Nipissing University BComm degree—College Partnership Program (CPP) Students
2025-2026 Course Planning Guide

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Switching to The Bachelor of Commerce (3-year) Degree

Everyone applied to and was accepted into the 4-year Bachelor of Commerce degree. If you wish to switch to the BComm (3-year) degree, please send an email to programchange@nipissingu.ca. When you switch from the 4-year BComm to the 3-year BComm, the number of transfer credits you were granted will change and prorated to the 90-credit degree.

There are 5 courses in a full course load.
There are three semesters per year, fall, winter, spring/summer.
Each Nipissing business course = 3 credits.

Transfer Credits

Transfer credits are credits that reduce the number of credits/courses you must complete in the Bachelor of Commerce degree. The number of courses you will complete for your degree will depend on your past education. You will be granted **transfer credits** based on past post-secondary education from your college diploma or advanced diploma program.
Do not assume that you will receive the same transfer credits as a peer in your college program. Transfer credits are based on several factors including graduated diploma or advanced diploma program, diploma stream (i.e. Accounting, HR, Marketing, etc.), course grades and overall average or GPA at graduation, and any additional post-secondary education. Everyone is assessed individually.

Please check your **Nipissing University Unofficial Transcripts** OR your '**academic audit of the degree'** sent to you by the Nipissing Academic Advisors for your transfer credits.

The Bachelor of Commerce degree format:

The BComm (4-year) degree (Honours) has <u>three types of courses</u> students will take to earn the degree.

1. **Program required courses**: To see the list of '**Program Required**' courses, please go to the **Academic Calendar** for the 4-year BComm, [Bachelor of Commerce (4-year, 120 credit) degree](#) or, if you have switched to the 3-year Bachelor of Commerce degree, [Bachelor of Commerce, (3-year, 90 credit) degree](#). The courses are the same for the 3-year and 4-year degree to the 4th year. You will have transfer credits for some program required courses. When you choose your program required courses, make sure to check your **Unofficial Transcripts in WebAdvisor** or the **academic audit of the degree provided by the Academic Advising team** to ensure you don't have a TR for each program required course you register for in your degree program. Try and register for your program required courses early in your degree program. Map them out over the course of the academic year.

2. **4th year business electives**: Students completing the **Bachelor of Commerce (Honours)** must achieve a minimum average of 70% in the program and must also include six credits at the 4000 level in business courses, as outlined in the BComm requirements. These are business courses (subject codes: ADMN, ACCT, FINC, MKTG, ORGS, TMGT) that are 4th year business courses with a course code that begins with a "4". In the 4-year BComm (Honours) degree, you are required to take **6 credits or 2 courses of 4th year business electives**. Taking 4th year business electives is *optional* if you are **in the Bachelor of Commerce, 3-year degree**, as they are not required for that degree**.** Examples of 4th year electives: ADMN-4206, ORGS 4837, ACCT 4866, FINC 4917, MKTG 4426; you will find more searching in WebAdvisor. You will not receive transfer credits for 4th year business electives. These courses are not offered every semester, so map out when you are going to take them.

3. **Electives**: These are any courses that are not program required courses. You can find elective courses by searching on WebAdvisor to see what courses are available each semester. Courses in other faculties can be taken as elective courses, if the courses don't have prerequisites. Elective courses are also courses in the 'Accounting' and 'HR' concentrations. Both the 4-year BComm and the 3-year BComm have elective courses as part of the degree. You may have transfer credits for some Nipissing electives, like specific Nipissing business courses, for example, ACCT-2106. You may have some transfer credits for courses you took in your college program that are not the same as Nipissing courses, but we provide you 'non-specific' transfer credits for them, for example, ADMN-9100. When you choose your elective courses, make sure to check your **Unofficial Transcripts in WebAdvisor** or the **academic audit of the degree provided by the Academic Advising team** to ensure you don't have a TR for each elective course you register for in your degree program. If you wish to take specific elective courses, make sure you map out when they are offered and build that into your course plan.

First-year Course Credit Limit

There is a limit on the number of credits in your degree that can be represented by first year courses (courses with a course code that begins with a '1'. The limit includes courses you take as part of your degree, i.e. ADMN 1607-Business Math. It also includes courses which you have a transfer credit (TR) for, including specific TR, i.e. ACCT 1106 and non-specific TR (the "9" means it is a non-specific TR), i.e. ADMN 9**1**00, HUMA 9**1**00 or SCIE 9**1**00 and the courses you take as electives in your degree. The limit is **42 credits or 14 courses**. If you exceed this limit by taking more first year courses than **the 42 credits**, they will not count towards your degree. <u>Look at the **academic audit of the degree** form an academic advisor sent you to see how many first-year elective courses you are eligible to take in addition to the first-year courses you must take as part of your program requirements.</u>

Prerequisite Courses

Some courses have a prerequisite or several prerequisites. If a course has a prerequisite(s), the prerequisite(s) must be taken before the course. By not taking prerequisite courses early enough during your degree, it can impact and delay when you can take future courses and impact your graduation date. Not every course is offered every semester, so it is important

to plan out when you are taking your courses and your prerequisite courses. Please check your **Nipissing University Unofficial Transcripts** OR your '**academic audit of the degree**' sent to you by the Nipissing Academic Advisors to check if you have transfer credits for prerequisites listed for courses.

For those students on a fast-track to graduate, you will need to take some courses, that are prerequisites to other courses as soon as possible in your degree. It is important to take these courses as soon as possible in your degree, as they impact how quickly you can complete your degree and graduate.

If you do <u>not have a transfer credit</u> for the following courses that are prerequisite courses in RED font, please take as soon as possible in your degree:
- **ACCT 1107-Principles of Accounting II**
- **ORGS 1136-Introduction to Organizational Behaviour**
- **MKTG-1126-Marketing Concepts**
- **ADMN 1607-Business Math**
- **ADMN 2167-Business Decision Making**
- **ADMN 2606-Business Statistics**
- **FINC 3116-Financial Management**
- Many elective courses in the **Accounting and HR concentrations have prerequisites**, if you are taking the concentration, then make sure to map out your courses to ensure you can take all that is required in the time you are in your degree program.

To help map out when you will take courses, please go to the Nipissing BComm CPP webpage, College Partnership Program | Nipissing University and at the menu bar, choose **Degree Options and Course Planning** and view the chart, "**How do I know when courses are offered?**". This chart will provide you with a roadmap to when courses are offered + show the course prerequisites. This chart doesn't show all elective courses. *Please note, course offerings could change from year to year, so each semester, check to make sure your course plan is still relevant.*

Degree Concentration:

An **Accounting** or **Human Resources** concentration is available to students in the 4-year BComm degree.
If you wish to add a '**concentration**' to the 4-year degree in **Accounting or Human Resources**, then send an email to programchange@nipissingu.ca and request to add this to your degree.
The full list of accounting concentration courses which transfer to the **CPA designation** and the HR concentration courses that transfer to the **HRPA designations** can be found on the College Partnership Program | Nipissing University webpage, **Degree Options and Course Planning**.

Not every course is offered every semester, so plan your course load over the time you are in the degree program. Go to College Partnership Program | Nipissing University webpage, scroll to the menu bar, under "**Degree Options and Course planning**" then click the tab, "**How do I know when courses are offered?**" to see when courses are offered over the academic year.

Mapping Out Courses

Understanding the courses you must take to earn your degree is important. Once you have reviewed your **Unofficial Transcripts** and the **academic audit of the degree** form an academic advisor sent, you will understand the program required courses you must take. You will also understand the transfer credits that you received that are equal to Nipissing elective courses. You may have also added a 'concentration' to your degree (Accounting or Human Resources). You are ready to plan the courses you need to take to earn your degree.

As not every course is offered every semester, you should plan out your degree to ensure you take the courses you need to take, and elective courses to take to accomplish your academic goals.

Using the tools, **Unofficial Transcripts** and the **academic audit of the degree** form an academic advisor sent you, using the College Partnership Program webpage, College Partnership Program | Nipissing University, scroll down to **"Degree options and Course Planning**, you will see the following tabs, **"How do I know when courses are offered?",** "I want to pursue a CPA **Designation" OR "I want to pursue a HRPA Designation"**. You have the resources to assist you with planning which courses you will take and when they are offered in the fall, winter, spring/summer semesters. Map out when you will take your courses.

You must review and/or revise your plan each semester, as course offerings may change from semester to semester and year to year and courses may become full before you register for them and/or you may change your mind on some electives you want to take. The academic advisors can review your course plan, and you should engage with them at least once during your degree for them to approve your plan to ensure you have the correct courses for academic progression and degree completion.

Course Registration:

Register for your courses as soon as possible once course registration opens to avoid going on a waitlist or missing the opportunity to take courses when planned. If you are NOT taking a full course load of 5 courses each semester, then it will take longer to complete your degree. *Nipissing University is not responsible for making sure you register for the courses you need as part of your degree*. It is your responsibility to plan and register for the courses you need to take during your degree. If you are not sure about the courses you have chosen as part of your degree, please make an appointment with an Academic Advisor. Academic Advising | Nipissing University.

Not every course is offered every semester, so plan your course load over the time you are in the degree program. Go to the College Partnership Program | Nipissing University webpage, scroll to the menu bar, under "**Degree Options and Course planning**" to see when courses are offered over the academic year.

Registering for Courses: Codes in WebAdvisor.

Please see the Student Guide or the link to the Registrar's office webpage for "**Registering for courses**"
- **In-class option- Scheduled course meeting time- evening 6pm-9pm at local college campuses. As a CPP student, you can register to take the in-class course options.** If a minimum of 15 students do not register for the in-class option, it will be cancelled and moved online. Lectures are not recorded or live streamed. Attendance is mandatory.
  - ➢ **822** Algonquin College ex. ADMN 1607-FA822
  - ➢ **826** Centennial College ex. ADMN 1607-FA826
  - ➢ **823** Lambton College ex. ADMN 1607-FA823
  - ➢ **829** St. Clair College ex. ADMN 1607-FA829
- **Asynchronous or Online courses- No weekly scheduled course meeting times.** No weekly scheduled course meeting times. All printed lecture notes are posted, and lectures are not recorded.
  - ➢ **801-809**
- **Synchronous online (SYNC) Scheduled live streamed online course meeting time-evening 6-9pm.** Lectures are live online and not recorded and attendance is mandatory.
  - ➢ **841-849**

Waitlists:

If a course is full by the time you wish to register for it. Please put yourself on the **waitlist**. Waitlists are monitored by the School of Business beginning one month before the start of the semester. As time goes on, the School of Business and the Academic Advisors monitor how many students are adding themselves to the waitlist. (You should be monitoring WebAdvisor regularly when you are on a waitlist to see changes to course offerings).

From the beginning of the semester until the registration deadline date, decisions will be made to do one or more of the following:
- Make the course section larger by increasing the course capacity and allowing the students on the waitlist access to the course.
- Opening a new section of the same course and letting the waitlist students move to the new section. The new course section will have the same course code, and the new section code will be 80**2** instead of 80**1** and there will be a different professor.
- Leaving the course cap the same and admitting just the students who need to take it in the current semester and not admitting the remaining waitlisted students.

How you manage your waitlists:
- If you need to take the program required course in the current semester to not delay your graduation date. Please let the **academic advisors** know your situation. If you have the prerequisites, you will be admitted to the course.
- If it is getting close to the start of the semester and you don't have to take the course that semester, remove yourself from the waitlist and take a different course to ensure you have a full course load.
- It is getting close to the start of the semester, and you see that another section has opened, remove yourself from the waitlisted section and register for the new section.
- If additional spots are opened in the waitlisted course section, the Registrar's office may offer you a spot in the course depending where you are on the waitlist. In WebAdvisor, **Manage My Waitlist** will show the status as "**Permission to Register**". An email will also be sent to your Nipissing student email account to notify you that a space is available.
- To register in the course, you would select the action '**Register**'. You have a set amount of time to register for the course. If you do not, your permission will be removed and the next person on the waitlist will be given the opportunity to register.
- If you do not wish to remain on a waitlist, go to **Manage My Waitlist** and select the action '**Remove**' to remove your name from the waiting list.

Exams:

Exams will be written either in person at a local exam centre, online through Blackboard, online through secured browser technology that you will load onto your computer (camera and microphone is required) or take home.
All students write the exam the way it is set by the professor. Please make yourself available throughout the entire exam dates. Exams can be written Monday-Saturday in the morning, afternoon or evening.

Review the FAQ for final exams https://www.nipissingu.ca/final-examinations-onlineblendedalternate-delivery-courses-faqs
The "term" refers to the semester and academic year
- 25FW- Fall (FA), Winter (WI), SS26- Spring/Summer (SS) registration opens in February 2026.

Sometime during your degree, please make an appointment with an Academic Advisor to ensure your academic plan meets your program and degree requirements.