

School of Business: Information Session

Welcome to the School of Business

- For domestic students admitted or conditionally admitted to the UFV School of Business Bachelor of Business Administration degree (BBA) or Business Administration Diploma
- Agenda:
 - Course planning
 - Registration resources
 - Services
 - Book an appointment



Territorial Acknowledgment



UFV is situated on the territory of the Stó:lō peoples. The Stó:lō have an intrinsic relationship with S'ólh Tém:éxw (Our Sacred Land); therefore, we express our gratitude and respect for the honour of living and working in this territory.

UFV recognizes and honours the contribution that Indigenous people have made — and continue to make — to our community. UFV supports Indigenous learners and seeks to incorporate Indigenous ways of knowing in the curriculum.



Business Administration Diploma Admission Requirements

- For students entering from high school:
 - C+ (67%) minimum in English 12
 - C+ (67%) minimum Pre-calculus 11
 - If you are missing one or both of the requirements, you have the option of taking an assessment test or an upgrading course at UFV.
 - See the prerequisites to ENGL 105 and MATH 140 for upgrading and assessment test options.



Bachelor of Business Administration Admission Requirements

- For students entering from high school:
 - C+ (67%) minimum in English 12
 - C+ (67%) minimum Pre-calculus 12
 - B (73%) minimum in an approved grade 12 course
 - If you are missing the math or English requirements, you have the option of taking an assessment test or an upgrading course at UFV.
 - See the prerequisites to ENGL 105 and MATH 141 for upgrading and assessment test options.

Tips for Course Planning?



Review program requirements, course descriptions, and important dates in Academic Calendar



Review future course offerings and the Student Handbook on School of Business website



Use MyGRADplan



Meet with Advisor at least once a semester

Business Admin. Diploma: First 31 credits

*Diploma students who have completed the math prerequisites for MATH 141 take a general or business elective in lieu of MATH 140.

- BUS 100 Introduction to Business (3 credits)
- BUS 120 Essentials of Marketing (3 credits)
- BUS 145 Accelerated Introductory Financial Accounting (3 credits)
- BUS 160/CIS 110 Computerized Business Applications (3 credits)
- CMNS 125 Communicating Professionally to Academic and Workplace Audiences (3 credits)
- ECON 100 Principles of Microeconomics (3 credits)
- ECON 101 Principles of Macroeconomics (3 credits)
- ENGL 105 Academic Writing (3 credits)
- MATH 140 Algebra and Functions for Business (Dip; 3 credits)
- STATS 106 Statistics I (4 credits)

BBA: First 31 credits

*Diploma students who have completed the math prerequisites for MATH 141 take a general or business elective in lieu of MATH 140.

- BUS 100 Introduction to Business (3 credits)
- BUS 120 Essentials of Marketing (3 credits)
- BUS 145 Accelerated Introductory Financial Accounting (3 credits)
- BUS 160/CIS 110 Computerized Business Applications (3 credits)
- CMNS 125 Communicating Professionally to Academic and Workplace Audiences (3 credits)
- ECON 100 Principles of Microeconomics (3 credits)
- ECON 101 Principles of Macroeconomics (3 credits)
- ENGL 105 Academic Writing (3 credits)
- MATH 141 Calculus for Business (BBA; 3 credits)*
- STATS 106 Statistics I (4 credits)

How Do I Manage My Courses?

Courses can be 3, 4, or 5 credits.

For every credit, plan for 2 to 3 hours of coursework outside of class.

Budget about 12 hours per week for each 3 credit class.

Online courses require more independent study.

See Smart Start Orientation Modules 2 and 3 and the Online Learning Toolkit.



Example First Year Plan over Two Semesters

First Semester	Second Semester
BUS 100 – take in first semester (Introduction to Business)	BUS 120 – take in second semester (Essentials of Marketing)
BUS 160 or CIS 110 (Computerized Business Applications)	BUS 145 – take in second semester (Accelerated Introductory Financial Accounting)
ENGL 105 (Academic Writing)	CMNS 125 (Communicating Professionally to Academic and Workplace Audiences)
ECON 100 (Principles of Microeconomics)	STAT 106 (Statistics I)
MATH 140 – for Bus Diploma* (Algebra and Functions for Business)	ECON 101 (Principles of Macroeconomics)
MATH 141 – for BBA Calculus for Business	

*Diploma students who have completed the math prerequisites for MATH 141 take a general or business elective in lieu of MATH 140.

Example First Year Plan over Three Semesters


First Semester	Second Semester	Third Semester
BUS 100 – take in first semester (Introduction to Business)	BUS 120 (Essentials of Marketing)	ECON 101 (Principles of Macroeconomics)
ENGL 105 (Academic Writing)	BUS 145 – take in second semester (Accelerated Introductory Financial Accounting)	CMNS 125 (Communicating Professionally to Academic and Workplace Audiences)
MATH 140 – for Bus Diploma* (Algebra and Functions for Business)	STAT 106 (Statistics I)	Additional Course
MATH 141 – for BBA Calculus for Business		
BUS 160 or CIS 110 (Computerized Business Applications)	ECON 100 (Principles of Microeconomics)	

*Diploma students who have completed the math prerequisites for MATH 141 take a general or business elective in lieu of MATH 140.

What is MyGRADplan?

A tool to show what credits you have earned and what credits are still required to complete in a program

- Explore programs and options using the What If function
- Plan courses
- See transfer credit



UFV Program Audit

Student View W0000bsq as of 27MAY21 at 09:14 What If Audit

Student		Level	Undergraduate
ID		Degree	Bachelor of Business Administration
Classification	61 to 90 credits completed	Major	Business Administration
Institutional CGPA	3.60	Minor	
Academic Standing		Concentration	

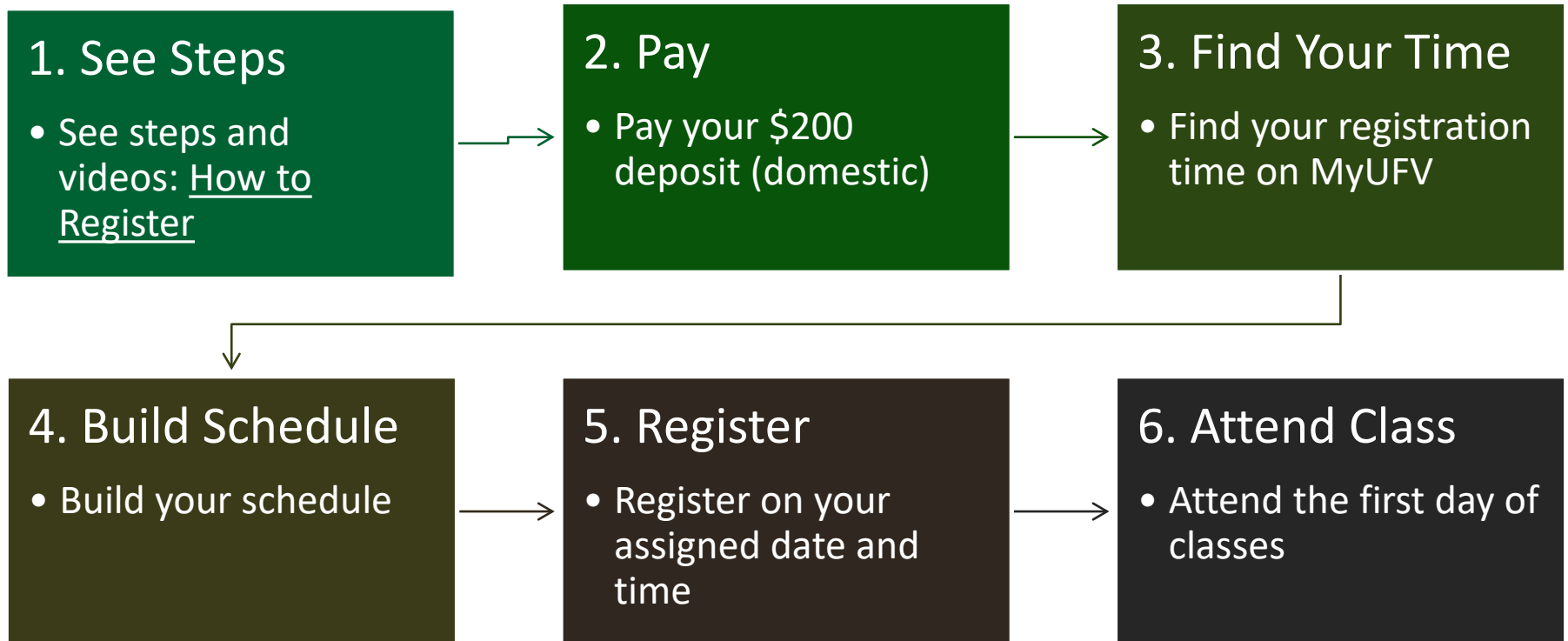
☐ Bachelor of Business Administration degree Calendar Term: Fall 2021
GPA: 4.16

<input type="checkbox"/>	120 credits required.	Still Needed:	120 credits are required. You currently have 0, you still need 120 more credits.
<input checked="" type="checkbox"/>	A 2.67 GPA is required.		
<input type="checkbox"/>	A minimum of 30 upper-level BUS credits must be completed at UFV.	Still Needed:	You currently have 0, you still need 30 more credits.
<input type="checkbox"/>	A minimum of 60 credits must be completed at UFV.	Still Needed:	You currently have 25, you still need 35 more credits.
<input type="checkbox"/>	A minimum 40 credits required for your subsequent degree.	Still Needed:	Students pursuing a subsequent degree must complete 40 additional total credits. You currently have 25, you still need 15 more credits.
<input type="checkbox"/>	A minimum 30 upper-level credits required for your subsequent degree.	Still Needed:	Students pursuing a subsequent degree must complete 30 additional upper-level credits at UFV. You currently have 0, you still need 30 more credits.
<input type="checkbox"/>	General Education Requirements	Still Needed:	See General Education Requirements section
<input type="checkbox"/>	Program Requirements	Still Needed:	See Program Requirements section
<input checked="" type="checkbox"/>	A minimum 2.00 Undergraduate Institutional CGPA is required to graduate.		

☐ General Education Requirements Calendar Term: Fall 2021
GPA: 4.16

<input type="checkbox"/>	WRITING REQUIREMENTS		
<input type="checkbox"/>	One of ENGL 105	Still Needed:	1 Class in ENGL 105
<input type="checkbox"/>	One of CMNS 125	Still Needed:	1 Class in CMNS 125
<input type="checkbox"/>	One of CMNS 251	Still Needed:	1 Class in CMNS 251

How do I Register for Courses?



Registration Tips



The \$200 registration deposit (domestic) must be paid prior to registering



Pay attention to the campus code; sections are coded AB for Abbotsford, CH for CEP campus, and ON for online



Synchronous vs. asynchronous



You can't register or waitlist for more than one section of a course



If you cannot register for a section that has space, it could be due to seat reserves on a particular section

Timetable: Synchronous Courses

Scheduled meeting times for online courses are published in the Timetable.

BUS	100	INTRODUCTION TO BUSINESS	3.0	Prerequisite(s): None.				
14583	ON1	TBA	ONLINE UFV	M	1130	1420	06-JAN-2021	13-APR-2021
Instructional Method -			Online with scheduled meeting times			Int'l Students		

- Mondays from 11:30 to 2:20PM starting January 6th
- “Online with scheduled meeting times”

Timetable: Asynchronous Courses

If an online course does not have a meeting time, it is published in the Timetable as “Online only. No meeting times” with a start date.

BUS 160	COMPUTERIZED BUS APPLICATIONS	3.0	Prerequisite(s): None. It is recommended that students are competent in computer skills.
14605	ON1 Paul Kroeker	ONLINE UFV	06-JAN-2021 13-APR-2021
	Instructional Method - Online only. No meeting times		MAJOR:Library and Info Tech Dip
	Credit cannot be obtained for both BUS 160 and CIS 110.		School of Business

What Do I Need for My Courses?

- Textbook lists are posted three weeks before courses start
- Online Learning Toolkit
- See the Online Learning System Checklist;
 - use the IT Services Toolbox for remote learning set up; and
 - access the Computer Lab remote Access Tool
 - watch the myClass tutorial videos

Online Learning SYSTEM CHECKLIST

In order to connect in-class and get the best experience learning in an online “synchronous-hybrid” classroom environment (Collaborate Ultra), the following is required:

COMPUTER

- ☐ **Operation System:** Windows 10 or macOS Catalina (10.15)
- ☐ **Processor:** Intel i5 or AMD Ryzen 5 (or higher)
 - [Check your computer details](#)

BROWSER

- ☐ Latest version of **Chrome**
 - [Check your browser version](#)
[Download Chrome](#)
[Other browsers supported](#)
- ☐ **BBCollab Desktop Sharing Chrome Extension**
 - [Add to Chrome](#)
- ☐ **Turn off pop-up blockers**
 - [Check your browser compatibility](#)
[How to disable pop-up blockers](#)

More issues with browsers?

[Read other technical requirements](#)

INTERNET

- ☐ **Fast & stable internet connection:**
Local: 100 mbps download & 10 mbps upload
 - [Test Speed \(local servers\)](#)
Remote: 50 mbps download & 5mbps upload

EQUIPMENT

- ☐ **USB Headset & Mic:** Microsoft LX-300 or [Logitech H340](#) or better
 - [Test your microphone](#)
 - [Test your sound](#)
- ☐ **Webcam:** [Logitech C170](#) or better
 - [Test your webcam](#)
- ☐ Set headset as default device for speaker and microphone.

BEFORE ONLINE SESSION

- ☐ Choose a quiet area with few distractions.
- ☐ Check the lighting and make sure you're not sitting in the shadows.
- ☐ If using Wi-Fi, ask the other users in your residence to limit heavy internet use during your online class.
- ☐ Restart computer & close all other programs.
- ☐ If necessary, [clear Chrome's cache](#) & restart browser.

DURING ONLINE SESSION

- ☐ Mute your mic and then un-mute it only when you need to talk
- ☐ Only if you're being disconnected then turn off your session. [Read more about this](#)

What Are Tips from Top Students?

Read online resources in detail	Overview the Academic Calendar , Smart Start Orientation , School of Business FAQ and Student Handbook , Online Learning Toolkit , and Student Tech Guide . Read your course syllabus on MyClass when courses start
Check your student email daily	for updates from UFV and respond to action items promptly
Update your records	Keep your student information up-to-date through MyUFV
Include your information in emails	Send emails to UFV Services or instructors from your student email account including your full name and student number
Attend class	Sign into online classes through MyClass by the deadline or attend the first day of in-person classes
Reach out for help	Engage in UFV Student Services and contact instructors during office hours and by email

Advising

- Course planning
 - Sequence of courses
 - Staying on track
 - Declaring a major or minor
- Discuss goals
- Resources and strategies to support your success at UFV



When Do I See an Advisor?

School of Business
Advisors are here to help!

- Offering phone and virtual appointments in Summer 2021
- Book an appointment:
 - at least once a semester
 - in advance
 - online at ufv.ca/advising



How Do I Make the Most of My Advising Appointment?

Before the appointment:

- review course planning information online; and
- write down your questions

Book the appointment online

- book a time when you can focus on the appointment; and
- set up speakers and microphone settings in appointment application

During the appointment:

- take notes of important information, and
- write a list of your action items



Search UFV



PROGRAMS

ADMISSIONS

SERVICES

RESEARCH

NEWS

EVENTS

ABOUT UFV

COVID-19

A graphic of a coronavirus particle, showing its characteristic spherical shape with surface proteins.

COVID-19

UFV UPDATE

COVID-19 (CORONAVIRUS) INFORMATION AND RESOURCES

UFV / COVID-19

What is Available on Campus in Summer 2021?

Check <https://www.ufv.ca/coronavirus/students/>

- Abbotsford and Chilliwack campuses with modified hours
- Most services available remotely (phone or virtual)
- Campus Card and textbooks in-person pick up
- Select computer labs and food services
- Drive up wifi



What Can I Do Now to Prepare?

- Complete Smart Start Orientation
 - Academic
 - Financial
 - Emotional/Mental
 - Social

What Academic Support Services are Available?

Student Support
Centre

Academic
Success Centre

Centre for
Accessibility
Services

Counselling
Services

English
Language
Studies Help
Centre

Indigenous
Student Centre

Library

Math and Stats
Centre

Supported
Learning Groups
(SLGs)

Who Do I Contact For...?

<https://www.ufv.ca/current-students/student-handbook/support-services/>



I have a question about...	Who to contact
Program requirements and course planning	Appointment with a School of Business Advisor
Textbooks	Bookstore
Tuition; fees, payment; registration; updating my student information; dates and deadlines	Office of the Registrar
Financing my education	Financial Aid & Awards
Campus card/student ID	Campus Card Office
Housing accommodations	Bakerhouse (dorms); STEP Café
Accessibility accommodations	Centre for Accessibility Services
Health and Dental Plan	Student Union Society
Co-operative Education; work on campus; job skills, etc.	Center for Experiential Learning and Career Education (CECE)
Technology issues	Student Tech Guide; IT Services

[TOOLS](#)[PROGRAMS](#)[ADMISSIONS](#)[SERVICES](#)[RESEARCH](#)[NEWS](#)[EVENTS](#)[COVID-19](#)

Who Do I Contact For...? Tip

Type the subject of your question into the Search UFV text box on ufv.ca to find information or the appropriate department to contact

Where Can I Get Help for Math and Stats?



Book a peer tutoring appointment at the Academic Success Centre



Attend Math Stats Centre virtual drop-in sessions



Participate in Supported Learning Groups



Complete the Precalculus Review Package



Watch Math Review Videos



Where Can I Get Help for Writing Assignments?



- Book Academic Success Centre Peer Tutoring virtual appointments
- Attend Supported Learning Groups
- Submit a draft to WriteAway
- Attend the ELS Help Centre BUS 100 and UNIV 101 Support Sessions
- Read LibGuides for your subject
- Use the Library Assignment Planner

Follow the School of Business!

- Instagram: <https://www.instagram.com/ufvbuserinfo/>
- Facebook: <https://www.facebook.com/UFVbusinfo/>
- Twitter: <https://twitter.com/UFVbusinfo>
- LinkedIn: <https://www.linkedin.com/school/27000684>

How do I Contact the School of Business?



Remote services



Email: businfo@ufv.ca



Phone: 604-557-4083