

Faculty of Business Tip Sheet 2022

This tip sheet is for students admitted from high school to Year 1 of the Bachelor of Commerce program.

ACCEPTING YOUR OFFER

Students must go online to accept their admission offer and, if applicable, pay a tuition deposit by the deadline indicated in [UAlberta Launchpad](#). This will confirm your intention to attend and allow you to build your schedule and register in courses, once course registration opens.

Please note it may take 2-3 business days to process your tuition deposit payment, so ensure you allow enough time prior to attending a workshop or registering in courses.

Log in to the [UAlberta Launchpad](#) application system. Click on “Accept Offer” to be taken to the Application Status page, where you will see a list of your program choices. Click the “Accept Offer” button beside the program of your choice. Then, you may complete the online payment if applicable. Learn more at: [Accept Your Offer | Undergraduate Admissions & Programs](#)

COURSE REQUIREMENTS

Students will use [Bear Tracks](#) to view courses, build their timetable, and register in courses. Log in to Bear Tracks using your CCID and password. This will be the same log-in information as your @ualberta.ca email address!

The [University of Alberta Academic Calendar](#) is an important planning resource for students. Specific information regarding the program requirements for each major can be found in the Academic Calendar through *Undergraduate Programs > Faculty of Business > BCom (General) > Majors*. The [Course Registration website](#) and the Academic Requirements on BearTracks are also helpful resources.

In your first year of the BCom program, you must register in the following courses: (★=credits)

ENGLISH (ENGL) (★3) – Choose one 100-level English (ENGL) course or one 100-level Writing Studies (WRS) course

BUSINESS (BUS) 101 (★3) – Foundations of Business

INTERDISCIPLINARY (INT D) 101 (★3) – Inspired to Dream: Becoming a Leader

ECONOMICS (ECON) 101 (★3) – Introduction to Microeconomics

ECONOMICS (ECON) 102 (★3) – Introduction to Macroeconomics

MATHEMATICS (MATH) 154 (★3) – Calculus for Business and Economics I

STATISTICS (STAT) 161 (★3) – Introduction to Statistics for Business and Economics

★9 in electives outside of business

Alberta School of Business

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Here is a sample plan for the Year 1 Foundational Year:

<u>Term 1</u>	<u>Term 2</u>
BUS 101	ENGL or WRS
ECON 101	INT D 101
MATH 154	ECON 102
Elective	STAT 161
Elective	Elective
Total: *15 Credits	Total: *15 Credits

The degree program is worth **120 credits**. If taken as designed, with *30 per year, the program will be completed in four years.

An example of the program requirements for the **Business Studies major** is outlined below.

Year 1 Foundational Year	*30 credits	NOTES: 1. One course is typically equal to *3 credits 2. A full course load is *15 credits per term (normally 5 classes) 3. Primary core courses are required for all BCom students 4. Secondary core courses will vary by major 5. Senior business electives are all courses at the 400-level offered by the Faculty of Business, and courses at the 300-level that are not a part of the primary core 6. Electives outside of business are any course offered by the University of Alberta in any Faculty except Business 7. Free electives are any course offered by the University of Alberta in any Faculty including Business
Primary Core	*15 credits	
Secondary Core	*21 credits	
Senior Business Electives	*24 credits	
Electives Outside of Business	*21 credits	
Free Electives	*9 credits	
Total	*120 credits	

TIPS & TRICKS

1. Make sure to check prerequisites! This information can be found in the course descriptions on Bear Tracks or in the Academic Calendar.
2. ECON 101 - Introduction to Microeconomics is the prerequisite to ECON 102 - Introduction to Macroeconomics. Make sure to enroll in ECON 101 in the Fall Term so that you can progress onto ECON 102 in the Winter Term.
3. Almost every student at the University of Alberta is required to take either junior level English or Writing Studies so these classes tend to fill up very quickly. ★3 of 100-level English can be

fulfilled with ENGL 102, ENGL 103, or ENGL 125. ★3 of 100-level Writing Studies can be fulfilled with WRS 101, WRS 102, or WRS 104. **Please note:** ENGL 150 and WRS 100 cannot be taken as they will not meet this requirement.

4. If the class you want is full, put the class on your “Watch List” in Bear Tracks. You will be notified via email or text message if a spot becomes available. Many students use the Watch List so you should also be checking Bear Tracks at other times for class availability.
5. It is recommended that first-year students split up the Mathematics and Statistics required classes by taking one in each term. If you find yourself struggling with the content of these classes, be sure to check out the [Decima Robinson Support Centre](#) for Mathematical and Statistical Sciences.

TRANSFER CREDIT (AP / IB / GCE A-level)

If you were an AP, IB, or GCE A-level student in high school you may be eligible for Advanced Standing. If you scored a [4 or higher in AP](#), [6 or higher in IB](#), or [a grade of B or higher on A-level exams](#) you are automatically assessed for transfer credit. For more information on how to accept or decline your transfer credit as well as which courses are eligible for transfer, please visit the links above.

ADDITIONAL ASSISTANCE

Reach out to a Faculty Recruiter at bcominfo@ualberta.ca. While we can not register you in courses, we would be happy to provide assistance and answer your questions. Once you begin classes in September you can connect with Academic Advisors at ugradbus@ualberta.ca for degree assistance. When sending your inquiry, ensure that you email from your @ualberta account and include the following information: first and last name, ID number, term (fall/winter) course number, and section number.

IMPORTANT DATES

March 22, April 6, April 27, May 17 (5:00 - 6:30 PM MST) Attend a virtual Registration 101 session to learn how to navigate the BearTracks system and go through the course selection and registration process with the Business Recruitment Team. Register at uab.ca/reg101

April 4 Register in Courses

April 30 Deadline to Apply for Guaranteed Spot in Residence at uab.ca/residence

August 1 Deadline to Submit Outstanding Documents for High School Students

August 31 Orientation

September 1 First Day of Classes

September 15 Fall Term Add/Drop Deadline