

# BACHELOR OF COMMERCE (CO-OPERATIVE) NEWSLETTER

## ACADEMIC TERM 4, SPRING 2025

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## SPRING 2025 COURSE DELIVERY & REGISTRATION INFORMATION

- Memorial's courses are offered both online and in-person. The Bachelor of Commerce (Co-operative) degree is primarily an in-person, full-time program and therefore, students are expected to be on-campus for most of their courses. Priority for online sections is typically given to students not completing the co-op option unless a course is only 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 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 load requirements.** In accordance with Section 6.2 in the Faculty of Business Administration section of the [Calendar](#), B.Comm. (Co-op.) **students must register for 15 credit hours (five courses) in each academic semester.** The 15 credit hours (five courses) registration requirement applies to all

**students**, even if you have completed additional courses over the duration of your degree. If you fail to comply with this regulation, you will be required to withdraw from the B.Comm. (Co-op.) program.

- 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](#).
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### Program Requirements

A review of the B.Comm. (Co-op.) program curriculum in the [Calendar](#) will assist you with your registration process.

#### Spring 2025 – Term 4

You should register for and complete the following courses in spring 2025:

- BUSI 400W
- BUSI 3005,
- BUSI 3310,
- BUSI 3335,
- BUSI 3700,
- One 3 credit hour elective course

#### Important Notes for Registration

Please note that space in online sections of business courses is reserved for students studying in online business programs. Important dates related to registration for the spring 2025 are detailed [here](#).

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### Business and Non-Business Electives

- **Between Terms 1 through 7**, students in the B.Comm. (Co-op.) program are required to complete **8 – 13 courses in business electives and 4 – 9 courses in non-business electives**. Do **not** count the non-business electives that you completed in Business One. Our [program worksheet](#) can assist you in reviewing your academic record.
- To assist you in selecting courses and reviewing your academic record, please be mindful of the following information. Non-business courses listed [here](#) (e.g. ECON 3030, HIST 1007, POSC 2200), 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.
- 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.

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### 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:
    - Term 3 - BUSI 3160
    - Term 5 - BUSI 4550, BUSI 4101
    - Term 6 - BUSI 4102, BUSI 4121, BUSI 4131
    - Term 7 - BUSI 5120, BUSI 5125, BUSI 5165
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### Seeking Academic Advice

- The [bachelor of commerce \(co-operative\) 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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### 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 scholarships, bursaries and awards is sent out via the Academic Programs Office listserv and in the weekly newsletters.
  - 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](http://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)

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