



# Strong Start: Course Planning –PDD/PBD

Summer 2021

**ACADEMICS**

COMMUNITY

CAREER

HEALTH & WELLNESS

IMMIGRATION

# Agenda

- Enrollment Status requirements for PBD/PDD students
- Course Planning – Five steps
- Declaring 2<sup>nd</sup> PDD
- Transfer Credits
- Resources
- FAQs

# Full-Time & Scheduled Break

- Each institution defines full-time studies and scheduled breaks in compliance with IRCC.
- For immigration purpose, 9 credits/semester is considered full-time.
- PDD Students are advised to study all three semesters consecutively,
- **PBD students may take summer semesters off, or be part-time in summer semesters.**

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

<https://www.douglascollege.ca/international-students/current-international-students/enrollment-status>

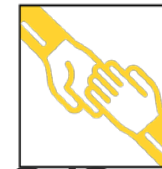
# Important Change to the Registration System!

- First semester course registration is automatic provided by the international office

BUT...

- You are responsible for your own course registration for all future semesters.
- Registration slots are assigned based on GPA.

<https://www.douglascollege.ca/current-students/register-programs/courses/international-students/registration-priority-faq>



# 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



# Pre-requisite

- **ACCT 3310 in PDD Accounting**

(ACCT 1210 OR ACCT 1235 with a minimum grade of C OR currently active in the PDD Accounting program)

AND

(ENGL 1130 OR CMNS 1115 with a minimum grade of C OR currently active in any PDD/PBD program)

ACCT 1222 highly recommended.



# Pre-requisite

- CSIS 2260

## **REQUISITES**

### **PREREQUISITES**

Pre-Calculus 11 (C or better) or Foundations of Math 11 (C or better) or MATU 0410 (C or better) or approved substitute OR currently active in:

PDD Emerging Technology

PBD Computer and Information Systems

# Course Offering



## Course Information ×

### BUSN 3380 - 3 Credits - Operations Management

This course will provide students with a generalized approach to designing, operating, and improving the activities of service and manufacturing businesses. Students will compare theory with actual operating businesses, and develop solutions to real-world problems. Topics include: flowcharting, processes, quality, forecasting, capacity planning, layout and job design, inventory systems, scheduling, and supply chain management. (Recommended that students have taken BUSN 2429 or other statistics course.)

#### Sections:

Term	CRN	Section	Seats open	Meeting times
Summer 2021	22754	001	0 (out of 35)	W 12:30pm - 03:20pm
Fall 2021	32856	001	35 (out of 35)	W 12:30pm - 03:20pm
Fall 2021	35015	050	35 (out of 35)	Th 06:30pm - 09:20pm
Winter 2022	15078	001	35 (out of 35)	To be announced
Winter 2022	13564	050	35 (out of 35)	To be announced
202220	22754	001	35 (out of 35)	To be announced

# 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

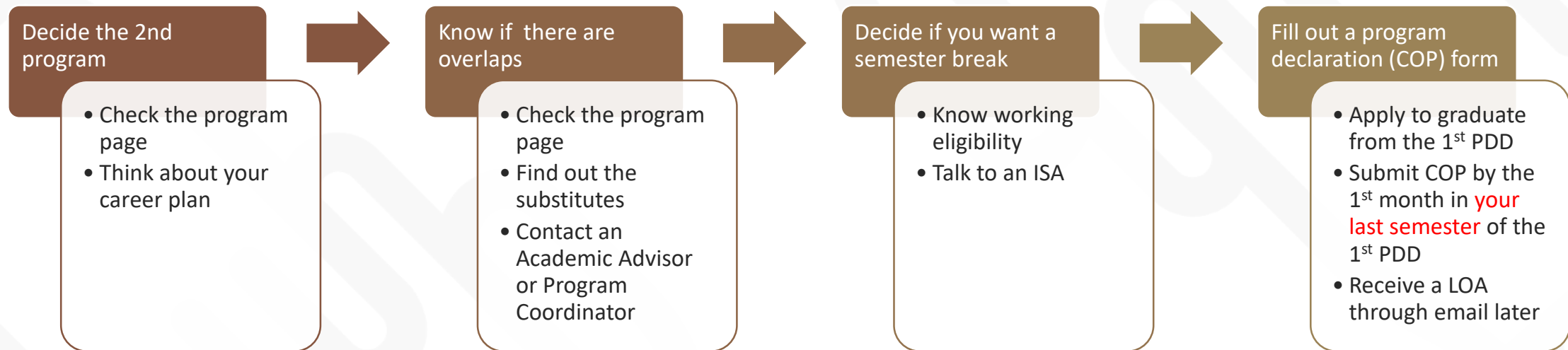
**Process**

Reset

*step 6*



# Adding a 2<sup>nd</sup> Post-Degree Diploma



\* No Auto-Enrollment for student you initially applied to two PDDs.

# Transfer Credits

- You must complete the full 30 credits of PDD or 60 credits of PBD
- No course work can be waived from your undergraduate degree. Substitution is possible where equivalent course is granted.
- Transfer credits from institutions outside BC may require two copies of course outline for each course. The process takes 2 to 3 months.



# 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
  - Drop-in Appointments
  - Online tutoring
  - Writing tips/ APA, MLA, Chicago Documentation Style
- **Counseling and Student Services (Room 4600)**
  - Career/Personal/Academic counseling
- **Co-op**
  - Earn work experience as a part of your education
- **Career Centre**
  - Support in job search, interview prep, resume building etc.
  - Volunteer and job opportunity listings

# 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>

# Thank you!

See you at the next workshop.