

# UBC Professional MBA Program

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## Graduating Class Information Package

Updated December 2021

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## CONGRATULATIONS GRADUATING CLASS OF 2022!

The Robert H. Lee Graduate School offers you our heartfelt congratulations on the successful completion of your UBC PMBA program! A new world of opportunity awaits you and we wish you all the best as you move forward in your career. This document outlines some of the benefits and services available to you as UBC Sauder Alumni. We hope that you will keep in contact with us so that we can continue to support your journey into the newly opened post-PMBA world.

## ALUMNI ENGAGEMENT

Welcome to the [UBC Sauder alumni community](#)—made up of more than 43,000 alumni in 83 countries. We look forward to continuing what we hope to be a lifelong relationship between you and the UBC Sauder School of Business.

### Staying Connected:

- [Update your contact information](#) to receive updates and invitations to exclusive events.
- Add [UBC Sauder School of Business](#) to your LinkedIn profile and like us on [Facebook](#) to stay connected and up to date on the latest alumni programming, contests, and news.
- Discover the reach of your UBC Sauder alumni network with LinkedIn's [alumni tool](#).

### UBC Sauder Alumni Communities:

- UBC Sauder Alumni Communities have been established in the following cities: **Vancouver, Calgary, Toronto, San Francisco, London (UK), Shanghai, Hong Kong, and Singapore**. These communities allow alumni around the world to stay connected and provide opportunities for socializing, professional development and networking. To connect with an alumni community or learn more, please visit <https://www.sauder.ubc.ca/alumni> or email [alumni@sauder.ubc.ca](mailto:alumni@sauder.ubc.ca).

### Alumni Volunteer Opportunities:

You can play a role in the School's continued success by mentoring students, guest speaking, helping with recruitment events and student programs, among other [volunteer opportunities](#). If you are interested in being an alumni volunteer, please email [volunteers@sauder.ubc.ca](mailto:volunteers@sauder.ubc.ca).

## HARI B. VARSHNEY BUSINESS CAREER CENTRE

After your Residency 3, you will continue working with your career advisor (Marja/Wendy) until graduation in May 2022. You will have continued access to any virtual workshops/panels, networking sessions or events with our recruiters until your graduation. As soon as it is safe to gather again in person, we will be organizing a networking event that brings together PMBA 2022, 2023, & 2024 cohorts and the program alumni. We are also looking forward to seeing you in the future Residency 1 & 2 week networking events.

## **UBC Sauder Alumni Career Services:**

After graduation in May 2022 you will be supported by the Alumni Career Services team with your personal and professional development after graduation. Services include:

- Individualized 1:1 Career Coaching in person or virtually.
- Dedicated Career resource website.
- Professional Development Webinars & Workshops.

Some of the resources are behind login on the website and access will be granted to you at graduation in early June 2022.

To learn more about Alumni Career Services or to book an appointment, please contact [alumniCareers@sauder.ubc.ca](mailto:alumniCareers@sauder.ubc.ca).

### **Career Options On-line (COOL) – lifelong access**

**Job Postings:** You will have continued access to job postings for life. You will be able to see all postings designated for students and alumni until June 2022. Your status will then change to alumni on COOL, and all Sauder Alumni postings will continue to be viewable as before. The Business Career Centre will communicate directly with you when your status changes to alumni on COOL.

Access continues as usual to all COOL resources such as:

**Glassdoor**, to conduct salary research

**Interview Stream**, an interactive tool to practice your interviewing skills with 1000s of pre-recorded interview questions

**Ten Thousand Coffees**, networking and mentoring platform for students and alumni

**Vault:** organization profiles and industry guides

### **Canvas**

Your access to career-related resources on Canvas will end in August of 2022. After this time, you can access a range of professional development resources via [www.sauderalumniCareers.ca](http://www.sauderalumniCareers.ca).

### **One-on-one Career Coaching:**

You have unlimited access to one-on-one career advising sessions until September 2022. To book your appointment, please contact Marja Harmer at [marja.harmer@sauder.ubc.ca](mailto:marja.harmer@sauder.ubc.ca) or Wendy Mann at [wendymann@ubc.ca](mailto:wendymann@ubc.ca). Please note that during the month of January we will be booking appointments for urgent matters only given the increased demands from the incoming cohort.

Moving forward you have access to Alumni Career Services. To book an appointment with an alumni career coach visit [www.sauderalumniCareers.ca](http://www.sauderalumniCareers.ca) and fill out the contact form under About Us or email directly to [alumniCareers@sauder.ubc.ca](mailto:alumniCareers@sauder.ubc.ca).

## UBC LIBRARY SERVICES

- Free borrowing privileges for alumni with an A-Card.
- Access to library staff for help with research and reference questions.

Sauder School alumni are welcome to visit the [David Lam Library](#) and other branches of the [UBC Library](#).

### To obtain UBC Library borrowing privileges:

The [Alumni UBC app](#) gives you the same access to the library as the **UBC Community Borrower's Library Card** (value \$120/year, but **free** for alumni).

For information on UBC library borrowing privileges and levels of accessibility, please consult the [UBC Library Alumni User Guide](#).

To access this service, you need to download and log in to the [Alumni App](#). Access the 'Verified Alumni' tile to see your Library Barcode number that you will show Library staff to sign-out books. If you do not yet have a Library Barcode number visible in the app you can request one [here](#). Once the barcode number is visible in your app, you are ready to take out books and other resources.

Physical Alumni Cards (A-Cards) are available for those who cannot use the app. Contact [alumni.ubc@ubc.ca](mailto:alumni.ubc@ubc.ca) or 604-822-3313.

Once your Alumni Card (A-Card) is activated, you can borrow books and sign on to library computers. Many databases are available for use onsite via library computers. Remote access to licensed databases is available only to current UBC students, faculty and staff. UBC alumni with activated A-Cards have remote access to [EBSCO Academic Search and Business Source Alumni Editions](#), databases which provides access to more than 4,150 full text journals.

The A-Card can be picked up from the RHL Alumni Centre, Wesbrook Visitor Centre, UBC Robson Square, and the UBC Okanagan Library. The card does not expire. In addition to free library privileges, the A-Card entitles you to discounts on other campus services

You can activate your A-Card as your UBC Library card in person at the circulation desks at Koerner Library or UBC Okanagan Library, with one piece of government issued photo ID. You can also activate your A-Card by completing the [online application form](#). You must know your Student ID number in order to complete the online process. If you don't know your Student ID number, you can obtain it from UBC Enrolment Services at 604.822.9836.

Librarians in the David Lam Library can provide basic help with research and reference questions to alumni who visit the library. Drop-in reference help is available between 1:00-4:00 pm, Monday to Friday, during the regular academic term. If you are visiting the library outside of the regular academic

term, please verify reference librarian availability prior to your visit by calling the David Lam Library Front Service Desk at 604.822.9400.

The [Small Business Accelerator](#) is an initiative of UBC Library and the Irving K. Barber Learning Centre. It provides access to reliable free resources and tools which support entrepreneurs in structuring their market research and building successful businesses.

Many colleges and public libraries subscribe to business databases. For example, the [Vancouver Public Library](#) provides access to a number of online collections of business articles, e-books, market research databases and directories. Contact your local libraries to check out the availability of and access to business resources by community members.

Visit the [Guide to UBC Library Services for Alumni](#) for more information on library services and resources. Call 604.822.3869 for more information on library cards. Visit the [David Lam Library website](#) or call the David Lam Library/Canaccord Learning Commons service desk at 604.822.9400 to confirm hours. Visit the [UBC Alumni website](#) or call UBC Alumni Affairs at 604.822.3313 (toll-free at 1.800.883.3088) for more information on alumni services.

## AMS/GSS EXTENDED MEDICAL/DENTAL COVERAGE

PMBA students' Extended Medical/Dental coverage is valid for the entire school calendar year (September - August). Your coverage will expire at the end of August 2022.

## U-PASS

UBC PMBA students graduating in May are not eligible for a summer session U-Pass as their program end date is May 1, 2022 and they are not registered in courses in the summer session.

U-Pass issuance is solely based on registration & payment of fees for each term, if you are not taking any courses in Jan-May 2022, you will not be eligible for a U-Pass.

## RHL GRADUATE SCHOOL CANVAS & BLOG SITE ACCESS

Access to the program and blog sites administered by the RHL Graduate School ends at the end of May 2022. Typically, no new postings are placed on your program site after the completion of the PMBA program. Graduation information is e-mailed to all students, not posted on the program site.

## LETTERS

The RHL Graduate School can produce letters for Alumni of the program as per the topics below. Letters can be requested via e-mail: [askpmba@sauder.ubc.ca](mailto:askpmba@sauder.ubc.ca). Please include your full name, student number and program of study in your message.

## Letters

- **Proof of Program Completion** (prior to degree conferral)  
*Criteria: Grades/standings for all courses/requirements must be entered on the system before a completion letter can be produced. All course fees must be paid.*  
After degree conferral, the official [UBC transcript](#) is usually used by alumni to prove that they have completed all course work and obtained their MBA degree.

## TRANSCRIPTS

Official UBC transcripts can be ordered from [Enrolment Services](#) by students at any time during their program and/or after they confer their degree.

*NOTE: Degree conferral will only show on UBC transcripts around mid-May (for Spring Congregation) and mid-November (for Fall Congregation). Prior to this time, you may choose to request a "Proof of Program Completion" letter (see above).*

## PMBA ALUMNI COURSE PRIVILEGES

Unofficial auditing of individual courses within the UBC Sauder MBA program is available to UBC Sauder PMBA alumni post-graduation, pending space availability, instructor approval and satisfaction of pre-requisites. Auditing a course post-graduation is an excellent way to support a new career direction, pursue a professional interest and build your network.

Alumni applicants wishing to audit MBA/PMBA courses should:

1. Review the current schedules and course outlines for FT MBA and PMBA [here](#).
2. Confirmation of module enrolment will be approximately two-three weeks prior to the first scheduled class.
3. A \$150 CAD Alumni Auditing Administration fee applies per 1.5 credit module.\* This fee does not include any course packages, textbooks or associated course fees, which are your responsibility.
4. [Apply online](#) & pay the administrative fee.
5. Once you have applied with our office the process is as follows:
  - a. We check availability and contact the instructor on your behalf to request permission to review.
  - b. We confirm permission for you and provide all details regarding class dates/times, access to module outline, and request access for you to the Connect course site.
  - c. You attend the module. Please note that once we have given approval for you to attend, the \$150 Admin fee is non-refundable and will be charged regardless of whether or not you attend the module.

*\*\$150 Auditing fee waived for the PMBA Class of 2022 cohort, for two calendar years (2022 & 2023).*

## DEGREE CERTIFICATES

Official UBC degree certificates are only issued by UBC twice a year - May and November. If you attend the official UBC Graduation ceremony, you will receive your degree certificate then. If you have indicated on your application for graduation that you are not attending the ceremony, the certificate will be mailed to you sometime in June to the address indicated on your application for graduation. For more information about degree certificates, such as replacements and pick-ups, please contact [Student Services](#).

## GRADUATION

The official [graduation ceremony](#) for the PMBA program will be in May 2022.

### Application for Graduation

The on-line application for May graduation will open in late December 2021. As soon as the Robert H. Lee Graduate School is notified by UBC Enrolment Services that the on-line application is open, we will e-mail all eligible students to apply. The deadline for application for graduation is February 25, 2022. Details are here: <https://students.ubc.ca/enrolment/graduation/applying-graduate>

*NOTE: All students must apply to graduate whether or not they are going to attend the ceremonies.*

### Changing Your Application (Attending vs. Not Attending)

If you find you need to change your status from what you indicated on your initial application for graduation (i.e.: in your original application you indicated that you would attend but now find you are not able to or vice-versa), please contact UBC Graduation directly at: [graduation@ubc.ca](mailto:graduation@ubc.ca) to inform them. Include your full name and student number in your message so that they can easily locate your application.

### Gown Rentals & Tickets

Gown rental and ticket sale information is available on the [UBC Graduation web site](#).

Each year, a number of students would like to invite more family/friends than the number of tickets they are initially allowed to order. UBC Ceremonies office opens the ordering of [extra tickets](#) in mid-to-late May. Even if you miss the extra ticket sales, guests can come to the ceremony early and join the “stand-by” line. In previous years we have not had any guests turned away from the ceremony.

## STUDENT TAX INFORMATION

### Tuition Tax Receipts (T2202A and T4A)



- Students can access their tax receipts (T2202A-tuition and T4A-if you worked for UBC) on the [Student Service Centre \(SSC\)](#)
- Tax receipts are made available on the SSC in early February
- Additional information on your T2202A receipts can be found on the Student Service Centre homepage under FAQ's/Finances

### **PMBA Prep Courses**

- NOTE: Preparation Courses will not show on your T2202A slips as they are non-credit courses
- The electronic receipt you received for your Prep classes when you signed up is your official receipt
- Please check with the Canada Revenue Agency or an accountant to see if these courses are eligible for tax deduction as they have not been in previous years

## **CLOSING MESSAGE**

Congratulations again on achieving your UBC PMBA degree! We look forward to working with you as an alum and wish you great success in your post-PMBA endeavors.