

## Are You Eligible for early registration time? Apply for BBA Upper Division Status!

Upper Division BBA students register earlier than Lower Division BBA students.

### Deadline to apply for Upper Division: Friday, September 22, 2023

How to apply for Upper Division:

BBA Lower Division (Term L) students who are eligible to progress to Upper Division (Term U) must complete the [Upper Division Request Form – Spring 2024](#) before the deadline. If you have questions about your eligibility, please email [business@langara.ca](mailto:business@langara.ca).

The deadline to submit this form to take effect for the Spring 2024 registration period is **Friday September 22, 2023 at 11:45 pm**. If you have already been approved for Upper Division standing in a previous term, you do not need to submit the request again.

In order to progress to Upper Division, students must have:

- completed a minimum of 60 credits;
- a minimum Cumulative Grade Point Average (CGPA) of 2.33;
- completed all bridging courses for their concentration with a "C" grade or higher.

Courses that are not complete (in progress) cannot be used to meet the above requirements. If you need assistance or have questions, please email the LSM Advising team at [business@langara.ca](mailto:business@langara.ca).

<https://langara.ca/departments/langara-school-of-management/contact.html>

## Switching Business Programs?

### Deadline to submit switch requests: Friday September 22, 2023

If you would like to switch business concentrations within the same credential (Diploma to Diploma; or BBA to BBA), or from a higher-level credential to a lower one (BBA to Diploma), please complete the [LSM Program Switch Form](#)

If you'd like to make a different kind of program switch, please email a [program change request form to registration@langara.ca](#) . If you have questions you can email [business@langara.ca](mailto:business@langara.ca).

The deadline to submit an LSM program switch request for Spring 2024 is **Friday September 22, 2023**.

### Notes:

If you would like to change from a business Diploma program to the BBA program, you will need to submit a new application at Registrar and Enrollment Services. The deadline to apply to the BBA for Spring 2024 is October 31, 2023.

Students who change programs/concentrations are required to follow the curriculum in place the semester the change takes effect. Please contact [business@langara.ca](mailto:business@langara.ca) if you have any questions.

## Diploma FAQs Page

Have questions regarding your program and are looking for answers? Please check our [BBA and Diploma FAQs page](#)

## Planning to take BUSM 4200 or 4300 next term?

BBA courses BUSM 4200 and 4300 always fill up during the first two days of registration. To give yourself the best chance of getting a seat in these courses and the other 300-level and 4000-level BBA required courses, you should apply for Upper Division status as soon as you're eligible. Upper Division BBA students register earlier than students in Lower Division. All BBA students who want to take BUSM 4200 or 4300 are advised to register as soon as the registration system opens for them.

BBA students are reminded that their practicum (COOP 2301 or approved credit for BUSM 3000) must be completed before they can take BUSM 4200.

### **Latest changes to course offering**

- **BUSM 4100 – Project Management: No Longer Offered in Spring Terms**

Effective Spring 2023, BUSM 4100 Project Management will no longer be offered in Spring Terms. Students are advised to take this course in Summer and Fall terms moving forward.

- **FMGT 3223 – Advanced Management Accounting: No longer offered in the Fall Terms.**

Effective Spring 2024, FMGT 3223 Advanced Management Accounting will no longer be offered in the Fall Term. Students are advised to take this course in the Spring and Summer terms.

- **FMGT 3263 – Internal Control & Auditing: No longer offered in the Spring Terms.**

Effective Spring 2025, FMGT 3263 Internal Control & Auditing will no longer be offered in the Spring Term. Students are advised to take this course in the Summer and Fall terms.

- **FMGT 3121 – Advance Financial Accounting: Currently offered every term, but offerings may change in the future due to demand.**

- **MARK 2200 – Marketing and Communications Design: No longer offered in the Summer Terms**

Students are advised to take this course in the Fall and Spring terms moving forward.

- **MARK 3210 – Online Presence Management: No Longer Offered in Summer Terms**

Effective Spring 2023, MARK 3210 Online Presence Management will be offered twice a year, in the Fall and Spring terms moving forward.

### **BBA Program Maintenance of Standing**

BBA students who have completed 60 or more credits must maintain a minimum CGPA of 2.33 to continue in the program. Students unable to maintain this minimum will be removed from the BBA program and switched to an Arts and Science open enrollment program. Once a removed student is able to raise their CGPA to the minimum 2.33, they may email [business@langara.ca](mailto:business@langara.ca) to request reinstatement to the BBA for the following semester.

**The deadline to submit reinstatement requests to take effect for Spring 2024 term is September 22, 2023.**

#### **Important Notes:**

A student who is reinstated into the BBA program after removal for maintenance of standing or suspension must meet the program/curriculum requirements in effect the term they resume their studies in the BBA. Students must achieve a minimum CGPA of 2.33 and a minimum 'C' grade in all core business-related third- and fourth-year courses (BCAP, BUSM, FMGT, INTB, or MARK courses numbered 3xxx or 4xxx) in order to graduate.

### **Scholarships available in the Spring term**

To check for scholarship availability, visit the [Langara School of Management Scholarship Opportunities page](#) for more information. For more information about other general scholarships, please visit the [Langara. Student Services: Financial Aid: Langara Scholarships](#).

## **Advising Options**

Business program advising is your first point of contact in the department for a variety of your needs, including course planning, prerequisite issues, program switches, and more. Please see our [Advising Schedule](#) or contact an advisor at [business@langara.ca](mailto:business@langara.ca) to book an appointment.

For contact information for other members of the School of Management team, please consult the [LSM website](#).