Program Selection and Career Options
Commerce & Management Related Programs

Presented By
The Office of the Registrar and The Career Centre
Winter 2017
Overview

Choosing Your Programs
- Programs of study: definition and timing
- Link between programs and careers
- Selecting programs: How, When and Where?

Resources
- Career Centre
- Office of the Registrar
- Degree Explorer
- Contact Info
Choosing Your Programs

- Programs of study: definition and timing
- Link between programs and careers
- Selecting programs: How, When and Where?
What is a Subject POS? 

Subject POS = Program of Study

Specialists
Consists of 10.0 to 18.0 credits
Includes at least 4.0 300/400 level credits, of which 1.0 must be at the 400 level

Majors
Consists of 6.5 to 9.0 credits
Includes at least 2.0 300/400 level credits

Minors
Consists of 4.0-4.5 credits
Includes at least 1.0 300/400 level credit
When do I select my program(s)?

• Programs **must** be selected once a student has completed or expects to have completed **4.0 or more credits by the end of the session**.

• Many programs (**including Commerce and Management**) have entry requirements, which may include specific courses, minimum grades in courses, and/or minimum cumulative grade point average (CGPA). Check the Academic Calendar **now** for detailed information.

• Students wishing to change their programs can do so in the future (during the published request periods, for Type 2 and 3 programs).
True or False?

- Most students have a clear understanding of careers.
- The program of study I pick now will determine my lifelong career.
- I should pick my program of study based on what job areas are booming.
- You should know what program of study you want (everyone else does).
- A business degree makes it easier to find work after graduation.
Link Between Program of Study and Careers

Program
- Accounting
- Finance
- Marketing
- Management
- Commerce
- Economics

Career
- Accountant
- Financial Planner
- Financial Analyst
- Entrepreneur
- Purchaser
- Operations Manager
- Project Manager
- Researcher
- Stockbroker
- Underwriter
- Market Researcher
- Investment Banker
Transferable Skills

- Communication (written and oral)
- Writing
- Researching
- Analyzing
- Problem Solving
- Information Gathering
- Quantitative
- Technical

www.utm.utoronto.ca/careers/welcome-career-centre
Program Combinations

Minimum program combination is required to complete your degree:

1 specialist or
2 majors or
1 major and 2 minors

Maximum program combinations allowed:
• Students may combine up to 3 programs
• Up to 2 of these may be specialists and/or majors

*Check Academic Calendar for any program specific exceptions.*
Types of Programs

Type 1  Unlimited Enrolment (no entry requirements; unlimited space)
  •  *e.g. Applied Statistics Minor*

Type 2  Limited Enrolment (entry requirements; unlimited space)
  •  Requirements as published in the Academic Calendar
  •  *e.g. Economics major*

Type 3  Limited Enrolment (entry requirements; limited space)
  •  Some requirements published in the Calendar
  •  CGPA requirements based on applicant pool
  •  Additional information/interview may be required
  •  *Commerce and Management programs are Type 3*
Program Combo = Degree Type

Degree type earned is determined by program combination:

- **Commerce specialists** = BCom
- **Management specialists** = BBA
- **Management major (Arts) + Psychology major (Science)** = HBA or HBSc
- **Commerce major (Arts) + Sociology major (Arts)** = HBA

*Check Academic Calendar for any program specific exceptions.*
Select a Program First, Identify Career Possibilities Later

- Any possibilities in your current subjects?
- Follow your skills and interests
- Explore other subjects
  - Sit in on lectures
  - Review textbooks/materials
  - Talk to professors, academic advisors, current students
  - Take a course and see what you think
Generate Career Ideas, Identify Program Possibilities Later

• Learn more about your career ideas to see if they are suitable for you
• Examine your skills, values, interests and personal characteristics; what patterns or themes emerge?
• Research careers that seem to fit and learn more by reading, talking, experiencing
• Find the programs that support these careers
• [http://www.utm.utoronto.ca/careers/career-learning-network](http://www.utm.utoronto.ca/careers/career-learning-network) → resources → Career Cruising → Explore Careers
• Career Counsellors can help...
Also Consider...

- Combining programs to increase marketability
- Consider programs that enhance your individual development
- Take courses in other areas of study: Humanities/Social Science/Science
- Make sure that you are aware of the deadlines for dropping or adding a course.
- Refer to the UTM Academic calendar (online)
When to Apply: Type 1 Programs

• **Enrolment Period: Anytime**

• Review the “Program Selection Guide” for more info

• Type 1 programs have no entry requirements, other than the completion of a minimum of 4.0 credits.

• Type 1 programs do not require departmental approval to become active
When to Apply: Type 2 & 3 Programs

First Request Period
• Request programs: March 13 to April 30, 2017 *(NOW!)*
• Accept invitations: May 19 to July 28, 2017

Who should use this?
Students completing 4.0 credits by the end of the Winter 2017 session (April)

Second Request Period
• Request programs: June 12 to August 25, 2017
• Accept invitations: September 5 to September 17, 2017

Who should use this?
Students completing 4.0 credits by the end of the Summer 2017 session (August)
When to Apply: Commerce & Management

- If you plan to apply to Commerce or Management programs, you must make your requests during the first request period.

- Students who plan to take Summer courses in order to fulfill program entry requirements should also apply during the first request period.

- Students who are completing S or Y courses in the Summer 2017 session to fulfill program entry requirements will be refused program entry after the first round, and should make another request during the second request period.

More information is available on the department website:

Admission to Commerce

Admission to Management
How to Apply for Subject POSsts

• *Log into ACORN.* From the menu on the left side, select “Enrol & Manage”, and then “Programs”.

• Enter the program title or code(s), which can be found in the Academic Calendar and Registration Guide (i.e. ERMAJ1478).

• Select the program from the list, review the information in the pop-up box, then click “Enrol” (for Type 1) or “Request to Enrol” for (Type 2 & 3).

• For Type 1 programs, you will immediately be listed as “Currently Enrolled”.

• For Type 2 and Type 3 programs, the status will be listed as “Requested”.

*Visit ACORN How-to - Program Enrolment [help.acorn.utoronto.ca/how-to/](http://help.acorn.utoronto.ca/how-to/)*
Accept / Decline Program “Invitations”

• The Academic department(s) will determine your eligibility for program(s) you have requested.

• You will be “Invited” if you meet the entry requirements.

• To accept an offer, click on “Accept” for the program that you want to accept. Remember to accept the program invitations by the deadline!

• To drop/delete a program, click the gear icon in the top right corner of the program you want to remove, then select “Remove Program”.

• It is a good idea to meet with an Academic Advisor before making changes to your program(s) of study on ACORN.
Program Selection: Other Considerations

• Once you have earned at least 4.0 credits (or are on track to have 4.0 credits), ensure you are in a minimum program combination, or you will not be able to add courses on ACORN for the next session.

• Even if you don’t meet the entry requirements for your program(s) of choice, you must make alternate selections, even temporarily (e.g. Type 1 programs). These can be deleted when no longer needed.

• You may request/change programs in future Subject POSst request periods (Type 1 programs can be changed anytime).
Program Selection: Other Considerations

• Program entry and requirements are determined by the related department! See the online Academic Calendar for details.

• Some programs require 4.0 credits with final grades for entry, including Commerce and Management (transfer credits and/or CR notation would not count as part of the 4.0 credits for program entry in this case).

• Commerce and Management programs have different (higher) fee structures. Visit the Student Accounts website (www.fees.utoronto.ca) for more information.

• Apply to multiple programs as a safety measure, and consider developing an alternate plan...
Parallel Planning

Why create a Parallel Plan?

Many programs at UTM have entry requirements set by the department that a student must meet in order to be admitted, such as CGPA, grades in certain courses, etc. (Type 2)

Some programs also have limited space, which means entry can be competitive and isn’t guaranteed even if you meet the published entry requirements. (Type 3)

Students interested in Type 2 and 3 programs are strongly encouraged to develop a parallel plan → an alternate program plan should you not be able to pursue your first choice (either after first year, or at all).
Parallel Planning: Alternate Program Options

What if I don’t get into my program after first year?

• If you are close to meeting the entry requirements for your preferred program, you can keep taking courses towards your planned program(s) if possible, and request the program during the next Subject POSit request round. **In the meantime, select temporary and/or alternate programs.**

• Think about what alternate programs you may be interested in pursuing, so you can start building related courses into your timetable. This way, if meeting the entry requirements for your program of choice (now or in the future) seems unrealistic, you can transition into your alternate programs.
Parallel Planning: Career & Further Education Options

• Re-evaluate your strengths, weaknesses, and interests

• Ask yourself the following:
  - What were my reasons for considering this program?
  - How do these reasons connect with who you are?
  - Could there be other careers that are more suitable to who you are?

• Have you considered that you can still work in a business career without a business degree?

• Make an appointment with a Career Counsellor for a one-on-one session to explore your options
Parallel Planning: Career & Further Education Options

You can pursue a career in business without a BCom or BBA!

If pursuing your undergraduate degree in alternate programs, you can still explore a post-graduate degree/diploma/certificate in your areas of interest:

- HR programs at college level - can lead to CHRP designation
- Professional Masters degree such as UTM’s MMPA (Master of Management and Professional Accounting) - leads to CPA designation
- Accounting programs at college level (can lead to CPA designation)
- MBA at a university
- And beyond!
Resources

- Career Centre
- Office of the Registrar
- Degree Explorer
- Contact Info
Career Centre Resources Online

Under “CAREER PLANNING”

• Choosing your Program
  http://www.utm.utoronto.ca/careers/choosing-your-program

• Careers by Major: www.utm.utoronto.ca/careers/careers-by-major

• Careers by Year:
  http://www.utm.utoronto.ca/careers/career-exploration/career-planning-year
Career Centre Resources Online

• **Career Cruising:** Canadian web site with info on over 400 career areas: Access through your Career Centre Account

  ➔ Career Learning Network (login with utorid)
  www.utm.utoronto.ca/careers/career-learning-network

  ➔ Resources ➔ Go to Career Cruising Web Site ➔ Explore Careers

• **UTSC Online Self-Assessment:** www.utsc.utoronto.ca/aacc/node/23#onsa

Please make an appointment to interpret and discuss results with a Career Counsellor
Career Centre Resources

Occupational binders - Information on Careers

Careers for Series (in Hardcopy):
• Animal Lovers, Nature Lovers, Perfectionists, Scientific types, Cybersurfers, Scholars and Deep Thinkers, Bookworms, Writers, Film Buffs, History Buffs, Foreign Language Aficionados, Talkative Types, Good Samaritans, Good with Numbers, Entrepreneurs, etc.

• Visit our e-book collection: www.utm.utoronto.ca/careers/career-exploration/career-resource-library

• Great Jobs For.... (series of books) Access via the UTM library e-resources main.library.utoronto.ca/
We Can Help

- Are you unsure about your career direction?
- Do you know how your program relates to work?

See a Career Counsellor for an initial 30 min. appointment.

Call the Career Centre to book an appointment.

Our number is 905-828-5451,

or ask at the front desk.
Office of the Registrar - UTM Academic Calendar

- all rules and regulations
- degree requirements
- program requirements
- department contact info
- course descriptions

www.utm.utoronto.ca/regcal
Office of the Registrar – Program Selection Guide 2017

• Step-by-step instructions about how to request, accept and decline programs
• List of all programs, including code and type (1/2/3)


Watch a helpful video about Program Selection - https://youtu.be/o9SNmqUqGil
Degree Explorer

Degree Explorer is U of T’s degree planning tool. Review your academic history, degree requirements or use the planner to determine how future course choices might meet your requirements.

• See an academic advisor in the Office of the Registrar if you have questions about degree requirements.
• Meet with your undergraduate Program Advisor(s) for questions regarding program requirements.

www.rosi.utoronto.ca/degree_explorer.php
Office of the Registrar

Innovation Complex, Room 1235
3359 Mississauga Rd N, Mississauga, ON L5L 1C6

Drop-In Academic Advising
Mon. – Thu.: 9 a.m. to 4 p.m.
Fri: 9 a.m. to 1:00 p.m.

905-828-5399
m.utm.utoronto.ca
www.utm.utoronto.ca/registrar

www.twitter.com/UTMRegistrar
www.facebook.com/UTMississauga
Career Centre

Career Centre
Room 3094 – William G. Davis Building
3359 Mississauga Rd N, Mississauga, ON L5L 1C6

Career Counselling Appointments
905 828 5451

http://www.utm.utoronto.ca/careers/
Check out our blog while you are there!

https://twitter.com/jimmiutm

https://www.facebook.com/jimmiutm
A survey that actually matters.

The National Survey of Student Engagement is how you tell us about your U of T experience and how it can get even better.

Check your email, complete the survey and win great prizes!
Program Selection & Career Options

Questions?

Your feedback is important to us. Thank-you for listening!