

BACHELOR OF BUSINESS ADMINISTRATION NEWSLETTER

FALL 2022

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FALL 2022 COURSE DELIVERY & REGISTRATION INFORMATION

- Memorial is preparing for the return to primarily in-person teaching and learning for the fall. New and current students should make plans to be on our campuses for their university experiences this fall, unless all of the courses they are registered for are offered online.
- [MUNUp](#) is an online tools and resources hub created to help you succeed in completing your coursework remotely. Additionally, CITL staff are available to assist you through the [Support Centre](#) during select office hours, seven days a week.

Course Registration

- **Registration for the Fall 2022 semester begins on Tuesday, July 12.** Please check your Memorial Self-Service account for your assigned registration time. We strongly encourage you to register at your designated time, as courses and sections fill up quickly. **Once**

business courses have reached the maximum enrolment, the Faculty of Business Administration will not sign students into the section.

- **Tentative business course offerings for Winter 2023 and Spring 2023** are [available for viewing here](#) and will assist with preparing for your registration in future semesters.
- For questions or help using the Memorial Self-Service system, visit the [Registrar's Office webpage](#).

Course Prerequisites

- The Faculty of Business Administration strictly enforces prerequisites for business courses. Prerequisites for each course are listed with course descriptions in the [Calendar](#).
- It is recommended that you complete **Business 1000, English 1110 (or 1021) and Math 1000** as early as possible to meet prerequisites for higher-level business courses.

New Course Numbers

- Please be advised that most BUSI course numbers have been modified due to the launch of our new undergraduate programs. The below table illustrates **core courses for the Pre-2022 BBA and B.Comm.(Co-op.) programs**, some of which have been renumbered. When registering you will need to register by the number listed in the **NEW** Course Number column.

FORMER Course Number	NEW Course Number	Course Name
BUSI 1000	BUSI 1000	Introduction to Business and Society
BUSI 1101	BUSI 2111	Introductory Financial Accounting
BUSI 1210	BUSI 1210	Introduction to Marketing
BUSI 1600	BUSI 2600	Entrepreneurial Thinking and Behaviour
BUSI 2010	BUSI 2010	Business Research and Writing
BUSI 2101	BUSI 2112	Introductory Management Accounting
BUSI 2210	BUSI 2210	Introduction to Marketing Tactics
BUSI 2400	BUSI 2400	Decision Modeling
BUSI 2710	BUSI 2710	Modeling and Implementing Business Processes
BUSI 3310	BUSI 3310	Organizational Behaviour
BUSI 3401	BUSI 3401	Operations Management
BUSI 3700	BUSI 3700	Information Systems
BUSI 4000	BUSI 3005	Business Law I
BUSI 4050	BUSI 4050	Strategic Management I
BUSI 4320	BUSI 3325	Human Resource Management
BUSI 4330	BUSI 3335	Labour Relations
BUSI 4500	BUSI 3550	Financial Management I
BUSI 5301	BUSI 4315	Organizational Theory
BUSI 7000	BUSI 5001	Strategic Management II
BUSI 300W	BUSI 300W	Business Co-operative Education Seminars

ACADEMIC INFORMATION

Calendar

- You should familiarize yourself with the regulations of your program of study by reviewing the [Faculty of Business Administration section of the Calendar](#).
- Please note that **to be considered for graduation from the BBA program, you must successfully complete the 40 courses (120 credit hours) required for the BBA, and achieve a grade point average of at least 2.5 and a numeric average of at least 60% on those 40 courses.** The BBA program regulations can be reviewed in the [Calendar](#). A **program audit**

can be generated through Memorial Self-Service to **track your progress toward the program requirements** (see Seeking Academic Advice below for more information).

- Students who began their program prior to the current academic year should consult with the [Year of Degree and Departmental Regulations section of the Calendar](#).
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Electives

- As outlined in the [BBA program regulations](#), 15 of the 40 required courses **must be electives. A course is normally three credit hours, unless otherwise noted in a course description.**
 - **Of the 15 required electives, 8 must be non-business and the remaining 7 may be [business](#) or non-business.** If you wish to complete more than 15 electives, those courses will be in addition to your program requirements.
 - **There is NO minimum number of [business electives](#) that must be completed.** If choosing to complete [business electives](#), you may choose to focus these courses in a particular area of business (see [Business Concentrations](#) below).
 - Non-business electives can be used to attain a [certificate](#) or [diploma](#) from the [Faculty of Humanities and Social Sciences](#), or a minor from the [Faculty of Humanities and Social Sciences](#), the [Faculty of Science](#), the [School of Music](#) or the [Marine Institute](#).
 - To assist you in selecting courses and reviewing your academic record, please be mindful of the following information. Non-business courses listed in the [business electives table](#) (e.g. ECON 3000, MATH 2050, POSC 2200), may count as a **business OR a non-business elective - whichever works best for you in planning your remaining electives.**
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Business Concentrations

- **Business [concentrations](#) are informal, are not noted on your official transcript, and do not need to be declared.** The courses associated with each concentration in the Calendar serve as a suggestion of courses related to your area of interest. Particular attention should be paid to necessary prerequisites when planning courses.
- Those planning on completing courses associated with the informal accounting concentration should review the below, which outlines normal sequencing of accounting electives:
 - Fall - BUSI 3160 (the former BUSI 5160)
 - Winter - BUSI 4550 (the former BUSI 5500), BUSI 4101 (the former BUSI 6100)
 - Fall - BUSI 4102 (the former BUSI 6110), BUSI 4121 (the former BUSI 6120), BUSI 4131 (the former BUSI 6130)

- Winter - BUSI 5120 (the former BUSI 7120), BUSI 5125 (the former BUSI 7125), BUSI 5165 (the former BUSI 7160)
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Transfer Students

- If you have received **transfer credits** from a previously attended post-secondary institution, questions regarding your transfer credit evaluation should be sent to transfer.credit@mun.ca. You may email busihelp@mun.ca with questions regarding how your transfer credits are used in your program.
 - You can view the residence requirements in the Calendar to **ensure that you have completed the appropriate number of courses at Memorial University** in order to be awarded your degree.
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Seeking Academic Advice

- The [bachelor of business administration \(BBA\) program worksheet](#) is a tracking tool for your program.
 - You can generate a **program audit** through Memorial Self-Service if you are declared as a BBA student. The audit will display the degree requirements that have been satisfied and those that have yet to be completed.
 - The Self-Service audit menu option will display after the last day to add courses for the current semester, and the option to run another audit will not appear until the last day to add courses in the following semester.
 - You can generate a BBA audit through Memorial Self-Service provided that you are following current program regulations, do not have any waivers/substitutions and are not declaring a minor.
 - If you are unable to generate a program audit through Memorial Self-Service, you can request an audit from the Registrar's Office. Requests should be emailed to the Assistant Registrar, Faculty of Business Administration at business_registrar@mun.ca.
 - If you are seeking academic advice for your business program and have questions and/or would like to **schedule a virtual appointment with an academic advisor**, or have questions related to business courses, please contact the Academic Programs Office at busihelp@mun.ca or book through the [Navigate](#) app. **Please generate a program audit prior to seeking academic advice if you have completed 60 or more credit hours.**
 - For more information on academic advising services provided by the Faculty of Business Administration, please see our [academic advising webpage](#).
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Important Dates

- Important dates for the current and upcoming terms can be found in the [Diary](#). These dates are also published on the [Registrar's Office webpage](#). In particular, please note the start and end dates of the term, as well as the final examination period.
 - Scheduled travel does not represent an acceptable cause for a deferred examination. You will not be approved for a deferred exam based on pre-arranged travel.
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Graduation

- You must apply to graduate by the relevant deadlines noted on the [Registrar's Office webpage](#).
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Academic & Non-Academic Integrity

- It is your responsibility to make yourself aware of and abide by the academic and non-academic standards that are set by the University and by the Faculty of Business Administration. In particular, please note:
 - University regulations surrounding [academic misconduct](#), including a non-exhaustive list of [academic offences](#);
 - [The Student Code of Conduct](#); and
 - [The Faculty of Business Administration Code of Academic and Professional Integrity](#).
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CAREER INFORMATION

- The [Career Development Office](#) provides resources year-round to equip you with the right skills for your job search. Career Development offers online workshops for improving your resume and cover letter, virtual appointments for mock interviews and sessions on job search strategies, among other services.
- You will find helpful resources and opportunities through [Student Life](#), the [Student Volunteer Bureau](#), the [Memorial Centre for Entrepreneurship](#), the [Centre for Social Enterprise](#), the [Husky Centre of Excellence in Sales and Supply Chain Management](#), and [The Fund](#). See their respective websites for virtual events and opportunities.
- Information on **upcoming career and student success-oriented opportunities** is sent out via the Academic Programs Office listserv.

SCHOLARSHIPS & AWARDS

- Information on application-based scholarships, bursaries and awards is sent out via the Academic Programs Office listserv.
- If you are in scholarship standing, you are automatically considered for many university and faculty-specific scholarships. The definition of scholarship standing is found [here](#). In order to qualify for additional faculty-specific scholarships, you will need to complete and submit the **Undergraduate Application for Scholarships and Awards, 2022-2023**. The application, deadlines and other important information will be available on our [Faculty website](#) soon.

ADDITIONAL INFORMATION

- When corresponding with the university, please use your @mun.ca email account. Please include your full name and student number in all correspondence.
- The Academic Programs Office is happy to assist you virtually at this time. Please email busihelp@mun.ca for assistance.

CONTACT

- The Academic Programs Office provides:
 - Academic advice
 - Scholarships and awards
 - Peer tutoring program
 - Study abroad opportunities
 - Information on undergraduate, certificate, diploma and minor programs
 - Information on deferred exams, course-load and pre-requisite requests, and other administrative services
- Contact our office with your questions or to make an appointment with an advisor
 - Email: busihelp@mun.ca
 - Follow us!
Facebook: facebook.com/MUNBusiness
Twitter: twitter.com/MUNBusiness
Instagram: instagram.com/munbusiness
- Download the [Navigate](#) app to:
 - Schedule an appointment with an academic advisor
 - Navigate degree requirements
 - Interact with student supports tailored to your needs

- Stay on top of important dates and deadlines

