Agenda

- Choosing Your Programs
  - Definition and timing
  - Programs and career options
  - How-to’s
  - Important dates

- Resources
  - Career Centre
  - Office of the Registrar
  - Program Advisor
  - 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

▪ Upon completion of 4.0 credits and 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
Which comes first?

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
Exploration & Research

Work + Co-curricular Activities

University Degree
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 here 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.

Visit www.utm.utoronto.ca/program-plans for the online version and rules.

1ST YEAR

- Enroll in courses MATH121H5, MATH122H6, ECON100Y5, and MAC135H5, MAT135H5, MAT136H5 (or equivalent).
- Choose a program of study (Subject IP) once you complete 4.0 credits. Use the Degree Explorer and the Academic Calendar to plan your degree.
- Start strong and get informed with iGRAD's Peer Facilitated Study Group.

BUILD SKILLS

- Use the Co-Curricular Record (CCR). Search for opportunities beyond the classroom and keep track of your accomplishments.
- Attend the Set Experience Fair through the Career Centre (CC) to learn about on- and off-campus opportunities.

BUILD A NETWORK

- Networking simply means talking to people and developing relationships with them. Start by joining the IBBY Business Association (IBB). Ask about their Mentorship Program.
- Do you have a professor you really like or connect with? Learn Tips On How To Approach a Professor available through the Experiential Education Unit (EEU).
- Attend events held by the International Education Centre (IEC), whether you are an international or domestic student. Explore your culture and other cultures through weeklong conversations, Language Community Circles, debates, and activities to enhance your global and intercultural mindset.

BUILD A GLOBAL MINDSET

- Attend the Program Selection & Career Options workshop offered by the Office of the Registrar and the OC.
- Secure your future by Major at the CC to see potential career options. Attend the Management department’s Associate Yourself Fair.

PLAN FOR YOUR FUTURE

- Explore the degree options through the Co-Curricular Job Shadowing Program and Professional Development & Learning Centre in the second floor of the Egoli Centre.
- Considering further education? Attend the CCD’s Graduate and Professional Schools Fair. Talk to professionals – they are potential mentors and references.

1ST 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 MAST258P and MAST259P. Visit the UofT website for ROP Course Prerequisites.
- Attend the NSERC P.A.R.T. to enhance your research skills.

2ND YEAR

- Use the Career Learning Network (CLN) to look for postings for on- and off-campus work and volunteer opportunities as well as Work-Study.
- Visit the Li Ka Shing Finance Learning Centre (FLC) for access to specialized resources and databases (Innovation Complex, Rm. L1445).

3RD YEAR

- Ensure you are enrolled in courses that fulfill the program requirements of your degree. View the Academic Calendar for course options.
- Throughout your undergraduate degree:
  - use the Degree Explorer to ensure you complete your degree and program requirements.
  - visit the Office of the Registrar and the Emailed Academic Advisor for assistance.
- Interested in some friendly competition? Check out the IMA Finance Competition (IMFC) and register on the PEGE website.
- Looking to develop your leadership skills? Apply to become a LAUNCH Leader with the CSE.

4TH OR FINAL YEAR

- Consider a practical work-based experience through MAST480H5 Internship course. Sign up for MAST480H5 on ACORN and attend the Mandatory Orientation Session in the fall.
- Log on to ACORN and request graduation.
- Skills are transferable to any job regardless of where you develop them. Need to strengthen your leadership skills? Consider working for the Li Ka Shing Finance Learning Centre as an IBB Student Assistant.
- Earn degree credits overseas! Apply to study for a summer term at one of our 140+ universities. Speak to the IBC for details about Course Based Exchange, funding and travel safety.

ESSENTIALS

- Participate in protests like the Global and Intercontinental Fluency Training Series (GIFTS) to learn about and prepare for a future BMM Anard Experience through the IEC to strengthen and enhance your intercultural skill set, and learn about other outlooks while sharing your own.

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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

Bachelor of Commerce
Commerce Specialist

Bachelor of Business Administration
Management Specialist

HBA or HBSc
Management Major (Arts) + Psychology Major (Science)

HBA
Commerce Major (Arts) + Sociology Major (Arts)
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<th>Option</th>
<th>Commerce Specialist</th>
<th>Management Specialist</th>
<th>Management Major (Arts)</th>
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<td>HBA</td>
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<td>Psychology Major (Science)</td>
<td>Sociology Major (Arts)</td>
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</tbody>
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*UNIVERSITY OF TORONTO MISSISSAUGA*
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
Applying to Commerce & Management

- You must make your request on ACORN during Round 1 (Spring)
  - Even if you are planning to take courses in the Summer to meet program entry requirements!
  - Students completing S or Y courses in the Summer session to fulfill program entry requirements, can submit another request during Round 2
Tips

- Combine programs to increase your marketability and skills
- Consider programs that enhance your individual development
- Use the Academic Calendar
- Know your important dates!
  - Deadlines to add or drop a course
  - Office of the Registrar website > Dates
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
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

ER HBA 2015 Summer

ER HBA 2015-2016 Fall/Winter

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

Courses
Programs

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

<table>
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<th>Programs</th>
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<td>Add a Program</td>
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<td>Current Enrolled</td>
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<tr>
<td>PROGRAM FEE</td>
<td>START SESSION</td>
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<tr>
<td>Regulated</td>
<td>2015 Summer</td>
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</table>
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>
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<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 button]
Dropping or Deleting a Program
Results

▪ Program applications are reviewed after all the final grades are posted

▪ 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
Considerations

- Deregulated Fees
  www.fees.utoronto.ca
- Some programs require 4.0 credits with final grades for entry
  - 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 a virtual appointment with a Career Counsellor to explore your options.
Future Options

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

▪ Consider post-graduate degrees, diplomas, or certificates in your area of interest. For example:
  ▪ HR programs at the college level can lead to a CHRP designation
  ▪ UTM’s Master of Management and Professional Accounting leads to a CPA designation
  ▪ Masters of Business degree
Resources
Management/Commerce Information Session

▪ TBA

REGISTER:
Career Planning Resources

- Choosing Your Program
  - uoft.me/UTMchoosingprogram
- Careers by Year
  - uoft.me/UTMcareersbyyear
- 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 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/FAHHLL
- Meet (virtual) 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](mailto:careers.utm@utoronto.ca)
- Website: [http://www.utm.utoronto.ca/careers](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

- Phone or online appointments with an Academic Advisor
  - Choose the time that works best for you (based on availability)
  - Choose your preferred Academic Advisor or meet with any Academic Advisor on our team!
- Visit ASK Registrar to book an appointment: uoft.service-now.com/utm_askregistrar
Degree Explorer

- Track your academic progress and create an academic plan
- 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

degreeexplorer.utoronto.ca
## Connect with Us

<table>
<thead>
<tr>
<th>Office of the Registrar</th>
<th>Career Centre</th>
<th>Department of Management</th>
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<tbody>
<tr>
<td>Innovation Complex, Room 1235</td>
<td>Davis Building, Room 3094</td>
<td>Innovation Complex, Room 2270</td>
</tr>
<tr>
<td>utm.utoronto.ca/registrar</td>
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**NOTE:** The offices are currently closed but all the services are offered remotely.