# Program Planning Worksheet

## BACHELOR OF COMMERCE (BCom) 60 UNITS

**Program:** First year UVic students applying to BCom  
**Degree:** BCom  
**Faculty:** Peter B. Gustavson School of Business

### Required Courses: Year One

- **3 of 5 required courses (must complete 2 by December of first year)**
  - ECON 103
  - ENGL 135/146/147
  - STAT 252
  - MATH 151
  - ENGL 135/146/147/225
  - **Units:** 4.5

- **7 non-business courses:** Non-business electives taken in first year from other faculties (e.g. Humanities, Social Sciences, Sciences, etc.)
  - **Units:** 10.5

**Recommended Course Index**

### Required Courses: Year Two

- **Co-op Preparation Seminar**
  - COM 204
  - **Units:** 0

- **2 of 5 remaining required courses**
  - ECON 103
  - ENGL 135/146/147
  - MATH 151
  - STAT 252
  - ENGL 135/146/147/225
  - **Units:** 3.0

- **8 non-business courses:** Non-business electives taken in second year from other faculties (e.g. Humanities, Social Sciences, Sciences, etc.)
  - **Units:** 12.0

**Recommended Course Index**

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Please refer to the [University of Victoria Academic Calendar](#) for complete lists of course selections. Although every attempt has been made to ensure that the information on this worksheet is accurate, in the case of any discrepancy the Academic Calendar must be considered the definitive authority.

**EFFECTIVE MAY 2016**
Program notes

Please ensure that you have read the How to Use the Program Planning Worksheets information page.

Course selection
The University strongly recommends that students in Year One do not take 300- or 400-level courses, as low grades will impact your graduating GPA.

Prerequisites
Refer to the course descriptions in the Academic Calendar to ensure that you are taking appropriate prerequisites each year for the courses you plan to take in the following year. Any prerequisites of note are listed under each year below.

Year One
Program Notes: Other courses may qualify to meet the pre-commerce required courses. View our application information section on the Gustavson BCom admissions webpage here.
Apply for Year 2 Gustavson BCom – Early Admission by February 28.
Registration Notes: Choose courses that work toward a secondary study plan if you are not accepted into BCom
ECON 103 has a lab section that you must register for. Check the course descriptions for the other courses you plan to take this year to make sure you register for any required labs or tutorials.

Year Two
Declaring a Program: If application successful, student automatically declared as Bachelor of Commerce.
Program Notes: Other courses may qualify to meet the pre-commerce required courses. View our application information section on the Gustavson BCom admissions webpage.
International students might need to complete COM 206C and/or COM 290 as mandatory electives in January of your 2nd year. A BCom advisor will contact you in June preceding your 2nd year of BCom to tell you if you must take these courses. If so, they will register you in these two courses.

Year Three
Program Notes: The Year 3 curriculum is a set program. For more information, please see the program structure and core courses here.

Year Four
Program Notes: In year 4 of the BCom Program you pursue your specialization, take elective courses, finish your co-op work terms, and, if you choose, study overseas for a term at one of our exchange partner universities. More information can be found on the Gustavson BCom webpage.
Applying for Graduation: In your last year of study, you must submit an application for graduation to Records Services. For application deadlines and convocation details, see www.uvic.ca/graduation.
If your degree requirements are complete, but you have not yet graduated, you may request a Degree Completion Letter from the Registrar’s Office.
Graduation Requirements: See How to Use the Program Planning Worksheets for more information.

Student responsibility
You are responsible for the completeness and accuracy of your registration and for determining the requirements of your program at UVic. Attend and submit work only for those courses in which you are registered.
Always read course descriptions before you register to determine if you have the necessary prerequisites, and pay attention to notes on mutually-exclusive and cross-listed courses (pairs of courses in which credit will be awarded for only one).

Student standing

<table>
<thead>
<tr>
<th>Units complete</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 11.9</td>
<td>First year standing</td>
</tr>
<tr>
<td>12 – 26.9</td>
<td>Second year standing</td>
</tr>
<tr>
<td>27 – 41.9</td>
<td>Third year standing</td>
</tr>
<tr>
<td>42 or more</td>
<td>Fourth year standing</td>
</tr>
</tbody>
</table>

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