

**BACHELOR OF COMMERCE
UNIVERSITY OF CALGARY
DONALD SCHOOL OF BUSINESS SCIENCE AND TECHNOLOGY**

UPDATED: April 2022

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar](#)

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your degree, we strongly advise that you read the Academic Calendar of your destination institution for full information.

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- Fall term (September through December)
- Winter Term (January through April)
- Spring term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- Summer Term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- The maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring (optional).
- To complete your program in four years, you would need to take the maximum number of courses per term (5 courses in the Fall and 5 courses in the Winter), or 10 course per year. Some students will complete 10 courses in a year by taking 4 courses in the Fall, 4 courses in the Winter, and 2 courses in the Spring (or a combination thereof).
- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.

WHAT HAPPENS IF I TAKE LESS THAN 10 COURSES A YEAR?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

NOTE: To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using Grad Tracker. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker.
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

SUGGESTED COURSE SEQUENCE AND CHECKLIST

REQUIREMENT		PREREQUISITE(S)	COMMENTS	DONE
ECON 201 (3 Credits)	Introduction to Microeconomics		<ul style="list-style-type: none">Required to transferMinimum grade of “C-” required.The U of C WILL NOT accept ECON 100/101 in lieu of ECON 201/202	
MATH 202 or 203 (3 Credits)	Introductory Calculus I or Calculus I	Math 202 Prerequisite: MATH 30-1 Math 203 Prerequisite: MATH 31	<ul style="list-style-type: none">Required to transferMinimum grade of “C-” required.	
BUS 306 (3 Credits)	Introduction to Business Statistics I		<ul style="list-style-type: none">Required to transferSee Important Note 1Minimum grade of “C-” required.	
ENGL 219 (3 Credits)	Essay Writing and Critical Reading	ELA 30-1 or equivalent	<ul style="list-style-type: none">Required to transferMinimum grade of “C-” required.	
ECON 202 (3 Credits)	Introduction to Macroeconomics	ECON 201	<ul style="list-style-type: none">Required to transferMinimum grade of “C-” required.The U of C WILL NOT accept ECON 100/101 in lieu of ECON 201/202	

BUS 307 (3 Credits)	Introduction to Business Statistics II	BUS 306 or BADM 111	<ul style="list-style-type: none"> Required to transfer See Important Note 1 Minimum grade of "C-" required. 	
ENGL 220 or Junior Non-Commerce Option (3 Credits)	Literary Analysis	ENGL 220 Prerequisite: ENGL 219 or equivalent	See below for suggested subject areas for Non-Commerce options	
Junior Non-Commerce Option (3 Credits)			See below for suggested subject areas for Non-Commerce options	
Junior Non-Commerce Option (3 Credits)			See below for suggested subject areas for Non-Commerce options	
Junior Non-Commerce Option (3 Credits)			See below for suggested subject areas for Non-Commerce options	

YEAR 1 RECOMMENDED SCHEDULE

FIRST TERM	SECOND TERM
ECON 201	ECON 202
MATH 202 or 203	Junior Non-Commerce Option
BUS 306	BUS 307
Junior Non-Commerce Option	Junior Non-Commerce Option
ENGL 219	ENGL 220 or Junior Non-Commerce Option

IMPORTANT NOTES

- Credit will be granted for only one of RDP's BUS 306/BUS 307, BADM 111/BUS 307, STAT 251/BUS 307 or SOCI 310/BUS 307 whichever is most applicable to the degree program.

NON-COMMERCE OPTIONS AT RDP: Cross-reference these courses with [Transfer Alberta](#). Must transfer as a 3-credit Junior (2xx at U of C), not Intermediate or Senior.

Anthropology (**ANTH**), Art (**ART**), Astronomy (**ASTR**), Biochemistry (**BIOC**), Biology (**BIOL**), Chemistry (**CHEM**), Classics (**CLAS**), Communications (**COMM**), Computing Science (**CMPT**), Dance (**KDNC**), Drama (**DRAM**), Economics (**ECON**), Education (**EDCM, EDFN, EDFX, EDPY**), English (**ENGL**), Family Studies (**FAM**), Film (**FILM**), French (**FREN**), History (**HIST**), Kinesiology and Sport Studies (**KNSS**), Mathematics (**MATH**), Microbiology (**MICR**), Music (**MUSE, MUSI**), Philosophy (**PHIL**), Physical Activity (**KPAC**), Physics (**PHYS**), Political Science (**POLI**), Psychology (**PSYC**), Sociology (**SOCI**), Zoology (**ZOOL**)

TRANSFER INFORMATION

Admission: Bachelor of Commerce program only admits in the Fall term. 12 units must be completed by the end of the Fall Term in the year of application, including a minimum of 9 units of required courses for admission. All required courses for admission (18 units) must be completed by the end of the Winter Term in

the year of application: **ECON 201, ECON 202, ENGL 219, MATH 202 or 203, BUS 306 and BUS 307.** Statistics (BUS 306) or equivalent must be completed by the end of the Fall Term of the year of application.

Admission Grade Point Average (AGPA): The Haskayne School of Business is a quota faculty and admission is competitive. Meeting the minimum admission requirements is not a guarantee for admission. The AGPA is calculated over the most recent course work to a maximum of 30 units. All grades within a term will be included except where the number of courses taken within a session exceeds that required to fulfill (to a maximum of) 30 units, in which case the highest grades will be used.

Spring Courses: Taken after May 1st in the year of admission will **not** be used in the calculation; however, students must achieve a passing grade in their Spring courses, and remain in good academic standing, to maintain their admission. For the **current admitting average**, please contact the Haskayne School of Business Undergraduate Advisors as it may change throughout the current admission cycle. Grades from Spring term courses taken prior to the Fall term of admission will not be used in the AGPA calculation.

Applications Open: October 1

Document Deadline: June 1st Final official transcripts (including high school) must be received by the University of Calgary Admission's Office on or before.

Application Deadline: March 1st (for domestic students). Please review University of Calgary Admission requirements and deadline dates [here](#).

Minimum Transferable Grades: A maximum of 12 units (2.0 full-course equivalents) with "D" or "D+" grades may be used in the Bachelor of Commerce program in non-prerequisite and non-concentration courses. The "D" or "D+" grades cannot be in prerequisite courses or in the junior English course. The minimum grade required in a prerequisite course is "C-" unless the course serves as the prerequisite to the concentration sought. In this case it must be a "C". The minimum grade required in the junior English course is a "C-".

Course Repetition: Courses presented for admission must not have been repeated more than once. A withdrawal **does not** count as an attempt.

BUS 303: Students transferring to the University of Calgary - Bachelor of Commerce program **WILL NOT** receive credit for BUS 303 in the BCOMM Program.

Concentrations: A Bachelor of Commerce degree concentration represents a focus on material within the business discipline and will appear on your transcript. The BCOMM concentrations are compiled of a minimum number of 3 full course equivalents. Students may choose to complete a General degree or focus in one of 16 concentrations. Concentrations available in the University of Calgary - BCOMM program are chosen upon admission and can be changed after admission if necessary (excluding during the initial registration period); course requirements and restrictions for certain concentrations may be in place as noted elsewhere in this guide and on the [U of C Haskayne School of Business website](#).

- Accounting
- Business Analytics
- Business Technology Management
- Energy and Professional Land Management
- Entrepreneurship & Innovation
- Finance
- Business
- International Business Strategy***
- Marketing
- Organizational Behaviour and Human Resources
- Operations Management
- Personal Financial Planning
- Real Estate Studies
- Risk Management and Insurance
- Risk Management: Insurance & Finance
- Supply Chain Management

TRANSFER NOTES:

***Students pursuing the **International Business Strategy** concentration must demonstrate proficiency in two courses in ONE modern language other than English. For this purpose, language courses taken will fulfill the Junior or Senior Non-Commerce Options for the degree program. **NOTE:** The courses selected **cannot be literature or culture studies based** and **cannot be** taught in English. Students with equivalent backgrounds are advised to consult the Haskayne Undergraduate Programs Office.

Co-operative Education Program: A separate application is required to apply to the Coop Program. The Coop program may be completed in any of the available concentrations. Click [here](#) for more information.

Combined Degrees: Haskayne School of Business (HSB) offers combined degrees with the Faculties of Arts, Science and, Kinesiology. These programs require a minimum of fifty courses (5 years of study). Please refer to the [Haskayne School of Business website](#).

CONTACT INFORMATION AND HELPFUL RESOURCES

Red Deer Polytechnic Student Connect Centre	studentconnect@rdpolytech.ca www.rdpolytech.ca/SCC 403.342.3254
Red Deer Polytechnic website	rdpolytech.ca
Transfer Alberta Guide	transferalberta.alberta.ca
University of Calgary Website	www.ucalgary.ca
Haskayne School of Business	Website Academic Calendar
HSB Undergraduate Programs Office	403.220.6593 – Option 2
Accounting Designation	CPA www.cpacanada.ca