

FREQUENTLY ASKED QUESTIONS

A Must Read for Students in Commerce IV or Honours Commerce IV

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.

How can I access the 2011-2012 Undergraduate Calendar?

Go to the following website: <http://www.degroot.mcmaster.ca/UG/register.html>. You can purchase the calendar from "Titles", the McMaster Bookstore.

Which average is used to determine if I graduate?

The CA (Cumulative Average).

What CA do I need to graduate, "With Distinction"?

You need a final CA of at least 9.5.

What CA do I need to graduate?

If you are in Honours Commerce your final CA must be at least 5.0. If you are in the Commerce program your final CA must be at least 4.0 (see page 29 of the 2011-2012 Undergraduate Calendar).

What is a SA (Sessional Average)?

It is a weighted average based on the grades attained in a session. Overload courses and "Not Used" courses are included in the SA. Only the SA appears on transcripts.

What are "Not Used" courses?

These are courses that are over and above the degree requirements.

Where can I see if I have “Not Used” courses?

Go into MUGSI and click on, “Degree Audit”. If there are courses at the bottom of the degree audit that are not coded as “Extra”, they will have “Not Used” beside them. These courses are not part of your course requirements for the degree.

Are “Not Used” courses included in the calculation of my CA?

Yes.

If I am in my final year, can I opt to take more Commerce electives, than the degree requires, and not take the non-commerce electives?

No. You need to look at your degree audit and MUGSI. “Not Used” coursework may be taken only if you are in final year of your program and are satisfying all course requirements for the degree (see page 41 of the 2011-2012 Undergraduate Calendar).

If I am entering my final year, owe 36 units and do not have the 7.0 SA required to overload, will I be allowed to take 36 units?

Yes. In your final year, you would be allowed to carry 36 units in order to be considered for graduation. However, you do so at your own risk. You can carry no more than 6 courses in one term.

Do I have to indicate on my on-line registration that I am graduating after this course work has been completed?

Yes. On your on-line registration you would indicate, “yes” beside “Will you be graduating upon completion of these courses?” In addition, you will need to fill out a Graduation Information Card on-line at the start of the last term of your final year and a Graduation Response Form.

Where do I access the Graduation Information Card and the Graduation Response Form?

*Go to the following website to fill out and submit the card:
<http://registrar.mcmaster.ca/internal/convocation/>*

When do I complete the Graduation Card and the Graduation Response Form?

In the final term of your final year.

How do I indicate I want to declare a minor?

You declare a minor on your Graduation Information Card.

If I obtain a minor, where does the notation appear?

It appears as a line at the bottom of your transcript. It does not appear on your diploma.

Where can I access McMaster's Commerce courses towards educational requirements for the professional designations?

Check out our Website at: <http://www.degroote.mcmaster.ca/UG/designations.html>.

Are there any new Commerce courses offered this year that are not listed in the Calendar?

Yes. If you go to the following website: <http://www.degroote.mcmaster.ca/UG/register.html> and click on, "Additional Commerce Courses Offered not included in the Undergraduate Calendar".

If I am in Honours Commerce IV, what course work do I need to take?

A. 6 units Commerce 4PA3, 4SA3, S. 9 units of non-Commerce electives, T. 15 units of open electives. See also the International/ Cross-Cultural/Language Menu on page 37 of the 2011-2012 Undergraduate Calendar – see the Template of your degree audit.

If I am in Commerce IV, what course work do I need to take?

A. 6 units Commerce 4PA3, 4SA3, S. 18 units of non-Commerce electives and T. 6 units of open electives. See also the International/Cross-Cultural/Language Menu on page 39 of the 2011-2012 Undergraduate Calendar – see the Template of your degree audit.

What is meant by "open electives"?

Open electives can be either Commerce electives or non-Commerce electives, including Commerce 2SB3 (cross-listed with Phil 2N03).

Is Commerce 2SB3 a mandatory non-Commerce elective for either the B. Com or Hons. B. Com degree?

No, and it is not offered in 2011-2012.

Can I still take Level 1 elective course work even if I am in Level IV?

Yes, so long as you do not exceed 48 units of first year course work throughout your entire program.

If I qualified for Honours Commerce in Level IV and was not in Honours Commerce in Level III, will I have to take the two Commerce electives that were required for Level III Honours Commerce?

Yes. This change into Honours Commerce will likely involve recoding some of the non-Commerce elective course work already completed. Students that do qualify are urged to set up an appointment for academic advising with Barb Pegg to plan out the remaining course work.

If I was in Honours Commerce in Level III and am not eligible or choose not to continue into Honours Commerce in Level IV, what will happen to the 6 units of Commerce electives I had to take in Level III Honours Commerce?

They will remain in a part of your Level III-course work but will be recoded as non-commerce electives.

If I am eligible for Level IV Commerce from Level III Honours would I still be eligible to take the 6 units of open electives as Commerce courses in Level IV?

Yes. As noted above, the 6 units of Commerce course work you took for Level III Honours Commerce will remain in that year. This allows you to then pick up to a maximum of 6 units of commerce course work in your final year, if you have not already taken them.

If I did not obtain entrance to the Honours B. Com program in Level IV, but my final CA is 6.0 or higher, will I graduate with a Bachelor of Commerce (Honours) degree?

No, you would graduate with a Bachelor of Commerce degree.

Are there majors in the Honours Commerce Program?

The only major in our Program is Commerce. Even if all the Commerce electives for Levels III and IV were chosen from one Area; example: Accounting, there would be no indication of this on the transcript and the degree would indicate a B.Com (Hons) degree.

Where can I access the information on the Proposal for Independent Study Form (Com 4SY3)?

Go to the following website:

http://www.degroote.mcmaster.ca/UG/documents/IS_Com4SY3.pdf.

If I am in my graduating year, is the instructor obligated to pass me in their course?

No. If you do not do the work, the instructor cannot assess what they do not have. The instructor would have no alternative but to assign a failing grade.

If I still need to take Commerce course work after I graduate can I do so whether from the B. Com or B. Com (Hons) Degree?

Yes. You can take up to 18 units of Commerce course work you have not taken before, subject to meeting the prerequisite and to space limitations. You would take this course work as a Continuing Student.

If I graduated from the B. Commerce program, can I take 18 units of continuing Commerce course work and earn an Honours B. Com degree?

No.

What do I need to qualify for Deans' Honour List?

Please refer to the criterion for DHL on Page 27 of the 2011-2012 Undergraduate Calendar.

Is it my responsibility to ensure I am meeting all of my course requirements for the degree? Yes.

How can I check if I am meeting all my course requirements for the degree?

You would go into MUGSI, click on, "My Academics" and click on, "Degree Audit". Read through the entire degree audit to see if all course requirements are being satisfied, there are no courses outstanding and that you have not exceeded the maximum number of Level I courses. It is your responsibility to do so. Unfortunately, each year there are a few students who do not graduate on time because they did not check their degree audit.

What if my degree audit indicates a problem and I have questions?

Contact your advisor Barb Pegg or Lori Johnston at buscom4@mcmaster.ca or set up an appointment to meet with them. If you are currently out on Internship, contact Sriyani Dissanayake at busint@mcmaster.ca or set up an appointment to see her. If you are a returning Exchange Student for whom your Final Transcript has not been received by us from the Exchange Partner University, contact Sriyani Dissanayake at bizx@mcmaster.ca.

Where do I order a transcript?

You would order a transcript from GH-108. For more information refer to the website <http://registrar.mcmaster.ca/registered/services.html> and click on “Transcript Requests”.

Where can I check my student record and/or my degree audit?

You can check these items on MUGSI.

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

See Page 27 and 28 of the 2011-2012 Undergraduate Calendar and refer to the following website: <http://www.degroote.mcmaster.ca/UG/register.html>, scroll down to “Forms” and click on “Guidelines for Missed Coursework”.

Where can I get a “McMaster University Student Medical Certificate” form, the “Petition for Relief for Missed Term Work (Notification of Absence)” form and/or “Application for Deferred Final Examination” form?

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

What is the McMaster Student Absence Form (MSAF)?

The McMaster Student Absence Form (MSAF) is a self reporting tool for **undergraduate students** to report absences that last up to 5 days and provides the ability to request accommodation for any missed academic work.

How do I access the McMaster Student Absence Form (MSAF)?

You can find the information regarding the McMaster Student Absence Form (MSAF) at: <http://www.degroote.mcmaster.ca/UG/index.html>.

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

You live with the results.

How do I book an appointment to see Barb Pegg, Lori Johnston or Sriyani Dissanayake?

By calling (905) 525-9140, ext. 24433 or by coming to DSB-104 to set up a mutually convenient time.

Clarification of the information contained in this brochure may be obtained at the Academic Programs Office, or in the 2011-2012 Undergraduate Calendar.

WE'RE HERE TO ASSIST YOU!

Barb Pegg
Academic Advisor
Level III and IV
Phone Number: (905) 525-9140, Ext. 24433
E-Mail: buscom@mcmaster.ca

Lori Johnston
Academic Advisor
Phone Number: (905) 525-9140, Ext. 24433
E-Mail: buscom@mcmaster.ca

Nola Plumb
APO Administrative Assistant
Phone Number: (905) 525-9140, Ext. 24433
E-Mail: buscom@mcmaster.ca
Fax: (905) 528-0907
E-Mail: plumbn@mcmaster.ca

Sriyani Dissanayake
Program Coordinator
Current Internship (those on CIP placement)
busint@mcmaster.ca
And
McMaster Exchange Students
E-Mail: bizx@mcmaster.ca Telephone:
(905) 525 9140,
Ext. 26534
Fax: (905) 528-0907

Ben Chapdelaine
Manager
Academic Programs Office
Phone Number: (905) 525-9140, Ext. 24433
E-Mail: buscom@mcmaster.ca

Academic Programs Office
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

