



# Strong Start: Course Planning for Undergrads

Summer 2021

ACADEMICS

COMMUNITY

CAREER

HEALTH & WELLNESS

IMMIGRATION

# Contents

## Steps for Successful Registration:

Step 1. Find out when your registration is

Step 2. Know your program requirements

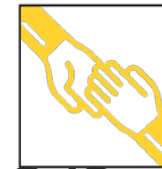
Step 3. Choose your courses

Step 4. Build your schedule

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

## Other Topics:

- Course pre-requisites
- Assessment options
- Transferring to universities
- Transferring credits to Douglas
- Advising services



# Step 1: Find out when your registration is

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

to select.

Holds can be viewed by clicking on the "View Holds" link at the bottom of this page.

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

*You will not be permitted to access registration until the date and time specified. Check the Registration Guide under Important Dates and Deadlines for further information.*

~~Registration Date~~ Registration Time

Nov 19, 2019 08:30 am

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.

Priority registration  
June 23 – July 09

Registration continues...  
(EXCEPT August 16-19)

Late registration  
(September 07 - 20, 2021)

# 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
- myPath

## Program requirements

- Possible notice
- Residency requirements
- Program GPA, course grades
- Required courses/electives
- Possible working requirements
- Possible full-time requirements

## Program progress

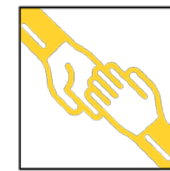
- Courses completed
- Courses in progress
- Courses/requirements to complete

# Step 3: Choose your courses

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



# Course Offering



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## Course Information

### ACCT 2320 - 3 Credits - Introductory Managerial Acct

This course introduces the student to cost and managerial accounting with an emphasis on decision making relating to pricing, product-mix, process and activity. Topics include: management accounting and strategy; types of costs and cost behaviour; job costing; process costing; activity-based costing; responsibility accounting; budgeting; variance analysis; cost-volume-profit analysis; decision making and relevant information; transfer pricing; customer profitability analysis; balanced scorecard, and competitive management methods.

#### Sections:

Term	CRN	Section	Seats open	Meeting times
Summer 2021	22696	001	3 (out of 35)	Tu 12:30pm - 03:20pm
Summer 2021	22262	050	0 (out of 35)	M 06:30pm - 09:20pm
Summer 2021	23774	051	1 (out of 35)	Tu 06:30pm - 09:20pm
Summer 2021	23880	052	1 (out of 35)	Th 06:30pm - 09:20pm
Fall 2021	32786	001	35 (out of 35)	Tu 12:30pm - 03:20pm
Fall 2021	34053	002	35 (out of 35)	W 08:30am - 11:20am
Fall 2021	34189	003	35 (out of 35)	W 12:30pm - 03:20pm
Fall 2021	34969	004	35 (out of 35)	Th 03:30pm - 06:20pm
Fall 2021	35324	005	35 (out of 35)	F 12:30pm - 03:20pm

# Step 3: Choose elective courses

- Specific Faculty requirements?
- Specific subject requirement?
- Certain level requirement?
- 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](#) [**NEW DELIVERY MODE COLUMN**]
- Attend [How to Register Courses Online Workshop](#)
- Be prepared to register in courses on time.
- Be prepared to register right at your registration time.
- Check [Dates and Deadlines](#) page ←



# MyPath Overview

Student ID: 300103167 × Name: Student, Sample TS Credential: Arts - Associate Degree (ASARTS)

[Advanced search](#)

Level: Undergraduate Program Option: Undeclared Major Specialization/Concentration: Associate of Arts - Geography  
Faculty: Humanities and Social Sciences Academic Standing: Good Standing

Academic What-If [View historic audit](#) ▾

Format: Student View ▾ Degree progress: Cumulative GPA: 4.00  In-progress classes  Preregistered classes [Process](#)

Audit date 6/1/2021 3:04 PM [Collapse all](#) ^

## Associate Degree in Arts INCOMPLETE

Credits required: 60 Credits applied: 3 Catalogue Term: Summer 2021 Program GPA: 0.00 ^

# MyPath Example

Academic **What-If** *step 1:*

What-If Analysis - Audit generated based on current graduation requirements

Use current curriculum *step 2:*

Future classes

Subject **CSIS** *step 3:*

Number **2200** *step 4:*

**Add** *step 5*

In-progress classes  Preregistered classes

**Process**

Reset

*step 6*



# Pre-requisites and Assessments

Pre-requisites are requirements to register in the course:

- CBA course (example BUSN, MARK, FINC) – Math 11 with C – [Commerce and Business Readiness Assessment](#).
  - 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](#)
- There may be other ways to meet the prerequisite, you may check with an academic advisor.

# Assessments

- English
  - Computer-Based English Assessment
- Math
  - Commerce and Business Readiness Assessment
  - Math Assessment
    - Math 11 Exemption
    - (Pre-calculus Placement) Math Assessment
    - Computer-Based Math Assessment
  - PSYC 2300 Assessment
- To book assessments, go to the Registrar's office in S2700 or call 604-527-5478
- 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>

# Transferring to universities

- What you do at Douglas will be the basic of your admission in the future
  - Choose your courses based on your target universities
- Academic Advising University Transfer Webpage - <https://www.douglascollege.ca/current-students/advising-services/university-transfer>
- Maintain a good GPA
- BC Transfer Guide - <https://www.bctransferguide.ca>
  - To find out how Douglas courses transfer to other institute in BC
  - To find out whether a course is a “UT course”
  - To find out if the course is a “1<sup>st</sup> Year” or “2<sup>nd</sup> Year” course

# Transferring credits from another school

- From BC Post-Secondary institutions
  - Submit Transfer Credits Request (TCR) form & official transcript to Enrollment Service's Office
  - Processing time is about 8 weeks
- From Canadian Post-Secondary institutions outside of BC
  - Submit TCR & official transcript to Enrollment Service'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 show up 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 (Time management, Difficult times)
  - Petition/appeal


# Where to start?


- *Plan ahead!*
  - Check your registration date, program requirements,
  - Know your pre-requisites
  - Be aware of deadlines and plan backward
  - Talk to an Academic Advisor
  - Get in touch with a program advisor at your target institution
  - Attend Course Planning workshops and Course Registration workshops




# Strong Start: Upcoming Academic Workshops

## STUDENT LIFE WORKSHOPS

MAY 25, 2021 | TIME MANAGEMENT 

JUNE 9, 2021 | SCHOOL-LIFE BALANCE 

JUNE 18, 2021 | HOW TO REGISTER FOR COURSES (A) 

[Register Here](#)

3:30 PM - 4:30 PM

### 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

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

# Academic Advising Services

- Email us at: [dciadvising@douglascollege.ca](mailto:dciadvising@douglascollege.ca)
- Drop-in via Zoom (Meeting ID: [632 0617 8945](#) )
  - 15-20 minutes per student
  - sign-in 10 minutes before each drop-in session



Monday	Tuesday	Wednesday	Thursday	Friday
1 PM - 4 PM	1 PM - 4 PM	1 PM - 4 PM	1 PM - 4 PM	N/A

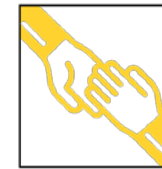
- Appointments available by request via email

*Advising services are subject to change. Please always check the following webpage for updates.*

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

# Questions?





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# Thank you!

See you at the next workshop.