

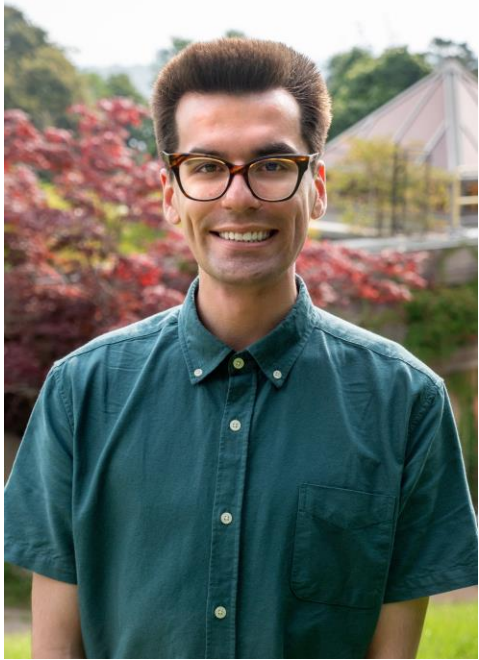


# ACADEMIC ADVISING FOR NEW UNDERGRADUATE STUDENTS

Winter Semester 2025

# CENTRE FOR ACADEMIC ADVISING AND STUDENT SUCCESS

## ACADEMIC ADVISING TEAM



**JOSEPH LAHEY**  
Academic Advisor



**JESSICA FERGUSON**  
Academic Advisor



**CINDY HUELIN**  
Transfer Student Coordinator  
& 2+2 Advisor



**HEATHER MAXWELL**  
Academic Advisor



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Manager

# KEY TERMS

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

*Example: If you are in the Diploma in Business Administration, that is your program.*

- **COURSE:** One of the classes that you will take within your program.

*Example: BUSI 1112 (Introduction to Business Administration) is a course that you 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: The Diploma in Business Administration program is a 12.0-unit program. To complete this program, students will need to complete 24 courses ( $12.0/0.5 = 24$  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 is from September – December. The Winter semester is from January – April. Summer Session 1 is from May – June. Summer Session 2 is from July – August.

*Tip: Summer Session 1 and Summer Session 2 are condensed semesters. Courses in these semesters cover the same content that would be taught in a Fall or Winter semester, but it will be taught in a 7-week period instead of 3 months. They are very fast paced.*

- **COURSE LOAD:** The number of courses you are taking per semester. The maximum number of courses that you can take is 5 per semester.

*Tip: To be a full-time student, you must take 3, 4, or 5 courses per semester. If you take fewer than 3 courses, you will be a part time student.*

*Note: Your program length is determined by how many courses you complete in each semester.*

# KEY TERMS

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

*Example: To take BUSI 2231 (Applied Marketing), students must first complete BUSI 2230 (Principles of Marketing). Prerequisites are listed in course descriptions. Not all courses have prerequisites.*

- **REQUIRED COURSE:** A course that you are required to take within your program.

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

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

*Example: If your program requires 2.0 units of BUSI electives, that means that you must choose 4 Business courses (courses that begin with 'BUSI') that are not otherwise required. Use your electives to take explore topics that you are interested in or to develop skills that will be useful in your career.*

# KEY TERMS

- **TIMETABLE:** A list of all courses being offered by the university. The timetable changes every semester, so you should sort by term to see what courses are open for registration.

*Tip: To see courses offered in the Winter semester (January – April), view the timetable in myMount and sort by Winter 2025.*

- **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. The section numbers indicate the day, time, delivery mode, and instructor for a particular section of a course.

*Tip: Sometimes you will see several listings for the same course and the only difference is 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.*

# TOOLS TO HELP YOU PLAN YOUR FIRST YEAR

Visit [MSVU.CA/FIRSTYEAR](https://msvu.ca/firstyear) to:

- Review the list of courses open to first year students.
- 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](https://msvu.ca/advising) to:

- Access and review your Program Checklist.

# PROGRAM CHECKLISTS

Go to [MSVU.CA/ADVISING](https://msvu.ca/advising) > PROGRAM CHECKLISTS to access your Program Checklist.

## Academic Advising

- Campus Life
  - A-Z List
  - Academic Supports
  - Accessibility Services
  - Athletics - Home of the Mount Mystics
  - Centre for Academic Advising and Student Success
- Academic Calendar & University Terminology
- Frequently Asked Questions
- Academic Advising**
- Bounce Back Program
- First-Year Academic Advising
- Returning Students
- Book & Prepare for Academic Advising Appointment
- Academic Probation
- GPA Calculator
- Program Checklists**

### What You Will Learn Through Academic Advising

By engaging with academic advising, you will: 1) proactively participate in your degree planning and course selection, so you can make informed, independent decisions about your program; 2) discuss and learn how your academic and career goals align with your overall life goals and how to actively pursue these goals; 3) learn to interpret academic policies and procedures; 4) discover the many student services that are available to you throughout your degree, learning when and how to engage with them.

This site aims to provide you with helpful information, whether preparing for your appointment or planning ahead. Please review the information throughout and, when you are ready, book an in-person or virtual TEAMS Academic Advising appointment.

#### What is a GPA? And Other Resources

HEATHER

#### Program Checklists and Resources

JESSICA



# PROGRAM CHECKLISTS

Go to [MSVU.CA/ADVISING](https://msvu.ca/advising) > PROGRAM CHECKLISTS to access your Program Checklist.

Checklists are available for all undergraduate Certificate, Diploma and Degree programs.

## Program Checklists

- Campus Life**
  - A-Z List
  - Academic Supports
  - Accessibility Services
  - Athletics - Home of the Mount Mystics
- Centre for Academic Advising and Student Success**
  - Academic Calendar & University Terminology
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  - Returning Students
  - Book & Prepare for Academic Advising Appointment
  - Academic Probation
  - GPA Calculator
  - Program Checklists**
  - Archived Academic Advising Checklists

Advising checklists are available to help you monitor your program requirements. These checklists are intended to be used along with your advising appointment and are not a replacement for meeting with your academic advisor.

Use the checklist that corresponds with the year you declared your major or began your professional program. For example, if you started your Bachelor of Arts in the 2017/2018 year, and declared your major in the 2018/2019 year, you would use the 2018/2019 checklist. Similarly, if you started your Bachelor of Science in 2017/2018, but switched to another degree program in 2018/2019 (i.e Child and Youth Study) follow the 2018/2019 checklist.

Please note: If you are following the program requirements for an academic year prior to 2016, please contact [advising@msvu.ca](mailto:advising@msvu.ca) to book an appointment with an academic advisor.

- Applied Human Nutrition (Professional Studies)**
- Biology (Bachelor of Science)**
- Business Administration (Professional Studies)**
  - Academic Year: 2024-2025
  - Bachelor of Business Administration
  - Bachelor of Business Administration (International Option)
  - Bachelor of Business Administration (Non-Profit Leadership Major)
  - Diploma in Business Administration
  - Certificate in Business Administration
  - Certificate in Accounting
  - Certificate in Marketing

# PROGRAM CHECKLISTS

You can see the courses required for your program in the Program Checklist.

Student name: \_\_\_\_\_ Student number: \_\_\_\_\_  
 Faculty advisor: \_\_\_\_\_ Date: \_\_\_\_\_

The following courses are required to complete the Business Administration Diploma program. Please check off each course as you complete it. Also, check off any transfer credits you have been given upon entering the program by putting a "T" in the space beside the course.

v	Course Requirements		Units
	BUSI 1112	Introduction to Business Administration	0.5
	BUSI 2214	Organizational Behaviour: Individuals in Organizations	0.5
	BUSI 2215	Organizational Behaviour: Groups, structure and culture	0.5
	BUSI 2230	Principles of Marketing	0.5
	BUSI 2231	Applied Marketing	0.5
	BUSI 2259	Legal Aspects of Business	0.5
	BUSI 2321	Introduction to Accounting I	0.5
	BUSI 3308	Operations Management	0.5
	BUSI 3320	Managerial Accounting	0.5
	BUSI 3360	Finance I	0.5
	BUSI 3361	Finance II	0.5
	ECON 1101	Introduction to Microeconomics	0.5
	ECON 1102	Introduction to Macroeconomics	0.5
	MATH 2208*	Introduction to Probability and Statistics I	0.5
	MATH 2209*	Introduction to Probability and Statistics II	0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business/Tourism elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective (at the 2000 level or above)		0.5
<b>Total Units</b>			<b>12.0</b>

*Diploma in Business Administration Program Checklist*

# RETRIEVE YOUR USERNAME AND PASSWORD

You will need to use your username and password to login to myMount and to register for your courses.

Your username and password are typically sent to you from the Information Technology & Services Helpdesk via the email address you used when you applied to the Mount. This email is sent after you receive notification of your acceptance to the University.

If you do not have your username and password, contact the IT&S Helpdesk by emailing [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca).

*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, ...).*

# TIPS FOR SELECTING AND SCHEDULING YOUR COURSES

Using your program checklist and the timetable in myMount, you can begin to select and schedule your courses.

**PRIORITIZE REQUIRED COURSES:** Schedule your required courses first to ensure you get into the classes you need for your program of study.

**ADD ELECTIVES:** Once you have scheduled your required courses, you can then add electives.

**AVOID SCHEDULING CONFLICTS:** When selecting your courses, make sure to choose courses that are not at the same time. Some courses have multiple sections so that you can choose the best one for your schedule.

**DELIVERY MODE:** We offer courses online and on-campus. You can identify the delivery mode by the section number: Sections under 10 are on-campus; Sections 18 and up are online; Sections 15 & 16 are 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. Labs are 2 hours and 45 minutes once per week.

# FULL TIME VS. PART TIME STUDIES

The maximum number of courses a student can take per semester is 5 courses.

You are considered full time if you take 3, 4 or 5 courses in the Winter 2025 term. If you take 1 or 2 courses, you will be considered a part time student. If you are registered with Accessibility Services, you are full time if you take 2 or more courses per semester.

It is up to you to decide how many courses you take in each semester. Taking fewer than 5 courses per semester may mean that you extend the time it takes to complete your program.

# COURSE SELECTION AND REGISTRATION

Go to [MSVU.CA](https://msvu.ca) and login to myMount, on the left you will see **Classes and Registration** and a link that says **Add/Drop/Register Classes**.

On the page that opens, you can select **Advanced Search**, change the view to **Section Listing** and change the term to **Winter 2025**, scroll to the bottom and click **Submit**. This will bring up a list of everything we are offering in Winter semester.

Using your program checklist, you can search for the courses you would like to take.

Think of registration as a two-step process, you will add courses to your 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.

# TIMETABLE VIEW

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information	Faculty	Availability
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*1112-03</a>	Introduction to Business Admin		2025-01-06-2025-04-07	Lecture	M, W 1:30-2:45 PM 2025-01-06 - 2025-04-07 SAC 553 (L)	Cleary, S	3 / 40 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*1112-04</a>	Introduction to Business Admin		2025-01-06-2025-04-07	Lecture	T, Th 9:00-10:15 AM 2025-01-06 - 2025-04-07 SAC 553 (L)	Cleary, S	13 / 40 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*1112-JA</a>	Introduction to Business Admin		2025-01-06-2025-04-07	Asynchronous Online	2025-01-06 - 2025-04-07 AS ONLINE (A)	Mombourquette, P	34 / 60 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*1112-JC</a>	Introduction to Business Admin		2025-01-06-2025-04-07	Jinshan Cohort Only	2025-01-06 - 2025-04-07 EX EXTERNAL (JC)	Guy, J	40 / 40 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*1188-02</a>	Co-op Term I		2025-01-06-2025-04-07	Co-Op Work Term	2025-01-06 - 2025-04-07 TBD (T)		195 / 200 / 0
<a href="#">Add</a>	2025 Winter	Waitlisted	<a href="#">BUSI*2011-02</a>	Intro to Entrepreneurship		2025-01-06-2025-04-07	Lecture	T, Th 10:30-11:45 AM 2025-01-06 - 2025-04-07 SAC 505 (L)	Dow, P	0 / 25 / 1
<a href="#">Add</a>	2025 Winter	Waitlisted	<a href="#">BUSI*2011-03</a>	Intro to Entrepreneurship		2025-01-06-2025-04-07	Lecture	T, Th 1:30-2:45 PM 2025-01-06 - 2025-04-07 MCC 301 (L)	Maguire, D	0 / 25 / 3
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*2011-15</a>	Intro to Entrepreneurship		2025-01-06-2025-04-07	Bermuda Cohort Only	T, Th 10:30-11:45 AM 2025-01-06 - 2025-04-07 SY ONLINE (C)		3 / 22 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*2011-19</a>	Intro to Entrepreneurship		2025-01-06-2025-04-07	Synchronous Online	T, Th 10:30-11:45 AM 2025-01-06 - 2025-04-07 SY ONLINE (S)		3 / 22 / 0
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*2060-16</a>	Personal Finance		2025-01-06-2025-04-07	Bermuda Cohort Only	Th 8:15-10:15 PM 2025-01-06 - 2025-04-07 SY ONLINE (C)	Siddiquee, M	3 / 25 / 0
<a href="#">Add</a>	2025 Winter	Waitlisted	<a href="#">BUSI*2060-18</a>	Personal Finance		2025-01-06-2025-04-07	Synchronous Online	Th 8:15-10:15 PM 2025-01-06 - 2025-04-07 SY ONLINE (S)	Siddiquee, M	0 / 25 / 2
<a href="#">Add</a>	2025 Winter	Open	<a href="#">BUSI*2202-03</a>	Comm & Self-Management Skills		2025-01-06-2025-04-07	Lecture	M, W 10:30-11:45 AM 2025-01-06 - 2025-04-07 MCC 106 (L)	Deal, N	2 / 25 / 0

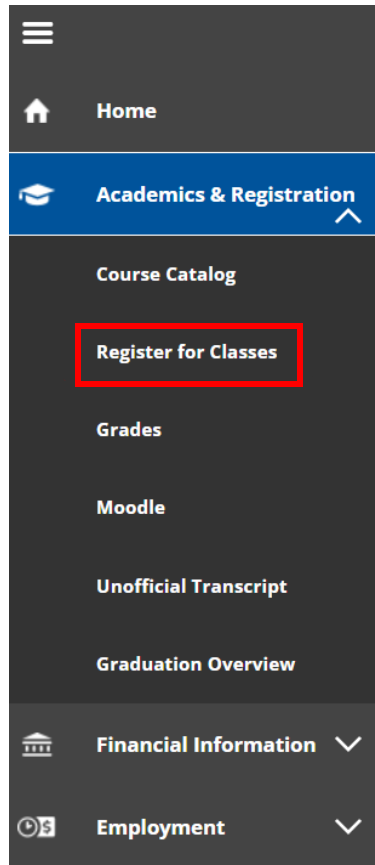
# TIPS FOR SCHEDULING COURSES

The myMount registration system has a built-in scheduling feature so that you can see when your courses are scheduled as you add them. 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](https://www.msvu.ca/advising).

	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am			BIOL*152L-LB ✕		MATH*1102-18 ✕	
10am						
11am		BIOL*1152-01 ✕		BIOL*1152-01 ✕		
12pm		CHEM*1011-02 ✕	BUSI*1112-01 ✕	CHEM*1011-02 ✕	BUSI*1112-01 ✕	
1pm						
2pm			CHEM*111L-LA ✕			
3pm		ENGL*1170-02 ✕		ENGL*1170-02 ✕		
4pm						



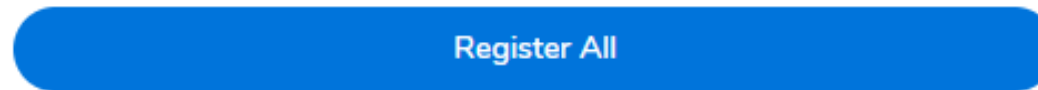
# REGISTERING FOR YOUR COURSES



Once you have scheduled all your courses, you are ready to register.

Click on the menu to the left of your screen, select *Academics and Registration*, then click on **Register for Classes**

Once your scheduled classes screen opens, you can click on the blue **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](https://www.msvu.ca/firstyear).



**MOUNT**  
SAINT VINCENT  
UNIVERSITY

## CONTACT US



Book an appointment at [msvu.ca/advising](https://msvu.ca/advising)



[Advising@msvu.ca](mailto:Advising@msvu.ca)



902-457-6657



Visit us in Seton 303