

FREQUENTLY ASKED QUESTIONS

A Must Read for Students

In Commerce 2

How will I know what's new in the Academic Programs Office (APO)?

The APO distributes e-mails to all students registered in the School of Business at their McMaster E-mail Address. It is your responsibility to check your McMaster E-mails on a regular basis, since e-mails from the APO contain important information. Your McMaster email is the only email address used by the DeGroot School of Business.

What are the requirements to be eligible for Commerce in Level 3?

You must have attempted at least 24 units of course work set out for Commerce 2, you must have a CA of at least 4.0, and no more than 6 units of "F" grades from the point of entry to Commerce 2. (Refer to page 37 of the 2009-2010 Undergraduate Calendar.)

Can I enter level 3 Commerce with a CA of between 3.5 and 3.9 on program probation?

Yes, for one reviewing period only. You may be on program probation only once. The academic requirements appropriate to the B. Com program must be met by the point of the next review.

If I had a 6.0 CA in first year, am I now in Honours Commerce?

No. Honours Commerce does not begin until Level 3.

What are the requirements to be eligible for Honours Commerce in Level 3?

You must have attempted at least 24 units of the course work set out for Commerce 2, you must have a CA of at least 6.0 and no more than 6 units of "F" grades from the point of entry to Commerce. (Refer to page 36 of the 2009-2010 Undergraduate Calendar.)

Can I enter Level 3 Honours Commerce with a CA of 5.5 – 5.9 on Program probation?

No.

Do I have to have a grade of B- in ECON 1B03 or 1BB3 for some of the second year Commerce prerequisites, if I have successfully completed Business 1?

No. That prerequisite is for students doing course work for the minor in Business.

Where do I find information about the Exchange Programs?

Read the section in the 2009-2010 Undergraduate Calendar on page 38 for information.

What are my options if I failed Commerce 1PA0?

You must re-take it in Term 1 of your Commerce II academic year. A pass is required in order to graduate.

I only have 24 units completed in Business I. How do I complete the 6 units required to be eligible for Honours Commerce Level 3 if I can only select a 3 unit elective?

You can take a 6 unit elective instead of Commerce 2KA3, Commerce 2AB3 or Econ 2X03 since it is not a pre-requisite for any required Level 3 course (however, if you are planning on pursuing one of the accounting designations, you should take Commerce 2AB3 in Commerce II). These courses must be taken at a later date.

What are cross-cultural courses?

Please refer to page 36 of the 2009-2010 Undergraduate Calendar for the expanded list. However, you may also refer to the Calendar in effect when you entered the Business Program and any Calendar in effect from that day forward.

Where do I find Internship information?

Please read the section in the 2009-2010 Undergraduate Calendar on page 38. For further information, please contact the Centre for Business Career Development in DSB 112.

Can I overload?

Yes – if you have a minimum 7.0 CA (cumulative average).

Is it advisable for me to overload in Commerce 2?

No. There is quite an adjustment between first year Business and second year Commerce. Since the majority of your courses are required, they will move very quickly. An overload may be too much to handle.

What is a Minor?

A minor is an option available to students enrolled in any Honours program. A minor normally consists of at least 24 units, of which no more than six units may be from Level 1, that meet the requirements set out in the program description of the minor. Please refer to page 39 of the 2009-2010 Undergraduate Calendar for further information and with the program description of the minor found in the appropriate faculty section of the calendar.

Can I change my course selection?

Yes – during the designated drop & add period. See page 5 of the 2009-2010 Undergraduate Calendar. Check MUGSI for information on SOLAR Drop & Add.

What do I do if I am having difficulty with understanding a course?

If you are having difficulty with the course material, review your notes. If you are still having problems, see your instructor for assistance.

If I am considering dropping a course, what can I do?

If you are considering dropping a course, please be aware of the sessional drop dates (page 5 of the 2009-2010 Undergraduate Calendar). Consider the pros and cons of the decision and its impact and/or alternatives.

What do I do if I want to switch to another Faculty?

You should research the area in which you wish to pursue studies and seek academic advice from that Faculty.

If I switch to another Faculty, can I enter McMaster's Commerce Program at a later date?

Since your entry was based on first attempts only, you cannot apply for re-admission into Commerce. You may wish to pursue one of our School of Business Minors. See page 38 of the 2009-2010 Undergraduate Calendar. You may also apply for the Master of Business Administration (MBA) at the completion of your undergraduate degree.

I'm having financial difficulties, where can I go for help?

The Office of Student Financial Aid & Scholarships, Gilmour Hall, Room 120.

I think my marks are good enough to get a scholarship. Where can I apply?

You do not need to apply for most University scholarships. Make sure that the Academic Programs Office (DSB-104) has a current copy of your resume for use in reviewing awards. The student newspaper, the *Silhouette*, has an award column each week for external scholarships. Also, regularly check your McMaster email to see updated listings of available scholarships, when they come in.

Can I take summer courses at another university for credit towards my degree here?
You may take non-Commerce electives at another university on Letter of Permission. See page 22 of the 2009-2010 Undergraduate Calendar for further details.

How can I meet other students studying Business?

Drop by the Student Lounge in the DeGroot School of Business, DSB-122B and/or get involved with the DeGroot Commerce Society (DCS), DSB-132 or www.degrootecommerce.ca.

What is MUGSI?

McMaster University General Student Information (MUGSI) allows you to access academic, financial and personal information about yourself via internet.

Where can I get help on getting organized?

The Centre for Student Development in the McMaster University Student Centre, uB107.

What are the required courses for Commerce 2?

Your required courses are:

COMMERCE 2AA3, 2AB3, 2BA3, 2BC3 (or COMMERCE 3BC3), 2FA3, 2KA3, 2MA3, 2QA3, ECON 2X03 **and** 3 units of electives from COMMERCE 2SB3 or non-Commerce Courses. Total of units will be 30.

Do I have to carry 30units?

No.

Is Commerce 2SB3 a required course?

No. Commerce 2SB3 is cross-listed with Philosophy 2N03. This is a Business Ethics course, and will be counted as a non-commerce elective.

If I wish to live in residence, play varsity sports or be a club executive, how many units do I need to carry?

At least 24 units.

Can I take a 6-unit elective instead of a 3-unit elective?

Yes. Instead of overloading in Level 2, which we do not recommend, you could defer taking one of COM 2AB3 or ECON 2X03. This will enable you to fit in a 6-unit elective.

Illness has prevented me from attending class, writing a mid-term and/or fully participating in a course. What can I do?

See page 25 of the 2009-2010 Undergraduate Calendar and refer to the following website: <http://www.degroote.mcmaster.ca/UG/register.html> and click on "Guidelines for Missed Coursework".

Where can I get a "McMaster University Student Medical Certificate form" and the "Petition for Relief for Missed Term Work (Notification of Absence)?"

You can either pick them up from DSB-104 or you can download the form from our website <http://www.degroote.mcmaster.ca/ug/register.html>.

I missed a midterm exam due to illness. What can I do?

Refer to above question and follow the directions.

What happens if I write a test, mid-term or final exam while ill or under the impact of a crisis/compassionate situation?

You would live with the results.

How can I access the 2009-2010 Undergraduate Calendar?

Go to the following website: <http://registrar.mcmaster.ca/calendar> you can purchase the calendar from "Titles", the McMaster Bookstore <http://titles.mcmaster.ca/text/ucalendar.htm>. Clarification of the information contained in this brochure may be obtained at the Academic Programs Office (APO), or in the 2009/2010 Undergraduate Calendar.

WE'RE HERE TO ASSIST YOU!

LORI HILL

Academic Advisor, Level II

Phone Number: (905) 525-9140, Ext. 27928

E-Mail: hillori@mcmaster.ca

LYNN KENNEDY

APO Programs Assistant

Phone Number: (905) 525-9140, Ext. 24433

E-Mail: lynn.kennedy@mcmaster.ca

Academic Programs Office
DeGroote School of Business
DSB-104, 1280 Main Street West
Hamilton, ON L8S 4M4
Telephone: (905) 525-9140 ext. 24433
E-mail: buscom@mcmaster.ca
Fax: (905) 528-0907
www.degroote.mcmaster.ca