (for Business students who do have proof of MA 11 or MATU 0410/0411 with C or higher)
  - PSYC 2300 Assessment (for students planning to take PSYC 2300, who have no proof of MA 11 or MATU 0410/0411)
- Assessment testing: <https://www.douglascollege.ca/future-students/admission-information/assessment-testing/assessment-testing>

Go to Math Assessment  
Advise:

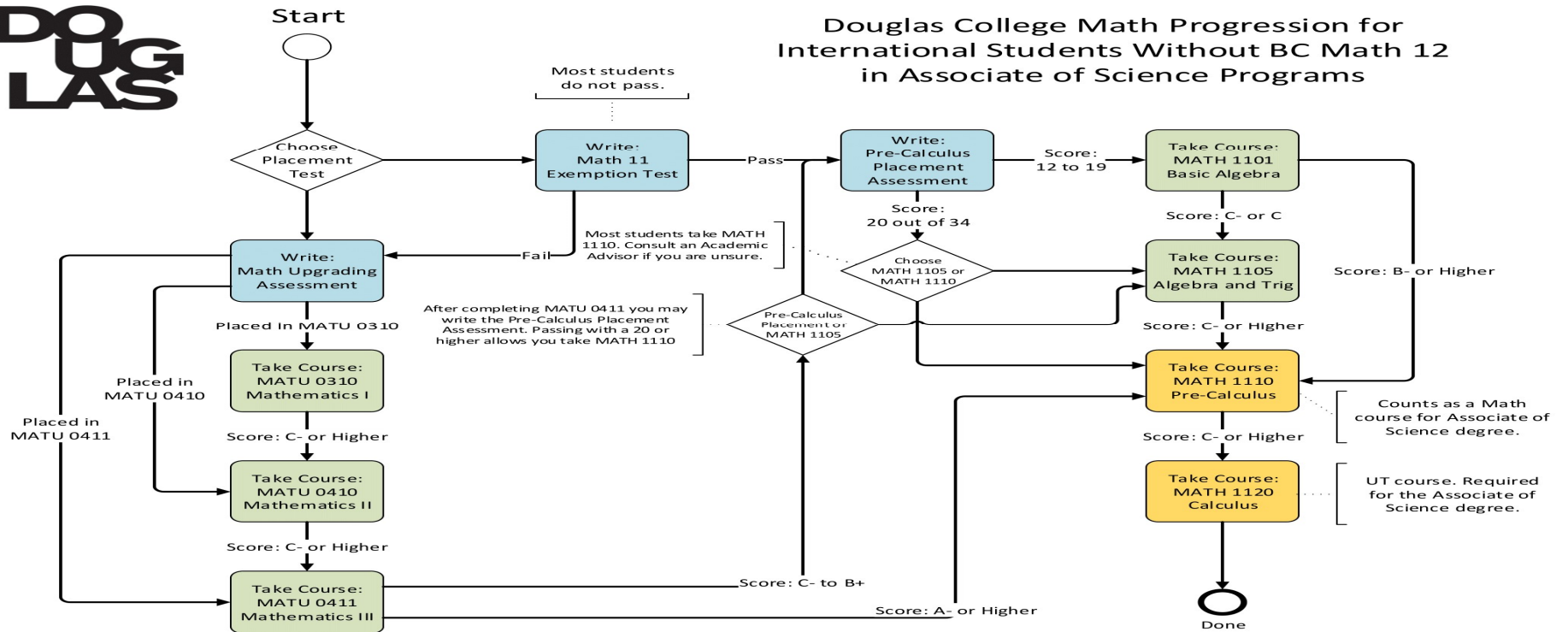
<https://www.douglascollege.ca/study-at-douglas/register/canadian-students/assessment-testing/math-assessment-advice>

# If you don't have any Math from High School...

You may need to take Math Upgrading (MATU) courses



## Douglas College Math Progression for International Students Without BC Math 12 in Associate of Science Programs



# Transferring to universities

- What you do at Douglas will be the basis of your admission in the future
  - Choose your courses based on your target universities
- Academic Advising University Transfer Webpage - <https://www.douglascollege.ca/student-services/advising/academic-advising/university-transfer>
- Maintain a good GPA
- BC Transfer Guide - <https://www.bctransferguide.ca/>
  - To find out how Douglas courses transfer to other institutions in BC
  - To find out whether a course is a “UT Course”



# Transferring credits from another school

- From BC Post-Secondary institutions
  - Submit Transfer Credits Request (TCR) form & official transcript to Registrar's Office
  - Processing time is about 8 weeks
- From Canadian Post-Secondary institutions outside of BC
  - Submit TCR & official transcript to Registrar's Office
  - Plus two copies of course outlines for each course from the time period attended
- From outside Canada
  - **Attention:** if you do not complete all of your coursework within Canada, it will be noted on your Graduation Letter. This might affect the length of the PGWP you will receive (not applicable to students who start their studies from outside Canada due to the Covid and [the current policy is until December 31, 2021](#)).
  - Submit TCR & official transcript in English
  - Plus two copies of course outlines for each course in English from the time period attended

\*please always refer to this website for the information <https://www.douglascollege.ca/study-at-douglas/register/canadian-students/transfer-your-credits>



## Other Resources:

- Learning Center Weekly peer tutoring (online)
  - Drop-in online Appointments
  - Online tutoring
  - Writing tips/ APA, MLA, Chicago Documentation Style
- Counseling and Student Services (Room 4600)
  - Career counseling
  - Personal counseling
  - Academic probation
  - Petition/appeal

What's next?





# Strong Start: Upcoming Academic Workshops

**FRI** ○ **FEB 26** **STRONG START: HOW TO REGISTER FOR COURSES**

## TOPICS COVERED

- What courses can you register for next semester
- When does registration start
- How to build a class schedule
- How to use the online registration system

3:30 - 4:30 PM

[Register here](#)

<https://www.douglascollege.ca/international-students/current-international-students/international-student-workshops>



# Academic Advising Services

<https://www.douglascollege.ca/international-students/current-international-students/online-services>

Questions?





# Thank you!

See you at the next workshop.