

# BACHELOR OF BUSINESS ADMINISTRATION NEWSLETTER

WINTER 2022

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## WINTER 2022 COURSE DELIVERY

- Memorial is planning for Winter 2022 in-person university activities to return to mainly pre-pandemic conditions. 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. Updates regarding business course delivery options for winter are available [here](#).

- [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.
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## 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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### Course Registration

- **Registration for the Winter 2022 semester begins on Monday, November 1.** Please check your Memorial Self-Service for your assigned registration time. We strongly encourage you to register at your designated registration 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.**
  - For questions or help using the Memorial Self-Service system, visit the [Registrar's Office webpage](#).
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### 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.

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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](#) or 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 pre-requisites 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. Again, if you wish to complete more than 15 electives, those courses will be in addition to your program requirements.
    - Fall - BUSI 5160
    - Winter - BUSI 5500, BUSI 6100
    - Fall - BUSI 6110, BUSI 6120, BUSI 6130
    - Winter - BUSI 7120, BUSI 7125, 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](mailto:transfer.credit@mun.ca). You may email [busihelp@mun.ca](mailto: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 after 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](mailto:business_registrar@mun.ca).
  - If you are seeking academic advice for your business program and would like to **schedule a virtual appointment with an academic advisor**, or have questions related to business courses, please contact [busihelp@mun.ca](mailto:busihelp@mun.ca). Please generate a program audit prior to seeking academic advice if you have completed 60 or more credit hours.
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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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## 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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## 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

- [Career Development](#) provides resources year-round to equip you with the right skills for your job search. The centre 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](#), and [The Fund](#). See their respective websites for virtual events and opportunities.
  - The Academic Programs Office will send emails via the program listserv with information on **upcoming career and student success-oriented opportunities**. Join the class listserv by emailing [busihelp@mun.ca](mailto:busihelp@mun.ca) with your name, student number and request to be added to the listserv.
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## 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](#), including a revised definition for the 2020-2021 academic year. In order to qualify for additional faculty-specific scholarships, you will need to complete and submit the **Undergraduate Application for Scholarships and Awards, 2021-2022** by **Friday, Nov. 5, 2021**. The application is available on our [Faculty website](#).
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## NEW BUSINESS PROGRAMS: FALL 2022

- Our faculty is excited to revitalize our undergraduate programs as we strive to respond to the changing needs of the business world. Beginning in Fall 2022, the FBA will offer two undergraduate degrees: the bachelor of commerce (B.Comm.) and the bachelor of commerce (co-operative) (B.Comm. (Co-op.)). More information on our new programs is available on our [Faculty website](#).
  - **Current business students will be able to move through our existing undergraduate business programs most efficiently and without interruption.**
  - We anticipate that some new courses from the revised curriculum could become available to current students starting Fall 2022. Further information on these courses and how they may fit with your current program will be communicated to students once it is available.
  - If someone you know is considering pursuing an undergraduate business program, we would love for them [attend a session with us to learn about our new programs](#).
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## ADDITIONAL INFORMATION

- When corresponding with the university, you must 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](mailto:busihelp@mun.ca) for assistance.
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## 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](mailto:busihelp@mun.ca)
  - Follow us! Facebook: [facebook.com/MUNBusiness](https://www.facebook.com/MUNBusiness) Twitter: [www.twitter.com/MUNBusiness](https://www.twitter.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

