

Registration Worksheet

Bachelor of Commerce (4-year) - Full-time, New Student



Name: _____

Academic Year: _____

	FALL			WINTER		
<i>Program Requirements:</i>	<i>COURSE</i>	<i>SECTION LAB SEMINAR</i>	<i>Credits</i>	<i>COURSE</i>	<i>SECTION LAB SEMINAR</i>	<i>Credits</i>
A Foundations:	ENGL 204		3	ENGL 205		3
B Additional Foundations: (choose at least two, one per term) THEO 250 (3), HIST 202 (3), PHIL 230 (3), THEO 310 (3), HIST 204 (3)						
C Interdisciplinary Requirement:	INST 200	N/A	0.5	INST 210	N/A	0.5
D Major:	BUSI 200 BUSI 253		3 3	BUSI 355		3
E Cognate:	ECON 202		3	ECON 201 MATH 200		3 3
TOTAL NUMBER OF CREDITS PER TERM: (Normally 15.5 credits per term.)						

The letters on the left of the chart above refer to more detailed instruction on the Registration Instructions page.

Student Contractual Statement

I understand that by registering as a student at The King's University College I am agreeing to several contractual obligations.

Communication

- I understand that I am responsible for regularly checking my King's email and mailbox for official communications from King's.
- I understand that I am responsible for keeping my home and local addresses up to date with the Office of the Registrar.

Registration

- I understand that I must follow Registry procedures to add or drop courses prior to the add/drop deadline for each term.
- I understand that courses for which I am waitlisted will be added automatically if there is space in the course. If the course does not fit my schedule, requires a credit overload, or if I am registered in another section, I will be removed from the waitlist and not added to the course.
- I understand that if I withdraw from a course between the add/drop deadline and the withdraw deadline I will receive a grade of "W" on my official record and transcript.
- I understand that, while King's tries to minimize schedule changes, course cancellations or changes to my schedule may occur, and instructors assigned to courses may also change.

Financial

- I understand that by registering in courses, I have obligated myself to pay for the tuition and other fees.
- I understand that fees are due in full on Registration Confirmation day for each term unless I have been approved for a pre-authorized debit plan through Rotessa prior to confirmation.
- I understand that I will not be allowed to confirm my registration in a future term until I have paid any amounts owing from prior terms.
- I understand that certification of my student record, including, but not limited to, transcripts, statements of results, confirmation of registrations, tuition tax receipts, and degree parchments, will not be released if I have any outstanding indebtedness to King's.
- I understand that my eligibility for financial aid (if any) may have registration and other requirements and I will be responsible for maintaining those. See the Academic Calendar for details on general eligibility and for specific awards.

Academic

- I will take the responsibility to understand King's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of my courses and academic honesty in all my studies.
- I understand that the purpose of advisor approval is to give me feedback on the appropriateness of my course selections. The advisor approval does not imply that the advisor takes responsibility for my course selection.

Standards of Conduct

- I also understand that my behaviour is governed by the standards expressed in the Student Handbook, have reviewed these at <http://registry.kingsu.ca/student-handbook.pdf> and agree to abide by them.
- I will take the responsibility to be aware of copyright policies and procedures that are in effect at The King's University College.
- I will comply with the Information Technology Appropriate Use policy.

If you wish to register by mail or in person, please sign and date this worksheet below.

Student's Signature: _____

Date: _____

Registry Signature: _____

Date: _____

Personal Registration Data

Permanent Address: All correspondence sent over the summer will be sent to here. Effective Date: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone Number: _____ E-Mail: _____

Please be sure to always update your current address and telephone number so as not to miss important information that may be sent via mail.

Request for Support

Additional support is available for students with learning disabilities and/or other health conditions. Do you wish to access this service?

Yes No If yes, please specify the nature of the disability. _____

Note: This information will not affect your admission status. It is collected solely for the purpose of assisting students with disabilities. By indicating that you wish to access additional support services, you are giving the Registry permission to forward your contact information to the Student Life Office so that they can accommodate your request for assistance.

Program Requirements

The following information can be found on page 88 of the 2013-14 King's University College Calendar:

BACHELOR OF COMMERCE (4-YEAR) 123 CREDITS

(courses may meet more than one program requirement)

SENIOR LEVEL CREDIT REQUIREMENT: Minimum 72 of 123 credits must be 300 and 400 level courses		
FOUNDATIONS	24 credits	BREADTH
English: Composed of ENGL 204 and 205	6 credits	Fine Arts or Language Other Than English: 6 credits Composed of courses from the following groups ARTS ARTH CMNA 350, 395, 396 DRAM ENGL 391, 398, MUSI DUTC GREK SPAN
History: Composed of HIST 202 and 204	6 credits	Natural Science (with lab): 6 credits Composed of courses from the following groups ASTR BIOL (not 362, 364, 395, 436, 474, 480, 486) CHEM (not 395, 442) CMPT 250 GEOG 201 PHED 200 PHYS 241, 243
Philosophy: Composed of PHIL 230 and one other philosophy course (except 221, 310, 311) or EDUC 300 (pre-education students only)	6 credits	
Theology: Composed of THEO 250 and 3 credits of THEO 310, 331, 342, 351, 353, 364, 370, 371, 373, 375, 380 or THEO/MUSI 376 (Music students only)	6 credits	
INTERDISCIPLINARY REQUIREMENT Successfully complete six 0.5 credit courses of interdisciplinary study 3 credits		
BUSINESS (at least 60 credits)	All of 200, 253, 320, 339, 344, 355, 365, 369, 370, 396, 420, 471, 489, 490, 496 At least 18 credits of 3xx, 4xx Business Streams Recommended Business Courses (In Addition to Business Core Courses) Small Business and Entrepreneurship All of BUSI 341, 346, 348, 430, and relevant 399, 410 courses Non-profit and Social Entrepreneurship All of BUSI 343, 345, 348, 430 and relevant 399, 410 courses	
COGNATE	ECON 201, 202; MATH 200	
ELECTIVES (15 credit max.)	All Remaining Credits (May be used to add major credits, to make a minor (page 92), or as open electives (page 69))	
Minor (Optional)	Although there is not enough room in the 123 credits to complete a minor, a student may complete a minor with course work beyond the 123 credits. Follow the requirements of a minor as listed on page 92.	