

BIOMEDICAL DISCOVERY AND COMMERCIALIZATION PROGRAM

STUDENT REGISTRATION/ENROLMENT INFORMATION

Academic Year 2022/2023

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BDC Program Contacts

BDC Program Staff

The BDC Program Staff are here to support you throughout your academic journey. Staff will be available for virtual meetings and to answer any questions you may have over the summer months and will be returning back to the BDC offices beginning September 2022. We are located in the purple section of the Health Sciences Centre, 4H30. Take the purple elevator to the 4th floor and head to your right. We are the glass front space diagonally to the right.

The **BDC Program** is administered through the Faculty of Health Sciences and **is completely separate from** the Bachelor of Health Sciences (BHSc) Program. For all academic inquiries, students are to contact **Michelle Biro** and **NOT** the BHSc Program office.

Michelle Biro | Academic Assistant | HSC 4H30G | birom@mcmaster.ca

First point of contact for undergraduate students (e.g., admissions, Enrolment, missed work, academics)
Virtual office hours for 22/23: 3rd year students – Thursdays from 9:30 – 10:30am on TEAMS ; 4th year students – Thursdays from 1:30 – 2:30 pm on TEAMS. One on one appointments will also be available to be booked both virtually and in-person.

Allison Taylor (*Currently on medical leave*) | Academic Assistant | HSC 4H30 | tayloa1@mcmaster.ca

First point of contact for graduate students (e.g., admissions, Enrolment, missed work, academics)

Sheema Yousefzai | Career Development and Relationship Manager | HSC 4H30F | yousefzs@mcmaster.ca Oversees the MBDC internship placements; provides some career resources/supports at the undergraduate level

Jennifer Crane | Career Development and Relationship Manager | HSC 4H30 | cranej1@mcmaster.ca
Oversees the MBDC internship placements; provides some career resources/supports at the undergraduate level

Shari McCollin | Academic Manager of Undergrad Programs | HSC 4H30B | mccolls@mcmaster.ca
Second point of contact for undergraduate students (e.g., admissions, Enrolment, missed work, academics) Virtual office hours for 22/23: TBD. One on one appointments will also be available to be booked both virtually and in-person.

Dr. Andrew McArthur | Director | HSC 4H30A | mcarthua@mcmaster.ca

Dr. Jonathan Schertzer | Associate Director | schertze@mcmaster.ca

BDC Websites

BDC Program Websites: <http://bdcprogram.mcmaster.ca/>

BDC Twitter: https://twitter.com/BDC_McMaster

BDC LinkedIn: <https://www.linkedin.com/in/bdcprogram/>

BDC Student Society:

Facebook: <https://www.facebook.com/MacBDCSociety>

Instagram: <https://www.instagram.com/bdcsociety/>

Website: www.bdcsociety.com

Email: bdcsociety@gmail.com

Online Registration and Enrolment

You enrol for courses using McMaster's online registration system in MOSAIC. You can find MOSAIC by logging into the [McMaster student portal](#) using your MacID. You also use MOSAIC to arrange payment for your courses. You need to do this to finalize your enrolment.

McMaster has a [registration guide](#) that you may find helpful. Pay particular attention to the enrolment schedule. It will let you know when you can start enrolling and how long the enrolment period will be open. **Personal Enrolment Dates** will be posted in the [MOSAIC](#) Student Centre in mid-June. Students will be assigned an enrolment appointment within their academic level.

Information on Enrolment Dates

For detailed information on enrolment dates, please refer to the [Registrar's website](#).

Program Requirements

Before you begin enrolling in your courses, please **take the time to plan**.

It is **your responsibility** to make sure that you are meeting all of the [program requirements](#). The online registration system does not automatically check this for you, and unfortunately, each year there are students at the University who do not graduate on time because they have not met all the necessary requirements.

In general, **30-units** is a normal course load. It is important to **balance your semesters** as best as you can, so that you take 15-units in the Fall and 15-units in the Winter.

To be a [full-time student](#) you need to be taking at least **9-units in each Fall/Winter term**, but remember that you will still need to meet the specific requirements for each level of the program. Also, be aware of the requirements for the Dean's Honour List, varsity sports, and OSAP eligibility as these depend on a certain number of units.

Remember that you can only take a **maximum of 48 units from Level 1** during a four-year Honours program.

Second degree and external transfer students must complete **all 60 units of coursework at McMaster** in order to satisfy the residency requirements.

The [undergraduate calendar](#) outlines the course requirements for each level of the BDC program. Be sure to read the notes for your level carefully. When choosing your courses, be sure to **follow the sequence** laid out in the calendar. Make sure you pay close attention to course **pre-requisites**. When

considering courses from other departments, read the notes at the beginning of that section of the calendar. Sometimes there are general restrictions you need to know.

Academic Advisement Report

Whenever you enroll for a session or update your enrolment, **check your Academic Advisement Report** to make sure you are meeting the requirements for the program. You can check your report by logging into MOSAIC.

Division of Units for Multi-Term Courses

BIOMEDDC 3C09

BIOMEDDC 3C09 is a 9-unit course. Students may divide the units however best fits their schedules (e.g., 3-units term 1 + 6-units term 2 or 6-units term 1 + 3-units term 2), but please note that 3C09 is more heavily weighted in Term 1. As such, students may want to consider a 6-unit Fall and 3-unit Winter division for BDC 3C09.

BIOMEDDC 4A15

This course is 15 units. You may split these units between first and second term as you like – for example: Term 1 (6) units and Term 2 (9) units or vice versa. Please take this into consideration when planning your elective courses.

For questions related to BDC 4A15, please contact the course coordinators Drs. Jonathon Schertzer schertze@mcmaster.ca and Caitlin Mullarkey mullarkc@mcmaster.ca.

Enrolling in Multi-term courses on Mosaic

Students will not see the B portion of a multi-term course on their schedule until they have enrolled. Enrolling into the A portion in the fall will automatically enroll them into the same section for the B portion in the Winter term. All timeslots for the Winter term courses are the same as the Fall term. Further information is available here: <https://registrar.mcmaster.ca/build-degree/multi-term/>

For questions related to BDC 3C09, please contact the course instructor Dr. Felicia Vulcu vulcuf@mcmaster.ca.

Organic Chemistry - CHEM 20A3/20B3 and CHEM 2E03

Some current BDC students that require CHEM 20A3/20B3 have chosen to take CHEM 2020/2021 (Organic Chemistry I/II) at York University. These options are often more convenient and cause no timetabling issues. There are other universities that also offer this course on an LOP. Please make sure that the University that you choose to take this course at has an **IN-PERSON** lab component. Virtual labs will no longer be an acceptable equivalency to McMaster's offering of Organic Chemistry I & II.

Please note that McMaster's CHEM 2E03 is NOT an equivalent to CHEM 20A3. Students who have already taken CHEM 2E03 will be required to take CHEM 20A3 and CHEM 20B3.

Overloading

In some cases, it may be possible to **overload** (i.e. take an extra course). Permission must be obtained from the BDC Program Office in order to overload. While we do not encourage students to overload, we recognize that in some instances it may be favourable for the student. Before approval can be granted, all students are encouraged to research when your required course deliveries (mid-terms, major assignments, tests, etc.) are and evaluate if this additional course will create additional stress or conflict

with your required timetable. An action plan template has been created for students to plan out all deliverables/expectations of your courses prior to being evaluate for approval by the BDC program staff. If you have questions about this please contact Michelle Biro (birom@mcmaster.ca).

Course Conflicts

While the BDC program strongly encourages students not to enrol in conflicting courses, if a student is considering taking an elective course that is in conflict with one of their required BDC program courses, they will need to **follow the procedure as outlined below**. NOTE: students are required to attend all BDC classes.

1. The first step is to **contact the BDC program office** (birom@mcmaster.ca) and let us know of the course you wish to take, the reason why you need this course, exactly what the conflict is, and how you plan to manage the conflict. **Do not** contact the program office of the conflicting non-BDC course for conflict permission as they are not able to assist you with this.
2. **Provided we approve your request** in step 1, you may email the Instructor of the elective course to obtain permission from him/her to enrol in the course. This email must clearly state that there is a conflict, what the conflict is, and that you are expected to attend all BDC classes. For example, if the elective course has two lectures per week and you will miss one of them each week – 50% of the material - you must make this clear to the instructor. You should inquire if there are any class participation marks you may not receive and/or whether you will be at any disadvantage for missing the class. The **email thread showing the above discussion**, the **solution provided by the professor** as to **how this conflict will be managed**, along with the **explicit approval of that instructor** must then be forwarded to Michelle Biro birom@mcmaster.ca
3. **Provided you have met the above criteria** and the **professor has approved** your request, the BDC Program office will notify you to enrol in the conflicting elective in MOSAIC. It is **important that you enroll in your non-BDC course first**. We will then go in and ‘quick enrol’ you into the BDC course that was conflicting with your elective. It cannot be stressed enough that we **are in no way granting you permission to miss any BDC Program class time, assignments, quizzes, etc.**

Avenue 2 Learn / Teams – BDC Tiles

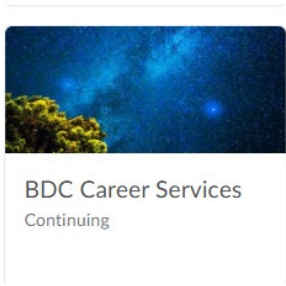
While in the BDC program, each student will have direct access to two valuable tiles that you can access while in our undergraduate program.



1. BDC Forms and Policies

On this tile you can find documents that will help you during UG:

- i) Submit request for Relief for Missed Academic Work
- ii) File a petition for Special Consideration or a Deferred Exam
- iii) Submitting a Letter of Permission (LOP)
- iv) Submitting a Late Withdrawal Request (LWD)
- v) Forms to complete:
 - Student Health Certificate Medical Form
 - Petition for Relief for Missed Work
 - RISO_Missed Work
 - RISO_Examinations
 - Request for Deferred Examination
 - Late Withdrawal Request Form



2. BDC Career Services

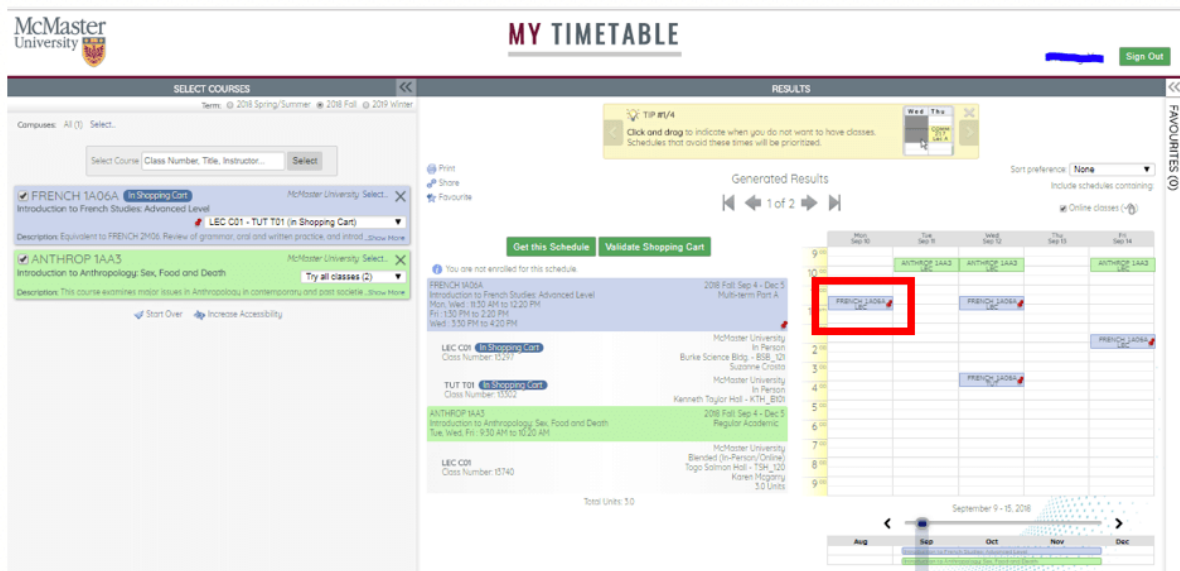
The BDC program has two Career Development and Relationship Managers that are dedicated to providing support to the Master’s program, but do offer workshops and one-on-one appointments to undergraduate students at designated times throughout the year. Please see the contact information for the CDRM’s on page 2 of this document.

Creating MyTimetable

For more information on how to create your timetable visit <https://registrar.mcmaster.ca/build-degree/mytimetable/>

Adding a multi-term course through MyTimetable

When you select a 6-unit course in the fall term, and place it in your shopping cart, the A portion of the class will display



Tip: when selecting a 6-unit multi-term A/B course in the fall term through the shopping cart, make sure to block the same time in the winter term. This will help you plan for both fall and winter. Once you have enrolled in the fall term, your timetable will automatically display the B portion in the winter term.

Minor– Business

Note to complete a minor in business, students will need to take additional business courses in addition to the ones listed below. For more information on completing a minor in Business, please refer to the ([Faculty of Business](#)) section of the undergraduate calendar.

1. Students interested in pursuing a **minor in Business** should take COMMERCE 1AA3 and COMMERCE 2AB3 in place of COMMERCE 4AK3.
2. Students who have already completed COMMERCE 1AA3 will be required to complete COMMERCE 2AB3 instead of COMMERCE 4AK3.
3. Students interested in pursuing a minor in Business should take COMMERCE 1MA3 and COMMERCE 3MC3 in place of COMMERCE 3MD3. For more information on completing a minor in Business, please refer to the ([Faculty of Business](#)) section of the undergraduate calendar.

4. Students who have already completed COMMERCE 1MA3 will be required to complete COMMERCE 3MC3 instead of COMMERCE 3MD3.

Minor - Other

A Minor is an option available to a student enrolled in a four or five-level program. A Minor consists of a **minimum of 24 units in the Minor subject**. No more than six of these units can be at Level I, unless otherwise stated in the specific requirements of the Minor. A student is responsible for registering for courses to be applied towards a Minor **ensuring that at least 12 units (above level 1) are elective to their degree**. In the case of cross-listed courses, students must ensure that they register in the appropriate subject for the Minor designation. **Those who have the necessary requirements may apply for recognition of that Minor when they** apply to graduate in March. If recognition for a Minor is granted, this recognition **will be recorded on the student's transcript**. Minors cannot be revoked once approved. Students may return for a second degree in the subject in which they have obtained a Minor, but only at the Honours level. For further information, please refer to Minors in the [General Academic Regulations](#) section of the Undergraduate Calendar.

Minor - Innovation

Some BDC students have expressed interest in completing a Minor in Innovation, and as such further information has been included below for reference.

The [minor in innovation](#) is a partnership between the [Faculty of Engineering](#) and the [DeGroot School of Business](#) and is intended for students from all Faculties who wish to learn more about innovation and develop a level of innovation literacy, as well as those who are themselves innovators and wish to develop skills to create their own enterprise. To meet these varied needs, the minor includes a wide range of courses in innovation and may be taken as a course only option or may include a practicum.

Enrolling in Courses Outside of McMaster – Letters of Permission (LOP)

If you are interested in taking a **course at another university** for credit in the program, please read the information about [Letters of Permission](#) on the Registrar's website.

Students enrolled in the BDC Program may apply to take courses at another university on a Letter of Permission (LOP) by submitting an LOP request in MOSAIC and sending an e-mail to the BDC program office. Students must achieve a grade of at least C- (60%) to receive credit. **Students are responsible** to forward the transcript from the other university **directly to the BDC Program Office** (HSC-4H30; Attention Michelle Biro or electronically to birom@mcmaster.ca). If a grade of C- or better is attained, the transcript designation reads *T* indicating *Transfer Credit*. If less than a C- grade is attained, then the transcript designation will read *NC* indicating *No Credit*.

LOP Restrictions

Courses taken at another university cannot be used to satisfy the University's minimum residence requirements, will not be included in the calculation of the Cumulative or Fall/Winter Averages, and therefore cannot be used to raise standing. Students may take up to six units of courses towards a Minor on a Letter of Permission. Students must be in good standing to be eligible to take courses on a Letter of Permission.

External Transfer and Second Degree Students Cannot Take Courses on LOP

Students that transferred into the program from another University or are completing a second degree are not permitted to take LOP courses towards their degree requirements, as they must complete 60 units at McMaster.

McMaster Course Equivalencies

Transfer Credits can be checked here under the [Pre-approved Equivalent Courses Chart](#).

Personal Interest Course (PIC)

McMaster University encourages interdisciplinary study and believes undergraduate studies provides an excellent opportunity to explore topics which are new and unfamiliar. Students, however, may be reluctant to take a course if they are unsure of their academic performance for fear of compromising their Cumulative GPA. The Personal Interest Course (PIC) option is designed to encourage students to explore interests outside of their program without affecting their Cumulative GPA. For more information, please refer to the [Personal Interest Course \(PIC\) section](#) in the General Academic Regulations section of the undergraduate calendar.

Elective Courses

You can **view elective courses through the UG calendar** by searching by Faculty, Program Listing, or by entering the course code in [Course Listings](#).

Brief descriptions of the courses are provided and the prerequisites/anti-requisites, if any, are listed for you. This is where you will **decide your eligibility** for that particular course. See example below:

[KINESIOL 2Y03 - Human Anatomy and Physiology I](#)

KINESIOL 2Y03 - Human Anatomy and Physiology I

3 unit(s)

An introduction to the basic embryology and tissue development and examination of the anatomy and physiology of the nervous, articular, skeletal and muscular systems.

Two hours (lectures), one hour (web module), two hours (labs, alternating weeks); weekly tests; one term

Prerequisite(s): Grade 12 Biology U or [BIOLOGY 1P03](#); and registration in Level II or above

Co-requisite(s): [WHMIS 1A00](#), if not already completed, this requirement must be completed prior to the first lab. Routine Practice, a mandatory on-line health and safety module, available through Mosaic, must be completed prior to the first lab.

Antirequisite(s): [HTHSCI 1D06 A/B](#), [1H06 A/B](#), [2F03](#), [2FF3](#), [2L03](#), [2LL3](#), [KINESIOL 1A03](#), [1Y03](#)

Registration priority is given to students in a Life Sciences program.

If you **do not meet the prerequisites**, then you are **not eligible to automatically enrol** in the course. Some departments may waive the prerequisite depending on the situation. However, in the case of many Kinesiology or BHSc Program courses, **availability is restricted solely to Science or BHSc Program students** due to class size restraints and **any external requests will likely be denied**. For McMaster Kinesiology inquiries, the contact is Nicole Buston (kinug@mcmaster.ca)

Please note that as a BDC student, you are in the Faculty of Health Sciences.

Health Sciences Courses (HTH SCI)

Students may be interested in taking Health Sciences courses (HTH SCI) offered by the BHSc (Bachelor of Health Sciences) Program. For HTH SCI courses that are required for the BHSc Program students, any

available seats **will become available on July 15th**. If at the time of registration, a course is full, students may still try to register up until the end of drop and add in the event that a seat becomes available. It is recommended that you plan accordingly and enrol in another course as a seat in a HTH SCI course is in no way guaranteed.

The **BDC Program** is administered through the Faculty of Health Sciences, but it **is completely separate from** the Bachelor of Health Sciences (**BHSc**) Program. For questions related to HTH SCI courses, please contact the BHSc Program office (bhsc@mcmaster.ca) with your course code and student number.

Non-BDC Thesis/Project Courses

The BDC Program **does not grant permission to obtain “additional thesis units”** and BDC students will not be granted permission to take additional placement/project courses, which includes all HTH SCI thesis/project courses. The only exception is HTH SCI 4DE3, Senior Project in Engaging the City, which may be possible pending permission from the BHSc Program.

Popular Electives Taken by BDC Students

ASTRON 2B03	COMMERCE 4FP3	HTHSCI 3I03
BIOCHEM 3BP3	EARTHSC 2WW3	HTHSCI 3K03
BIOCHEM 3D03	ECON 1B03	PHYSICS 1AA3
BIOLOGY 2EE3	ECON 1BB3	STATS 2B03
CLASSICS 2MT3	ENG 1A03	ENG 1AA3

Pharmacology Elective

Students interested in pharmacology may want to explore **BIOCHEM 4Q03** as a possible elective option, provided they meet the pre-requisites.

BIOCHEM 4Q03 – Biochemical Pharmacology: Introduction to the basic concepts of pharmacology. Mechanisms of action of antibacterial, antiviral, antifungal and anticancer drugs, toxins and how cellular resistance to such agents develop. Applications of drug-resistant mutants for genetic, biochemical pharmacological and cell biological studies.
Three lectures; one term.

Prerequisite(s): [BIOCHEM 2BB3](#); or [BIOCHEM 2EE3](#) and [BIOCHEM 3G03](#); or credit or registration in [BIOCHEM 3G03](#) and BIOMEDDC 3B06; or [HTHSCI 2D06 A/B](#) or [HTHSCI 2E03](#); or [ISCI 2A18 A/B](#)

Upper-Level Courses Available to All Students

The following links are for upper-level courses available to students subject to enrolment limitations and the prerequisites as specified for each course. A brief description of each course can be found under the appropriate Department within the *Course Listings* section of the undergraduate calendar.

[Upper-Level Courses Available to all Students](#)

[Upper-Level Courses Available to Students Registered in Level II or Above in any Program](#)

[Upper-Level Courses Available to Students Registered in Level III or Above in any Program](#)

Departmental Program Office Contacts

If you have any questions related to non-BDC courses, please contact the corresponding program office – [Program Office Contacts](#).

Academic, Personal, and Professional Growth

Student Success Centre (SSC)

The [Student Success Centre](#) offers a range of services and resources to help you in defining your career path and assisting in the development of a plan to support that path. Among the many services, the SSC provides orientation programs, leadership/experiential development opportunities, and company networking events. The Student Success Centre is located in **Gilmour Hall room 110**. As BDC students, you are in the Faculty of Health Sciences, **not the Faculty of Science**, and therefore, the Science Career and Co-op Office is **not** accessible to you.

Student Success Centre Featured Resources

[Peer Tutoring Network](#)

Need a tutor or want to be a tutor? The McMaster Peer Tutoring Network provides connections between students and peer tutors.

[Interview Stream](#)

Practice interviewing, anytime, anywhere with Interview Stream. This is a free resource for McMaster students. Simply login to get started.

[Alumni & Partners Advisor Network](#)

Get advice, coaching and information from more than 550 mentors who have “been there, done that.” Free access to resume critiques, mock interviews, career conversations and webinars.

Student Accessibility Services (SAS)

[Student Accessibility Services](#) provides academic accommodation assistance and related supports to students with disabilities at McMaster. If you are in need of an academic accommodation, please contact SAS to setup an intake appointment. Please be sure to contact them early in the term as appointments fill up quickly.

Student Wellness Centre

The Student Wellness Centre (<http://wellness.mcmaster.ca/>) provides a range of health services, including personal counseling and health care. Staffed by highly qualified service providers, they provide student-centered, accessible, confidential and caring services for McMaster students.

Good 2 Talk (24/7)

1-866-925-5454 (or connect through 2-1-1)

- Ontario Post-secondary student helpline
- Free, professional and confidential support for students in Ontario
- Counselling for anything you want to talk about
- 24/7/365 availability
- <http://www.good2talk.ca/>

COAST (24/7)

905-972-8338

Hamilton Crisis Outreach and Support Team for crisis support

<http://coasthamilton.ca>

Off-Campus Resource Centre (ORC)

The [ORC](#) serves as a rental listing service for landlords and provides a variety of housing-related resources for students.