Agenda

- Choosing Your Programs
  - Definition and timing
  - Programs and career options
  - How-to’s
  - Academic tools
  - Deadline dates

- Resources
  - Career Centre
  - Office of the Registrar
  - Degree Explorer
  - Contact Us
Choosing Your Program
Concentration Types

- **Specialist**
  - 10.0 – 18.0 credits required for completion
    - 4.0 credits at the 300/400 level, of which 1.0 credit must be at the 400 level

- **Major**
  - 6.5 – 9.0 credits required for completion
    - 2.0 credits at the 300/400 level

- **Minor**
  - 4.0 – 4.5 credits required for completion
    - 1.0 credit at the 300/400 level
Eligibility

▪ Select your program(s) once you have, or expect to complete 4.0 credits by the end of the session

▪ Program entry requirements
  ▪ Completion of specific courses, achievement of minimum grades in courses, and/or a minimum cumulative grade point average (CGPA) for limited enrolment programs.

▪ You can change your program(s) later on if it is not the right fit.
Career Decision Making

- Choosing a career is complicated! How can I get started?
- There are several programs and career options that I am interested in. I can’t decide on the best one.
- How do I know that I chose the right field of study or career?
- I get mixed messages about my career choices from important people in my life.
- I’m afraid that I am overlooking a potential career. How can I learn more?
“What can I do with a degree in ____?”

- Myth: a singular path and program leads to a specific career
- Reality
  - Not as clear-cut
  - People change careers in their lifetime. Alternate paths exist.
  - You’re more complex, and can’t be reduced to a “program of study” when choosing careers
- Assess your preferences/strengths
  - Knowing what these are helps take more meaningful steps, make more meaningful career choices
Decision Making

1. Identify a program of study *first* then explore your career options.

   or

2. Identify a career option *before* selecting a program of study
Transferable Skills

- Communication (written and oral)
- Researching
- Analytical
- Quantitative
- Technical
- Soft skills: collaboration, Problem Solving, self-management, organization, interpersonal
SUCCESS

what people think
it looks like

SUCCESS

what it really
looks like
Program Plans

COMMERCE: FINANCE
SPECIALIST Program Plan

HOW TO USE THIS PROGRAM PLAN
Read through each year. Investigate what appeals to you now and in any other Program Plans that appeal to you.
Visit www.utm.utoronto.ca/program-plans to create your own plan using My Program Plan.
Update your plan yearly.

1ST YEAR
- Enrol in courses MGMT 1205H, MGMT 1206H, EC CO 1005Y, and MAT 1351H5, MAT 1352H5, MAT 1353H5 (if equivalency credit is desired).
- Choose a program of study (Subject IPSS) once you complete 4.0 credits. Use the Academic Calendar to plan your degree.
- Start strong and get involved with utmCEm and LAUNCH through the Center for Student Engagement (CSE).
- Join a RUSA! Peer Facilitated Study Group.

2ND YEAR
- In second year and higher, obtain 7.5 credits in Management, 5.0 credits in Economics. View the Academic Calendar for course options.
- Consider applying for Research Opportunity Program (ROP) courses MAT 4225Y and MAT 4226Y. Visit the IEEE website for ROP Course Pre-registration. Attend the Research P.A.R.T. to enhance your research skills.
- Use the Career Learning Network (CLN) to find postings for on- and off-campus work and volunteer opportunities as well as Work-Study.

3RD YEAR
- Attend the Set Experience Fair through the Center for Career Engagement (CC) to meet employers and other students.
- Networking simply means talking to people and developing relationships with them. Start by joining the IBE Business Association (IBA), and consider attending the Membership Program.
- Do you have a professor you enjoy working with? Learn Tips On How To Approach a Professor available through the Experiential Education Unit (EEU).
- Accept your summer invitation to gain access to UTMM events and the summer including the Momentum Conference.
- Take part in the Professional Skills Development Program (PSDP). Check out the PSDP Events Calendar.
- Apply to take the Certificate in Effective Business Practices and Leadership Skills, certificate requirements include a 4-month paid work placement.
- Engage in programs such as the Global and Interclubic Family Touring and International Experience (GIFIT), or learn about and prepare for a UCMT Global Experience through the ECU to strengthen and enhance your intercultural skill set, and learn about other cultures while sharing your own.
- Grow your degree credits overseas! Apply to study for a summer term or year at one of our UCMT universities. Speak to the IEC for details about Course Based Exchange, funding, and travel safety.

4TH OR FINAL YEAR
- Consider a practical work-based experience through MST 480 YH Internship course. Sign up for MST 480 YH on ACORN and attend the Mandatory Orientation Session in the Fall.
- Log in to ACORN and request graduation.
- Skills are transferable to any job regardless of where you develop them. Need to strengthen your leadership skills? Consider volunteering for the Li Ka Shing Family Learning Centre as an IEC Student Assistant.
- Entertain a professional presence on social media (e.g., LinkedIn).

*Contact the Academic Calendar for greater detail on course requirements, program notes and degree requirements.

Plan for Your Future
- Attend the Program Selection & Career Options workshop offered by the Office of the Registrar and the OC.
- Check out Career By Major at the OC to see potential career options. Attend the Management department's Associate Students Fair.
- Take part in Try It Week - a week of mock lectures to get an idea of which program is best for you.
- Explore careers through the OC's Job Shadowing Program. Visit the Professional Development & Learning Centre on the second floor of the Koffler Centre.
- Considering further education? Attend the OC's Graduate and Professional Schools Fair. Talk to professors—they are potential mentors and references.
- What's your next step after undergrad?
- Entering the workplace? Evaluate your career options through a Career Counselling appointment. Create a job search strategy — look at a OC Employment Strategies appointment.
- Considering further education? Research certification requirements for CPA, CFA, CIA.

Visit www.utm.utoronto.ca/program-plans for the online version and notes.
Program Combinations

▪ You can combine a maximum of 3 programs
  ▪ 1 Specialist or
  ▪ 2 Majors or
  ▪ 1 Major and 2 Minors

▪ Combine your academic interests in a way that works for you! Use the Academic Calendar to verify program specific exceptions
# Program Combinations and Degree Type

<table>
<thead>
<tr>
<th>HBA or HBSc</th>
<th>HBA</th>
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</thead>
<tbody>
<tr>
<td>Management Major (Arts) + Psychology Major (Science)</td>
<td>Commerce Major (Arts) + Sociology Major (Arts)</td>
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<table>
<thead>
<tr>
<th>Bachelor of Commerce</th>
<th>Bachelor of Business Administration</th>
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</thead>
<tbody>
<tr>
<td>Commerce Specialist</td>
<td>Management Specialist</td>
</tr>
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</table>
Chemistry Major (Science)  +  Biology Major (Science)

History Major (Arts)  +  Philosophy Minor (Arts)  +  Sociology Minor (Arts)

English Major (Arts)  +  Psychology Major (Science)

HBSc  HBA  HBA or HBSc
<table>
<thead>
<tr>
<th>Degree</th>
<th>Program</th>
<th>Minor(s)</th>
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<tr>
<td></td>
<td>Geographical Information Science Major (Science)</td>
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<td></td>
<td>+ Computer Science Minor (Science)</td>
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<tr>
<td></td>
<td></td>
<td>+ Business, Science and Entrepreneurship Minor (Science)</td>
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<tr>
<td>HBSc</td>
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<tr>
<td></td>
<td>Criminology Major (Arts)</td>
<td>-</td>
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<tr>
<td></td>
<td></td>
<td>+ French Minor (Arts)</td>
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<td></td>
<td></td>
<td>+ Economics Minor (Arts)</td>
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<tr>
<td>HBA</td>
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<tr>
<td></td>
<td>CCIT Major (Arts)</td>
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<tr>
<td></td>
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<td>+ Computer Science Minor (Science)</td>
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<tr>
<td></td>
<td></td>
<td>+ Statistics Minor (Science)</td>
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<td>HBA or HBSc</td>
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</table>
Program Types

▪ Type 1 - Unlimited enrolment
  ▪ No program entry requirements
  ▪ Unlimited space

▪ Enrolment Period: Anytime
  ▪ Automatic enrolment
  ▪ Entry into Type 1 programs do not require approval
Program Types

- Type 2 – Limited Enrolment
  - Program entry requirements, unlimited space
- Type 3 – Limited Enrolment
  - Program entry requirements, limited space
  - CGPA requirements vary each year
  - Additional information / interview may be required
  - Commerce and Management are Type 3
- Refer to the Academic Calendar for specific program entry requirements
Request Period: Type 2 and 3

Round 1: Spring request
- Request program on ACORN
  - Mid-March to end of April
- Accept invitation
  - Mid-May to July

Round 2: Summer request
- Request program on ACORN
  - June to end of August
- Accept invitation
  - September
Additional Academic Tools

▪ **Credit/No Credit (CNC)**
  ▪ 2.0 credits maximum
  ▪ Final grade of 50% or higher = CR
  ▪ Final grade of 49% or below = NCR
  ▪ **Cannot** be used on program courses
  ▪ Will not be part of the 4.00 required for BCom or BBA entry
Additional Academic Tools

- **Late Withdrawal (LWD)**
  - 3.0 credits maximum
  - Instead of a grade, student will have the notation “LWD”
  - Both LWD and CNC must be requested before the last day of class if there is a final exam
  - If there is no final exam, both LWD and CNC must be requested before the final test/assignment
Applying on ACORN: Step 1
Applying on ACORN: Step 2

Enrol & Manage

Degree: UTM Bachelor's Degree Program
Registration Status: Invited

Credit/No Credit:
1.50 of 2.00
Year of Study: 4
Attendance: part-time
Campus, College or School: University of Toronto Mississauga

Academic Support Resources:
1. Contact your Registrar - Your first-stop whenever you have questions, concerns or are facing issues that are getting in the way of your success.
2. Academic Skills Centre - A full range of workshops, seminars and individual consultations are available to help you identify and develop the academic skills you need
3. Accessibility Services - Test and exam accommodations, determining and negotiating accommodations, learning strategies and adaptive technology, funding for disability-related supports and services.
Applying on ACORN: Step 3
Applying on ACORN: Step 4

Type 1

Type 2
Type 1 – Auto Enrolment
Type 2: Requested
Type 3: Enrolment Instructions

This program includes enrolment requirements. To confirm your eligibility to enrol please refer to your registrar's office, then request to enrol.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>PROGRAM FEE</th>
<th>PROGRAM TYPE</th>
<th>REQUIREMENTS SESSION</th>
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<tbody>
<tr>
<td>Major</td>
<td>Deregulated</td>
<td>Approval Required</td>
<td>2015 Summer</td>
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</table>

Request to Enrol
Dropping or Deleting a Program

<table>
<thead>
<tr>
<th>Programs</th>
<th>Add a Program</th>
<th>Search by program code or title</th>
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</table>

**Currently Enrolled**

<table>
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<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Status</th>
<th>Start Session</th>
<th>Requirement Session</th>
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</thead>
<tbody>
<tr>
<td>ERSPE0151</td>
<td>Specialist - History Of Religions</td>
<td>Specialist</td>
<td>2015 Summer</td>
<td>2015 Summer</td>
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<tr>
<td>ERMAJ0105</td>
<td>Major - Anthropology (Science)</td>
<td>Major</td>
<td>2015 Fall</td>
<td>2015 Fall</td>
</tr>
<tr>
<td>ERSPE1376</td>
<td>Specialist - Chemistry</td>
<td>Specialist</td>
<td></td>
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</tr>
</tbody>
</table>

**Requested**

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Status</th>
<th>Start Session</th>
<th>Requirement Session</th>
</tr>
</thead>
</table>
Results

- After you request a Type 2 or 3 program, the Academic Department(s) will assess your application.
- If you are REFUSED
  - Speak to an Academic Advisor to consider your next steps
- If you are INVITED
  - Click to "ACCEPT" your invitation to the program from late May to late July 2020
Considerations

- Deregulated Fees
  www.fees.utoronto.ca

- Some programs require 4.0 credits with final grades for entry, including Commerce and Management.
  - Transfer credits and/or CR notations do not count for program entry
Tips

- If you’re applying to a Type 2 or 3 program, apply to multiple programs
- Acceptance is not guaranteed
- Add a temporary Type 1 program
- Think of a parallel program plan
Alternative Academic Plans

▪ If you do not get into your program after first year
  ▪ Add a temporary Type 1 program(s)
  ▪ Meet with an academic advisor to discuss reapplying for your program and to review other options
  ▪ Choose courses that may lead to multiple programs
Future Options

- In addition to your alternative academic plan, you may wish to re-evaluate your career and further education options.
- Re-evaluate your strengths, weaknesses, and interests.
- Ask yourself:
  - What were my reasons for considering this program?
  - How do these reasons connect with who I am?
  - Are there other careers that are more suitable for me?
- Make an appointment with a Career Counsellor to explore your options.
Future Options

- Consider further education options that match your goals and interests!
- Consider post-graduate degrees, diplomas, or certificates in your area of interest. For example:
  - Professional degrees (medicine, law, dentistry, pharmacy, teaching, physiotherapy, social work, etc)
  - Masters programs, including MBA
  - Courses/programs at the School of Continuing Studies
Resources
Department Info Sessions

- PSYCHOLOGY
  - Contact department for details

- SOCIOLOGY
  - Contact department for details

- ECONOMICS
  - Contact department for details
Career Planning Resources

- Choosing Your Program
  - uoft.me/UTMchoosingprogram
- Careers by Year
  - uoft.me/UTMcareersbbyyear
- Careers by Major
  - uoft.me/UTMcareersbymajor
- UTM Program Plans
  - uoft.me/UTMprogramplans
Career Exploration

- Career Cruising
  - Explore over 400 career areas through the Career Learning Network
  - Login to [www.clnx.utoronto.ca](http://www.clnx.utoronto.ca) with your UTORid
  - Click Resources: Career Cruising > Explore Careers
  - Know yourself Module: An interactive self-assessment module that can help you better understand yourself and career options [https://q.utoronto.ca/enroll/FAHHL](https://q.utoronto.ca/enroll/FAHHL)

- Speak with a Career Counsellor to discuss and interpret your results.
Career Centre Resources

- Visit our Career Resource Library
  - uoft.me/UTMcclibrary
- Search the UTM Library for e-resources, including “Great Jobs for ....” (a series of books)
Visit the Career Centre website

- Have a virtual meeting with a Career Counsellor to discuss
  - Your career direction
  - How your program relates to careers that meet your interests

To book a virtual appointment (during COVID 19):
- Call Phone: (905) 828-5451 or
- email us: Email: careers.utm@utoronto.ca
- Website: http://www.utm.utoronto.ca/careers
Office of the Registrar

- Program Selection Guide
  - uoft.me/UTMprogramguide
  - Step-by-step instructions to guide you through choosing your program
  - List of all programs – including a list of Type 1, 2, or 3

- Academic Calendar
  - utm.utoronto.ca/calendar
  - Rules and regulations
  - Program and degree requirements
  - Program entry and completion requirements
Office of the Registrar

- https://www.utm.utoronto.ca/registrar/office-registrar
- Online appointments with an Academic Advisor
  - Choose your preferred Academic Advisor, or meet with any Academic Advisor on our team!
  - Appointments are 15 minutes long
  - On the phone through Microsoft Teams
Degree Explorer

- Track your academic progress, review your academic history, or use the planner to see how future course choices impact your academic goals.
- Meet with an Academic Advisor if you have questions about degree requirements.
- Meet with your Program Advisor(s) in your academic department regarding program requirements.
- www.acorn.utoronto.ca/degree_explorer.php