

BACHELOR OF COMMERCE (CO-OPERATIVE) NEWSLETTER

ACADEMIC TERM 7, WINTER 2025

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WINTER 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 the majority 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 Winter 2025 semester begins on Monday, November 4th.** 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](#).

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.

Winter 2025 – Term 7

- You should register for and complete the following courses in Winter 2024:
 - BUSI 5001 (the former 7000) if not taken in Term 6, and four electives (12 credit hours); **OR**
 - 15 credit hours in electives (typically 5, three credit hour courses) if BUSI 5001 was successfully completed in the Fall 2022.
- **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.

- For the purposes of meeting the 15 credit hour course load requirement, students in the B.Comm. (Co-op.) may not repeat previous, successfully completed courses that are used toward their degree. If you are looking to repeat a course that you have already successfully completed, please contact busihelp@mun.ca to connect with an academic advisor.
- If you were admitted with advanced standing to Term 3 or 4, or are completing a joint degree and require assistance with your program audit, please contact the Assistant Registrar, Faculty of Business Administration (business_registrar@mun.ca).

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.
- 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 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 (the former BUSI 5160)
 - Term 5 - BUSI 4550 (the former BUSI 5500), BUSI 4101 (the former BUSI 6100)
 - Term 6 - BUSI 4102 (the former BUSI 6110), BUSI 4121 (the former BUSI 6120), BUSI 4131 (the former BUSI 6130)
 - Term 7 - BUSI 5120 (the former BUSI 7120), BUSI 5125 (the former BUSI 7125), BUSI 5165 (the former BUSI 7160)

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 [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](#).

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](#), is 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 navigate 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 [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.
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SCHOLARSHIPS & AWARDS

- Applications are now open for the Faculty of Business Administration's Undergraduate Scholarships, Awards, and Bursaries! For more information and to apply please visit: <https://www.mun.ca/business/undergraduate/undergraduate-awards-and-scholarships/>

Students must apply to receive a scholarship, bursary or award. The deadline to apply is November 6th at 3:00 PM. E-mail busihelp@mun.ca if you have questions.

- Information on external application-based scholarships, bursaries and awards is sent out via the Academic Programs Office listserv and in the weekly newsletters.
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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 Academic Programs Office is happy to assist you virtually at this time. Please email 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
 - Follow us! Facebook: [facebook.com/MUNBusiness](https://www.facebook.com/MUNBusiness) Twitter: www.twitter.com/MUNBusiness