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.
• **Course load requirements.** In accordance with Section 5.2.2 in 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.

**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.
### ACADEMIC INFORMATION

**Calendar**

- Please refer to the Faculty of Business Administration section of the Calendar for the regulations of your program of study.
Program Requirements

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

Fall 2022 – Term 1

- You should register for and complete the following courses in Fall 2022:
  - BUSI 2111 (the former BUSI 1101),
  - BUSI 1210,
  - STAT 2500 and,
  - 6 credit hours chosen from: BUSI 2600 (the former 1600), BUSI 2010, BUSI 2400, BUSI 2710, 3 credit hours of electives.

- **Between Terms 1 through 7**, students in the B.Comm. (Co-op.) program are required to complete **7 – 12 courses in business electives and 4 – 9 courses in non-business electives**. Do not count the non-business electives that you completed in Terms A/B. Our program worksheet can assist you in reviewing your academic record.

- **Tentative, Winter 2023 and Spring 2023 business course offerings** are available for viewing here and will assist with preparing for your registration in future semesters.

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 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. STAT 2500 is a core business course, not an elective.

- As part of your undergraduate business program, through your non-business electives, you may wish 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 prior to registration.

- If you plan to pursue the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, careful planning is required. Regular academic advice from the Faculty of Business Administration and the Faculty of Humanities and Social Sciences is necessary.
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.

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 or book through the Navigate app.
- For more information on academic advising services provided by the Faculty of Business Administration, please see our academic advising webpage.

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.

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**.
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