

# BACHELOR OF BUSINESS ADMINISTRATION (BBA) NEWSLETTER

SPRING 2025

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### ACADEMIC INFORMATION

#### Calendar

Please refer to the [2021-2022 Faculty of Business Administration section of the Calendar](#) for the regulations of your program of study. As many of our course numbers have changed, please see [here](#) for revised course offerings.

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#### Support Services

[MUNUp](#) is an online tools and resources hub created to help you succeed in completing your coursework. Additionally, CITL staff are available for technology assistance through the [Support Centre](#) during select office hours, seven days a week.

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#### Course Registration

- **Registration for the spring 2025 semester begins on Monday, March 24<sup>th</sup>.** 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.**

- **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](#). Pre-2022 course numbers may still be considered to meet pre-requisites. Please contact [bushelp@mun.ca](mailto:bushelp@mun.ca) if you are unsure whether you will meet a course pre-requisite.
- For questions or help using the Memorial Self-Service system, visit the [Registrar's Office webpage](#).

## Program Requirements

A review of the Bachelor of Business Administration program curriculum in the [Calendar](#) will assist you with your registration process.

## Business and Non-Business Electives

- To assist you in selecting courses and reviewing your academic record, please be mindful of the following information. Non-business courses listed below, and on our Faculty website [here](#), may count as a business OR a non-business elective - whichever works best for you in planning your remaining electives. STAT 2500 is a core business course, not an elective.

### Pre-2022 Non-Business Business Electives

the former Computer Science 1710	the former Computer Science 4767	Economics 4090	Mathematics 2050
Computer Science 2500	Economics 3000	Geography 2195	Mathematics 2090
the former Computer Science 2710	Economics 3010	Geography 2425	Political Science 2200
the former Computer Science 2711	Economics 3030	Geography 3202	Political Science 3210
the former Computer Science 2752	Economics 3080	Geography 3260	Political Science 3250
the former Computer Science 2760	Economics 3150	Geography 3425	Process Engineering 7171
Computer Science 3710	Economics 3360	Geography 4202	Sociology 4091
the former Computer Science 3715	Economics 4025	Geography 4261	Sociology 4104
the former Computer Science 4761	Economics 4026	Mathematics 1001	

- As part of your undergraduate business program, through your non-business electives, you can choose to complete a minor from the [Faculty of Humanities and Social Sciences](#), the [Faculty of Science](#), the [School of Music](#) or the [Marine Institute](#), or a [certificate](#) or [diploma](#) from the [Faculty of Humanities and Social Sciences](#). Course requirements toward such credentials should be completed during academic terms of your program, where possible. Please seek advice on fitting this credential into your program from the respective department(s) and the [Academic Programs Office, Faculty of Business Administration](#) prior to registration.

## Business Focus Areas

- **Business focus areas are informal, are not noted on your official transcript, and do not need to be declared.** The courses associated with each focus area 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 focus area should review the below, which outlines normal sequencing of accounting electives:
    - Fall - BUSI 3160 (formerly 5160)
    - Winter - BUSI 4550 (formerly 5500) , BUSI 4101 (formerly 6100)
    - Fall - BUSI 4102 (formerly 6110), BUSI 4121 (formerly 6120), BUSI 4131 (formerly 6130)
    - Winter - BUSI 5120 (formerly 7120), BUSI 5125 (formerly 7125), BUSI 5165 (formerly 7160)
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## Seeking Academic Advice

- The [bachelor of business administration \(BBA\) program worksheet](#) is a tracking tool for your program.
  - 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**, please contact the Academic Programs Office at [busihelp@mun.ca](mailto:busihelp@mun.ca) or book through [Microsoft Bookings](#).
  - We offer drop-in advising appointments if you are looking for an in-person session with an academic advisor. Please come by the Academic Programs Office located in BN 1015 any Friday between 10:00 AM-1:00 PM and 2:00-3:00 PM.
  - For more information on academic advising services provided by the Faculty of Business Administration, please see our [Academic Advising webpage](#).
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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 and the University regulations surrounding Professional Suitability](#).
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## CAREER INFORMATION

- The Faculty of Business Administration has launched a new success and career centre for all business students. This new Centre, called [Embark](#), offers appointments and other services with our career advisors. Embark supports business students through all phases of the employment journey. Whether you are looking for part-time or full-time work, Embark can help. Plus, Embark has an exclusive job board for business students. Employers will post jobs here so be sure to check in regularly for opportunities. Embark's career advisors, are available to meet with you in person, virtually or by telephone. [Book an appointment](#) through Microsoft Bookings or come visit us in BN-1013.
  - The [Career Development Office](#) also provides resources to equip you with the right skills for your job search. Visit their website to learn more about on-campus employment programs and upcoming career-related events.
  - 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 [Cenovus 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.
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## SCHOLARSHIPS & AWARDS

- Information on application-based scholarships, bursaries and awards is sent out via the Academic Programs Office listserv.
  - More information on scholarships and awards can be found [online](#).
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## EXCHANGE OPPORTUNITIES

- Diversify your university education with a semester in another country. Our international exchange program gives you the opportunity to spend a semester or two studying in English at one of our 40+ partner institutions around the world.
- Applications for exchange may be found at [mun.ca/goabroad](#). Students are encouraged to contact [busihelp@mun.ca](mailto:busihelp@mun.ca) in advance of applying to ensure studying abroad is a good fit for you and your program.
- Deadline to apply for fall is **February 15<sup>th</sup>, 2025**. Deadline to apply for winter semester is **September 15<sup>th</sup>, 2025**.

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## 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 staff of the Academic Programs Office are happy to assist with any questions you may have. Please email [busihelp@mun.ca](mailto:busihelp@mun.ca) for assistance.

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## CONTACT

- The Academic Programs Office provides:
  - Academic advice
  - Career advice through Embark
  - Scholarships and awards
  - 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)