MOUNT SAINT VINCENT UNIVERSITY

ACADEMIC ADVISING FOR NEW UNDERGRADUATE STUDENTS

Summer 2025

AGENDA

1. Meet the Academic Advising team
2. Key Terms
3. Resources
4. How to Select and Register for Courses

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1. **Meet the Academic Advising team**
2. Key Terms
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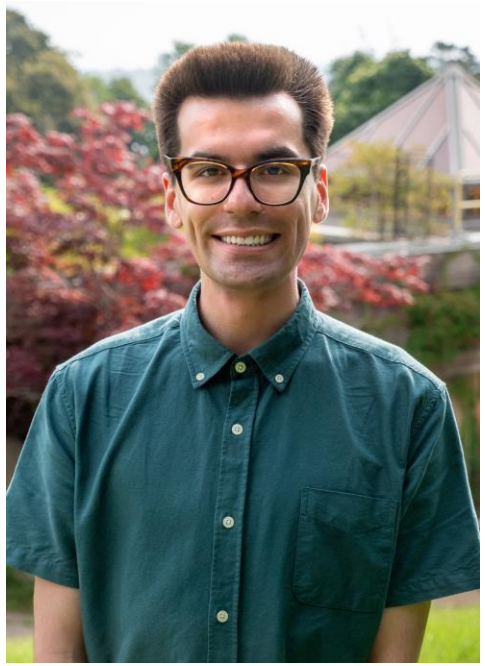
MEET THE ACADEMIC ADVISING TEAM



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WHAT DO ACADEMIC ADVISORS DO?

ACADEMIC ADVISORS are here to support you from the first day you arrive on campus until the day you graduate.

Academic Advisors can help you with:

- Course selection, registration, and program planning
- Navigating campus services
- Understanding university policies and procedures
- Developing a plan to meet your personal, academic, and career goals

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1. Meet the Academic Advising team
2. **Key Terms**
3. Resources
4. How to Select and Register for Courses

KEY TERMS

- **PROGRAM:** The Certificate, Diploma or Degree you're enrolled in and plan to graduate with.

Example: If you're in a Bachelor of Business Administration, that is your program.

- **COURSES:** Classes you take within your program.

Example: BUSI 1112 (Introduction to Business Administration) is a course you may take within your program.

- **UNIT:** Each course is worth 0.5 of a unit, unless otherwise indicated. All programs require a certain number of units.

Example: A Bachelor of Business Administration program is a 20.0-unit program. To complete this program, you need to take 40 courses (20.0/0.5 = 40 courses).

KEY TERMS

- **SEMESTER/TERM:** There are 2 main semesters (Fall semester and Winter semester) and 2 condensed semesters (Summer Session 1 and Summer Session 2) within the year. The Fall semester runs from September – December. The Winter semester runs from January – April. Summer Session 1 (SS1) runs from May – June. Summer Session 2 (SS2) runs from July – August.

Tip: SS1 and SS2 are condensed semesters. They're shorter. They're 7 weeks instead of 3 months, but the courses in them cover the same amount of content as courses in the Fall and Winter semesters. They're very fast paced.

- **COURSE LOAD**: The number of courses you take per semester. In the Fall and Winter semesters, you can take a maximum of 5 courses. In the Summer semesters, you can take a maximum of 5 courses across both semesters.

Tip: The number of courses you take in each semester will determine your program length. A student who takes 5 courses per semester will finish their program faster than a student who takes 3 per semester.

KEY TERMS

- **PREREQUISITE:** A course must be completed before taking another course.

Example: To take BUSI 2231 (Marketing Management & Ethics), you must first take BUSI 2230 (Principles of Marketing). Prerequisites are listed in course descriptions. Not all courses have prerequisites.

- **REQUIRED COURSE:** A course you must take within your program.

Example: All students studying in a Business Administration program must take specific BUSI courses, one of which is BUSI 1112. This is a required course.

- **ELECTIVE:** A course that is also required within your program, but you get to choose.

Example: If your program requires 4.5 units of BUSI electives, that means that you must choose 9 Business courses (courses that begin with 'BUSI') that are not otherwise required. Use your electives to take explore topics that you're interested in or develop skills that will be useful in your career.

KEY TERMS

- **TIMETABLE:** A list of all courses being offered in a semester. The timetable is different for each semester. For example, a course may be offered in a Fall semester, but not in a Winter semester.

Tip: To see courses offered in one of the Summer semesters, view the timetable in myMount and sort by 2025 Summer I, or 2025 Summer II.

- **ACADEMIC CALENDAR:** A document that lists all university policies, procedures, and program requirements. It also lists important dates throughout the academic year as well as course descriptions for all courses.

- **SECTION NUMBER:** The last two digits of a course code that indicate the day, time, delivery mode, and instructor for a particular section of a course.

*Tip: Sometimes, you may see several listings of the same course. The only difference will be the last two digits. For example, BUSI 1112 **03** and BUSI 1112 **19** are the same course, but the last two digits (03, 19) indicate that they are taught on different days, times, in different delivery modes, and by different instructors.*

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1. Meet the Academic Advising team
1. Key Terms
1. **Resources**
1. How to Select and Register for Courses

RESOURCES

Visit MSVU.CA/FIRSTYEAR to:

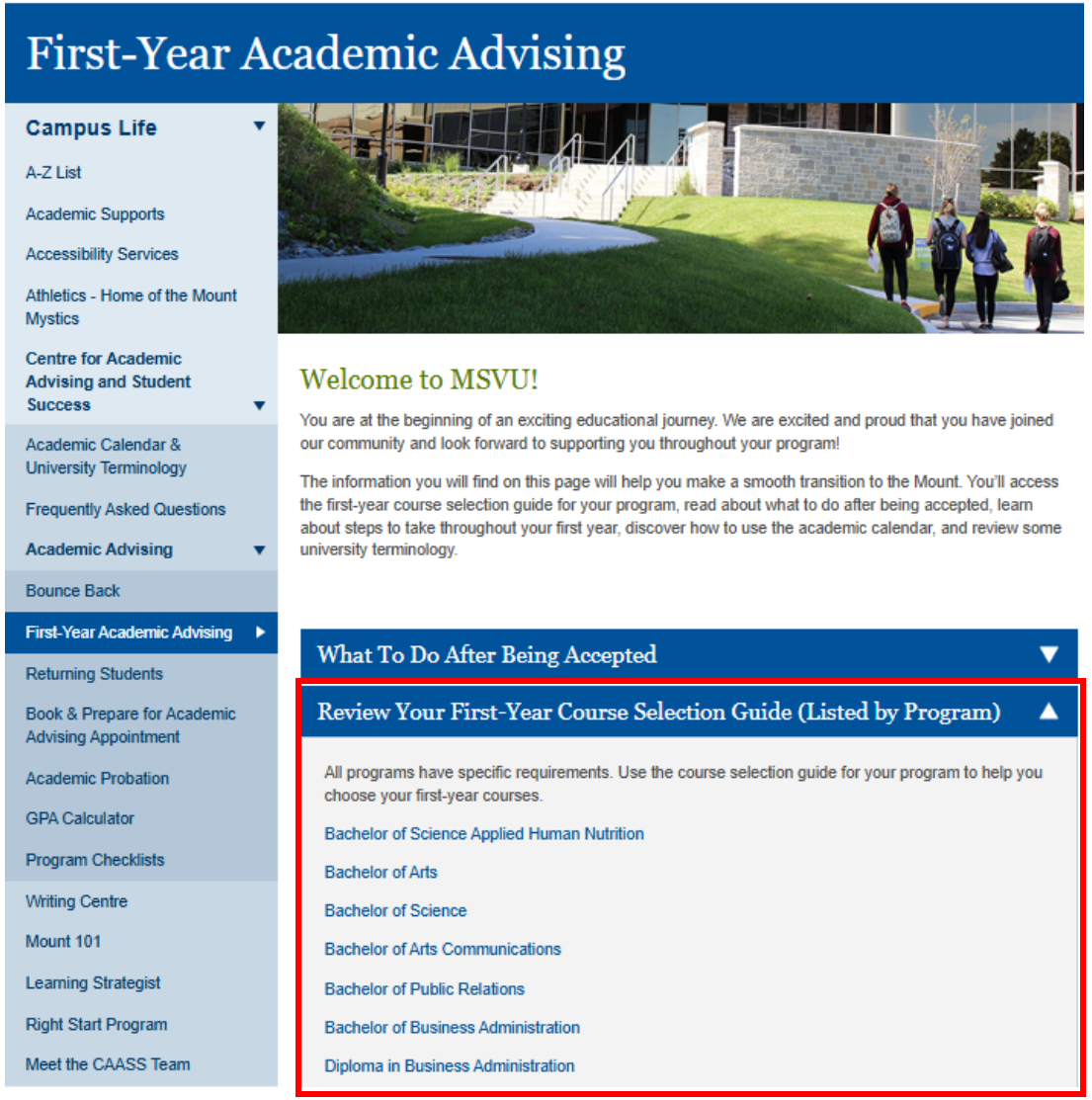
- Access first-year course selection guides. These guides have lists of courses recommended for your first year according to your program.
- Read step-by-step instructions explaining how to select and register for courses.
- Watch a video showing you how to register for courses in myMount.
- Read steps to take throughout your first year.

Visit MSVU.CA/ADVISING to:

- Access program checklists. These checklists show all the courses you need to take to graduate according to your program.

RESOURCES: FIRST-YEAR COURSE SELECTION GUIDES

Go to MSVU.CA/FIRSTYEAR > **REVIEW YOUR FIRST-YEAR COURSE SELECTION GUIDE** to access your first-year course selection guide.



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RESOURCES: FIRST-YEAR COURSE SELECTION GUIDES

Bachelor of Business Administration Course Selection Guide

- Use the table below to plan your course selections for the fall and winter semesters.
- Refer to the Arts and Science subjects (Core Groups A, B & C), Professional Studies subjects, and the list of Courses Open to First Year Students to select your courses.
- A course could be offered a number of different times in different time slots, so students in the same program often have different class schedules.

FALL SEMESTER	WINTER SEMESTER
1. BUSI 1112 Introduction to Business Administration	1. BUSI 2230 Principles of Marketing
2. BUSI 2321 Introduction to Accounting I	2. BUSI 2322 Introduction to Accounting II (if majoring in Accounting) or BUSI 2214 (for non-Accounting majors)
3. BUSI 2202 Communication & Self-Management Skills	3. ECON 1102 Introduction to Macroeconomics
4. ECON 1101 Introduction to Microeconomics	4. Humanities Elective: _____
5. Arts or Science Elective (Groups A, B, C): _____	5. BUSI Elective : _____
Back-up choices: *BUSI 2011, BUSI 2060, BUSI 2601, BUSI 2250, BUSI/THMT 2202, BUSI 2259, THMT 1101 or an Arts & Science elective, i.e. LIBR 2100*	Back-up choices: *BUSI 2011, BUSI 2060, BUSI 2601, BUSI/THMT 2202, BUSI 2259, THMT 1101 or an Arts & Science elective, i.e. LIBR 2100, COMM 2025*

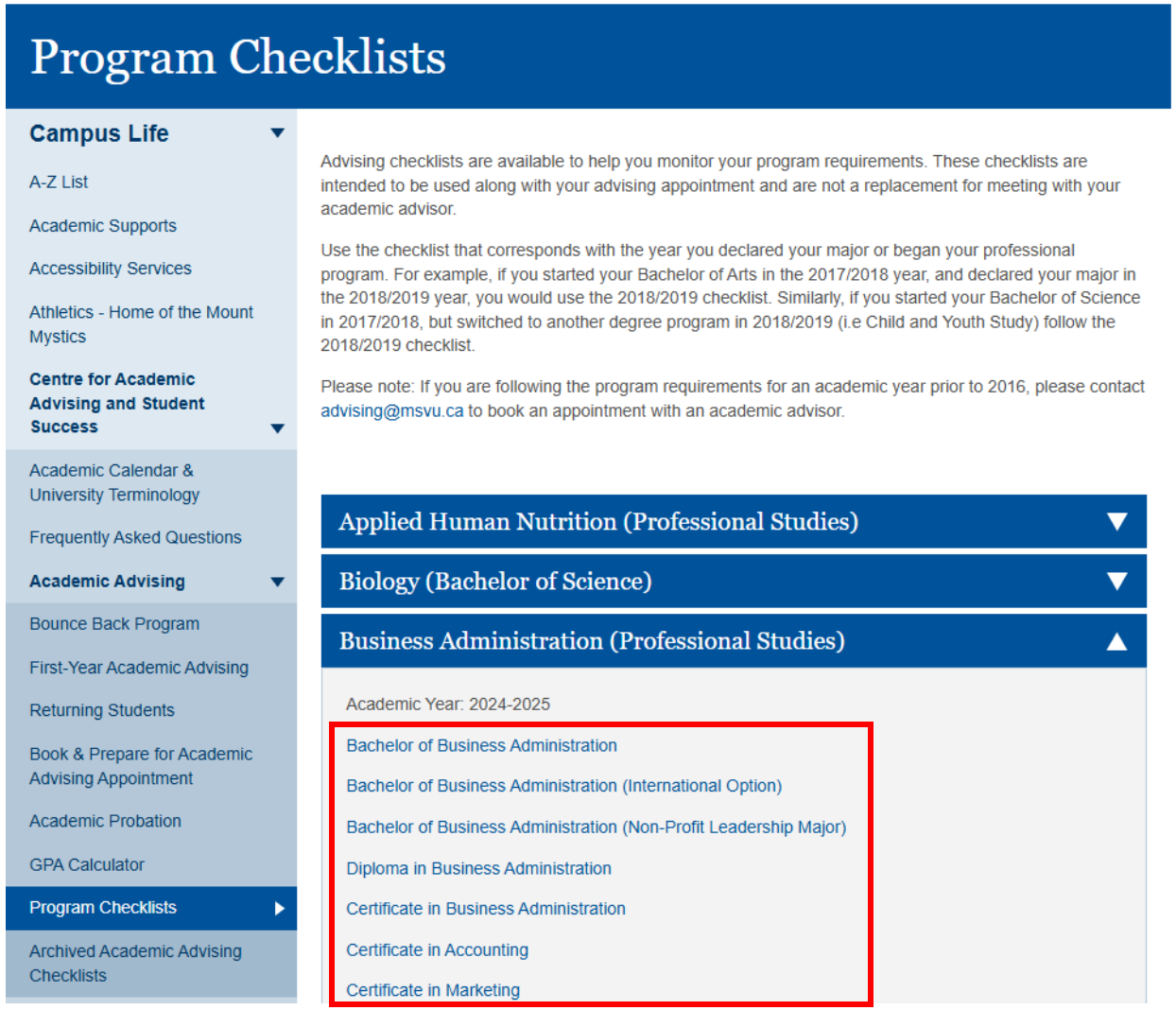
Pictured: Bachelor of Business Administration First-year Course Selection Guide

RESOURCES: PROGRAM CHECKLISTS

Go to MSVU.CA/ADVISING > **PROGRAM CHECKLISTS** to access your program checklist.

RESOURCES: PROGRAM CHECKLISTS

Select the subject of your program, then the specific program you're in.



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Bachelor of Business Administration 2024-2025 Course worksheet

Student Name: _____ Student Number: _____ Major: _____ Concentration: _____ Minor:_____

Year 1 Units 1-5 Recommended	Unit	
BUSI 1112 Introduction to Business Administration	0.5	
BUSI 2202 Communication & Self-Management Skills	0.5	
BUSI 2230 Principles of Marketing	0.5	
BUSI 2321 Introductory Accounting I	0.5	
ECON 1101 Introduction to Microeconomics	0.5	
ECON 1102 Introduction to Macroeconomics	0.5	
Business/Tourism/Economics Elective	0.5	
Arts and Science Elective (any level)	0.5	
Arts and Science Elective (any level)	0.5	
Humanities Elective – *includes courses in Chinese, Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing (only courses with a WRIT prefix)*	0.5	

Year 2 Units 6-10 - Recommended	Unit	
BUSI 2214 Organizational Behaviour: Individuals in Organizations (was BUSI 2212)	0.5	
BUSI 2215 Organizational Behaviour: Groups, structure and culture (was BUSI 2213)	0.5	
BUSI 2231 Applied Marketing	0.5	
BUSI 2259 Legal Aspects of Business	0.5	
BUSI 3320 Managerial Accounting	0.5	
MATH 2208 Introduction to Probability and Statistics I*	0.5	
MATH 2209 Introduction to Probability and Statistics II*	0.5	
Business/Tourism/Economics Elective	0.5	
Business/Tourism/Economics Elective	0.5	
Arts and Science Elective (any level)	0.5	

Year 3 Units 11-15 - Recommended	Unit	
BUSI 3308 Operations Management	0.5	
BUSI 3311 Small Business Management ***OR*** BUSI 3312 International Business Management	0.5	
BUSI 3360 Finance I	0.5	
BUSI 3361 Finance II	0.5	
Business/Tourism/Economics Elective	0.5	
Business/Tourism/Economics Elective	0.5	
Business/Tourism/Economics Elective	0.5	
Arts & Science Elective (2000 level or above)	0.5	
Arts & Science Elective (2000 level or above)	0.5	
Free Elective	0.5	

A suggested Art and Science for accounting majors is CMPS 2245

Year 4 Units 16-20 - Recommended	Unit	
BUSI 4400 Business Policy	0.5	
Business/Tourism/Economics Elective	0.5	
Business/Tourism/Economics Elective	0.5	
Business/Tourism/Economics Elective	0.5	
Arts & Science Elective (2000 level or above)	0.5	
Arts & Science Elective (2000 level or above)	0.5	
Free Elective	0.5	
Free Elective	0.5	
Free Elective	0.5	
Free Elective	0.5	

Pictured: Bachelor of Business Administration Program Checklist

AGENDA

1. Meet the Academic Advising team
2. Key Terms
3. Resources to Help You Select Courses and Plan Your Program
4. **How to Select and Register for Courses**

HOW TO SELECT AND REGISTER FOR COURSES: FIND YOUR USERNAME AND PASSWORD

To access the timetable and registration system in myMount, you'll need your username and password.

Your username and password should have been sent to you at the email address you used to apply to the Mount. It should have been sent to you by the Information Technology (IT) Help Desk after you were accepted.

If you can't find your username and password, you can email helpdesk@msvu.ca for assistance.

Tip: Your username is the first initial of your first name and your full last name. It may or may not have a number after it (e.g., ccrow, ccrow1, ccrow 8, ...).

HOW TO SELECT AND REGISTER FOR COURSES: TIPS

- **PRIORITIZE REQUIRED COURSES, THEN ADD ELECTIVES AFTERWARDS:** Select your required courses first to ensure you get into the classes you need for your program. Then add electives around them.
- **AVOID SCHEDULING CONFLICTS:** When selecting your courses, make sure you're not selecting courses at the same time. Some courses have multiple sections so that you can choose the best one for your schedule.
- **DELIVERY MODE:** Be mindful of whether you're selecting in-person or online sections. You can identify the delivery mode by the section number: Sections under 10 are on-campus; Sections 18 and up are online; Sections 15 and 16 are reserved for Bermuda students only (You can never register for these sections.
- **CLASS TIMES:** Typically, classes are 1 hour and 15 minutes twice per week, or 2 hours and 30 minutes once per week. In the condensed Summer semesters, this may vary.

HOW TO SELECT AND REGISTER FOR COURSES: FULL TIME VS. PART TIME

In the Fall and Winter semesters, you can take a maximum of 5 courses. You're considered full time if you take 3, 4 or 5 courses per semester. You're considered part-time if you take 1 or 2 courses per semester. If you're registered with Accessibility Services, you're considered full-time if you take 2 or more courses per semester.

In the Summer, you can take a maximum of 5 courses across both condensed semesters, SS1 and SS2. So, if you take 3 courses in SS1, you can only take 2 in SS2. You only need to take 3 across both condensed semesters to be considered a full-time student in the Summer.

If you're beginning in the Summer, we suggest starting with fewer courses.

It is up to you to decide how many courses you take in each semester. Taking fewer courses per semester may extend the time it takes to finish your program.

HOW TO SELECT AND REGISTER FOR COURSES: NAVIGATING THE SYSTEM

Go to MSVU.CA and login to myMount. On the left of the myMount homepage, you will see **Classes and Registration**, and under it, and a link that says **Add/Drop/Register Classes.**

The page that opens will be the course catalog, which includes the timetable for each semester that's currently open for registration. From here, you can search for courses using the subject search or the advanced search. Whichever you use, make sure to select the semester you're looking for courses in when prompted.

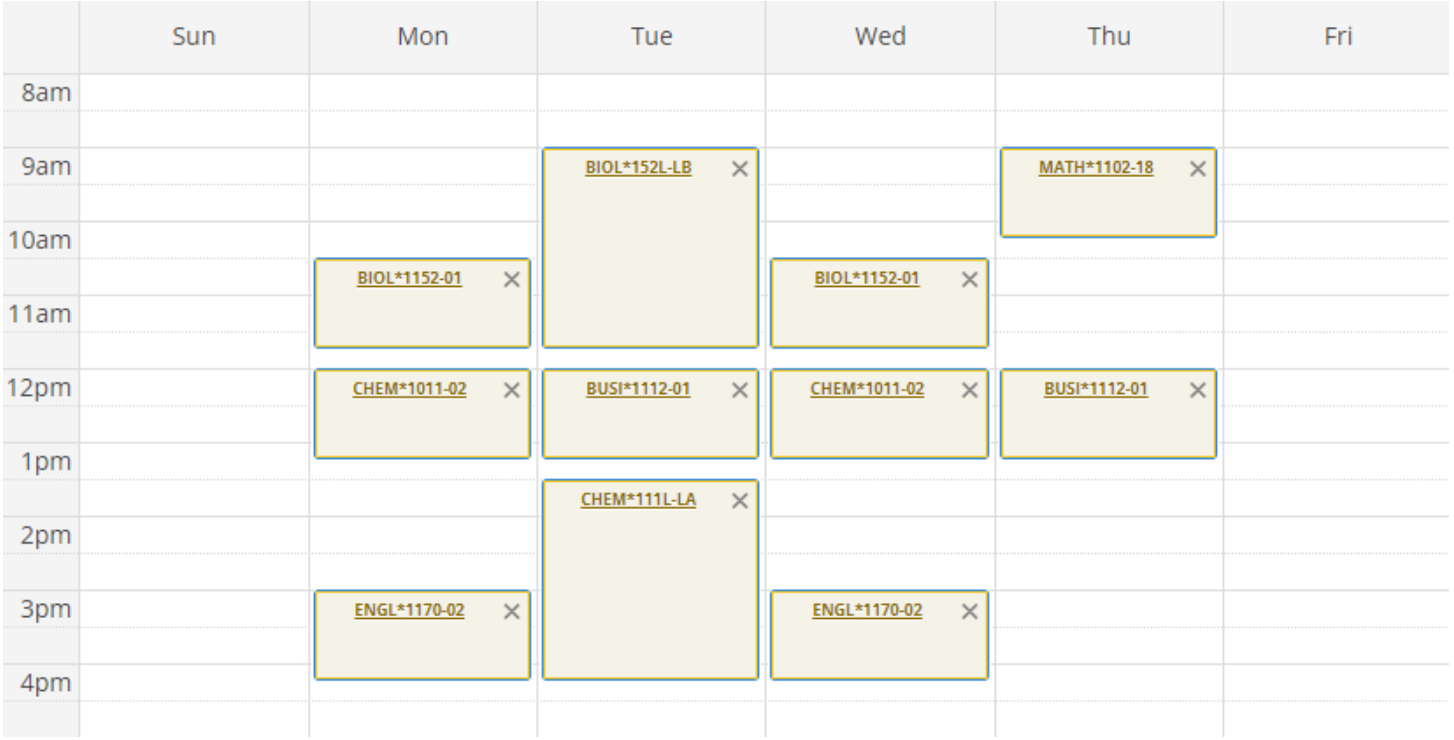
Registration is a two-step process; you will add courses to your tentative schedule and then you will register for them.

You can add courses to your schedule by clicking on the blue **Add** button beside the course that you want to register for.

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information	Faculty	Availability
Add	2025 Summer I	Open	BUSI*1112-01	Introduction to Business Admin		2025-05-05-2025-06-20	Lecture	M, W 6:00-8:00 PM 2025-05-05 - 2025-06-20 SAC 311 (L)		18 / 25 / 0
Add	2025 Summer I	Open	BUSI*1112-MA	Introduction to Business Admin		2025-05-05-2025-06-20	Asynchronous Online	2025-05-05 - 2025-06-20 AS ONLINE (A)		39 / 50 / 0
Add	2025 Summer I	Open	BUSI*1188-01	Co-op Term I		2025-05-05-2025-06-20	Co-Op Work Term	2025-05-05 - 2025-06-20 TBD (T)		197 / 200 / 0
Add	2025 Summer I	Open	BUSI*2011-16	Intro to Entrepreneurship		2025-05-05-2025-06-20	Bermuda Cohort Only	2025-05-05 - 2025-06-20 AS ONLINE (C)		3 / 25 / 0
Add	2025 Summer I	Waitlisted	BUSI*2011-18	Intro to Entrepreneurship		2025-05-05-2025-06-20	Asynchronous Online	2025-05-05 - 2025-06-20 AS ONLINE (A)		0 / 25 / 4
Add	2025 Summer I	Open	BUSI*2060-16	Personal Finance		2025-05-05-2025-06-20	Bermuda Cohort Only	T 6:00-8:00 PM 2025-05-05 - 2025-06-20 SY ONLINE (C)	Siddiquee, M	3 / 25 / 0
Add	2025 Summer I	Open	BUSI*2060-18	Personal Finance		2025-05-05-2025-06-20	Synchronous Online	T 6:00-8:00 PM 2025-05-05 - 2025-06-20 SY ONLINE (S)	Siddiquee, M	4 / 25 / 0
Add	2025 Summer I	Open	BUSI*2202-01	Comm & Self-Management Skills		2025-05-05-2025-06-20	Lecture	T, Th 6:00-8:00 PM 2025-05-05 - 2025-06-20 EVAR 305 (L)		14 / 25 / 0
Add	2025 Summer I	Open	BUSI*2202-16	Comm & Self-Management Skills		2025-05-05-2025-06-20	Bermuda Cohort Only	Th 8:15-10:15 PM 2025-05-05 - 2025-06-20 SY ONLINE (C)		2 / 25 / 0
Add	2025 Summer I	Waitlisted	BUSI*2202-18	Comm & Self-Management Skills		2025-05-05-2025-06-20	Synchronous Online	Th 8:15-10:15 PM 2025-05-05 - 2025-06-20 SY ONLINE (S)		0 / 25 / 5

HOW TO SELECT AND REGISTER FOR COURSES: NAVIGATING THE SYSTEM

The registration system has a built-in scheduling feature. You may also wish to print out a blank schedule template to help you build your schedule. You can print a blank schedule template at MSVU.CA/ADVISING.



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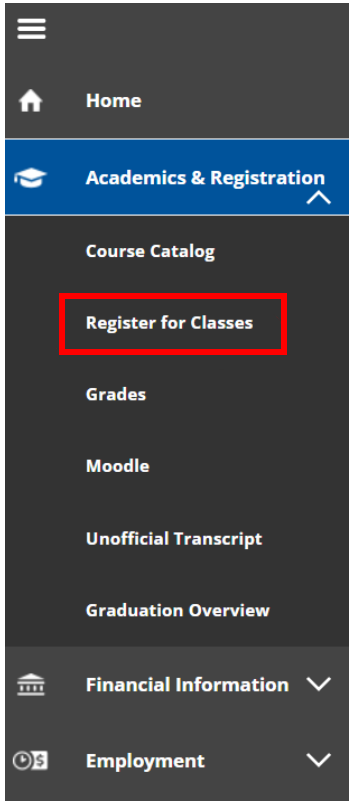
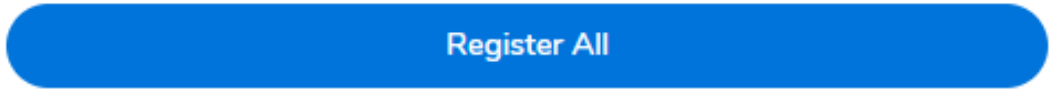
HOW TO SELECT AND REGISTER FOR COURSES: NAVIGATING THE SYSTEM



Once you have added all your courses to your tentative schedule, you can register for them.

On the left, you'll see three grey lines. After selecting them, you'll see **Academics and Registration**, and under it, **Register for Classes**

Once your schedule view opens, you can register for your courses by selecting the **Register All** button on the upper right-hand side to register for all your scheduled courses



You can access a video showing how to register using myMount at MSVU.CA/FIRSTYEAR.

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CONTACT US

Book an appointment at msvu.ca/advising

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Visit us in Seton 303