



GENERAL ACADEMIC ADVISING FOR NEW STUDENTS

July 2024

CENTRE FOR ACADEMIC ADVISING AND STUDENT SUCCESS

ADVISING TEAM



MAKENNA LYNCH
Academic Advisor



JESSICA FERGUSON
Academic Advisor



CINDY HUELIN
Transfer Student
Coordinator & 2+2
Advisor



HEATHER MAXWELL
Academic Advisor



ERIN TOMLINSON
Manager

HELPFUL TERMS AND TIPS

- **PROGRAM:** The Certificate, Diploma or Degree that you want 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 study within your program.

Example: BUSI 1112 (Introduction to Business Administration) is a course that you would take within the Diploma in Business program.

- **UNIT:** Each course is worth 0.5 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)

HELPFUL TERMS AND TIPS

- **SEMESTER/TERM:** There are 2 main semesters and 2 condensed semesters 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 & 2 are condensed semesters. Summer courses cover the same information 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.*

HELPFUL TERMS AND TIPS

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

Example: To take BUSI 2231, students must first complete BUSI 2230. 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 program are required to take specific BUSI courses, one of which is BUSI 1112. This is a required course.

- **ELECTIVE:** Electives are required in most programs, but unlike a required course, you get to choose your electives.

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

HELPFUL TERMS AND TIPS

- **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 all courses being offered in September, view the timetable in MyMount and sort by Fall 2024.

- **ACADEMIC CALENDAR:** The Academic Calendar 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 section number indicates the day, time, delivery mode and professor for a particular course.

*TIP: Sometimes you will see several listing for the same course and the only difference is the last two digits. For example, BUSI 1112 **03** and BUSI 1112 **19** are both the same class, but the last two digits (03, 19) indicate that they are taught on different days, times, in different delivery modes, and by different professors.*

TOOLS TO HELP YOU PLAN YOUR FIRST YEAR

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

- Access your first-year planning guide according to your program
- Review the list of courses open to first year students
- Read step by step instructions explaining how to select and schedule courses
- Watch a video showing you how to register for courses using MyMount
- Read helpful information about steps to take throughout your first year

RETRIEVE YOUR USERNAME AND PASSWORD

You will need to use your username and password to login to MyMount 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 MSVU. 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

Helpful 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 (ie: ccrow or ccrow1).

ACCESS YOUR FIRST YEAR COURSE SELECTION GUIDE

Go to msvu.ca/firstyear and find your first-year course selection guide.

First-Year course selection guides list which courses you need to take in your first year depending on your program of study.

These guides are available for all undergraduate degree and diploma programs.

Review Your First-Year Course Selection Guide (Listed by Program) ▼

All programs have specific requirements. Use the course selection guide for your program to help you choose your first-year courses.

[Bachelor of Science Applied Human Nutrition](#)

[Bachelor of Arts](#)

[Bachelor of Science](#)

[Bachelor of Arts Communications](#)

[Bachelor of Public Relations](#)

[Bachelor of Business Administration](#)

[Diploma in Business Administration](#)

[Bachelor of Tourism and Hospitality Management](#)

[Diploma in Tourism and Hospitality Management](#)

[Bachelor of Arts Child and Youth Study](#)

REVIEW YOUR COURSE SELECTION GUIDE

First year course selection guides list courses that are recommended in both Fall and Winter semesters according to your program.

Students usually register for both semesters at the same time. You can always make changes before courses begin, if necessary.

Some courses have a required lab component that you also must register for. If a course has a required lab, that information will be in your guide as well as listed in MyMount when you register.

Diploma in 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 2231 Applied Marketing
2. BUSI 2321 Introductory Accounting I	2. BUSI or THMT Elective _____
3. BUSI 2214 Organizational Behaviour, Individuals in Organizations	3. BUSI 2215 Organizational Behaviour, Groups, Structure, Culture
4. ECON 1101 Introduction to Microeconomics	4. ECON 1102 Introduction to Macroeconomics
5. BUSI 2230 Principles of Marketing	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

FULL TIME VS. PART TIME STUDIES

There are 5 courses listed in each semester which is the maximum number of courses that a student can take per semester.

You are considered full time if you take 3, 4 or 5 courses in each fall and winter. If you take 1 or 2 courses, you will be 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.

Diploma in Tourism and Hospitality Management Course Selection Guide

- Use the table below to plan your course selections for the fall and winter semesters.
- Remember that a course could be offered a number of different times in different time slots, so students in the same program often have very different class schedules.

Fall Semester	Winter Semester
1. THMT 1101 Introduction to Tourism and Hospitality	1. BUSI 1112 Introduction to Business Administration
2. THMT 1201* Health and Safety Regs for Tourism Management	2. BUSI 2214 Organizational Behaviour: Individuals in Organizations
3. THMT 1116* Principles of Food Production and Service, plus lab (THMT 116L)	3. THMT 2216 Restaurant and Food Service Management, plus lab (THMT 216L)
4. BUSI 2321 Introductory Accounting I	4. BUSI 2230 Principles of Marketing
5. THMT 2202 Communications and Self-Management Skills	5. THMT elective: _____
Back-up choices: _____	Back-up choices: _____

* Please take the following courses concurrently:
THMT 1201 and THMT 1116, plus lab (THMT 116L)

REVIEW YOUR PROGRAM CHECKLIST

You can see the requirements for your entire program by using the program checklists found at www.msvu.ca/advising

(Click the link found on the left called *Program Checklists*)

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.

√	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
Total Units			12.0

Diploma in Business Administration checklist

TIPS FOR SELECTING AND SCHEDULING YOUR COURSES

Using your first-year program planning guide and the timetable on MyMount or Ellucian Go you can begin to 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 schedule conflicts: When selecting your courses, make sure to choose classes 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 classes online and on campus. You can identify the delivery mode by the section number: Sections under 10 are on-campus; Sections 18 are online; Sections 15 & 16 are for Bermuda students only.

Class Times: Typically, classes are 1 hour and 15 minutes twice per week, or 2.5 hours once per week. Science labs are 2 hours and 45 minutes once per week.

COURSE SELECTION AND REGISTRATION

- Go to www.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 up, you can select **Advanced Search**, Change the view to **Section Listing** and change the term to **Fall 2024**, scroll to the bottom and hit submit. This will bring up a list of everything that we are offering in Fall semester.
- Using your first year planning guide or your program checklist, you can search for the courses on the timetable.
- 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

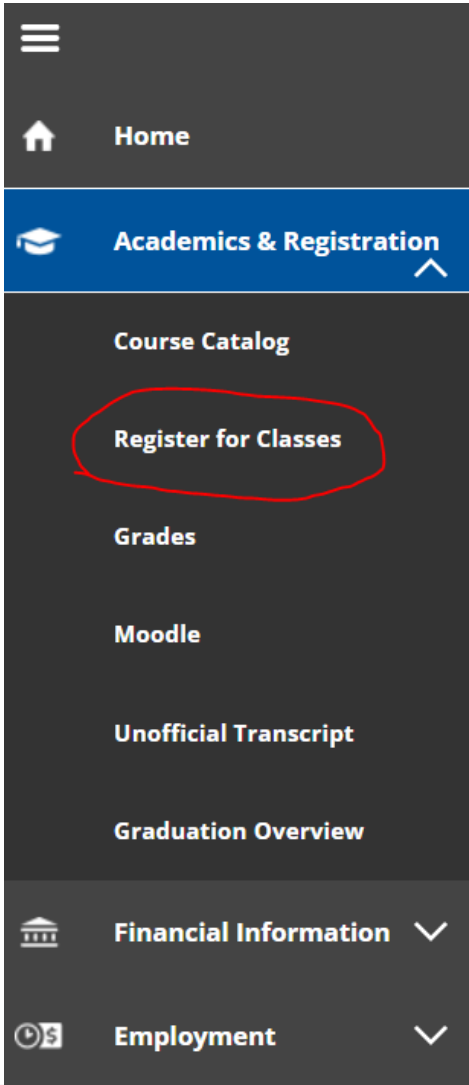
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information	Faculty	Availability
Add	2024 Fall	Waitlisted	BUSI*1112-01	Introduction to Business Admin		2024-09-04-2024-12-06	Lecture	T, Th 12:00-1:15 PM 2024-09-04 - 2024-12-06 SAC 549 (L)	Durepos, G	0 / 40 / 0
Add	2024 Fall	Waitlisted	BUSI*1112-02	Introduction to Business Admin		2024-09-04-2024-12-06	Lecture	T, Th 1:30-2:45 PM 2024-09-04 - 2024-12-06 SAC 549 (L)	Durepos, G	0 / 40 / 0
Add	2024 Fall	Open	BUSI*1112-SE	Introduction to Business Admin		2024-09-04-2024-12-06	Asynchronous Online	2024-09-04 - 2024-12-06 AS ONLINE (A)	Mombourquette, P	20 / 60 / 0
Add	2024 Fall	Open	BUSI*1188-01	Co-op Term I		2024-09-04-2024-12-06	Co-Op Work Term	2024-09-04 - 2024-12-06 TBD (T)		200 / 200 / 0
Add	2024 Fall	Open	BUSI*2011-16	Intro to Entrepreneurship		2024-09-04-2024-12-06	Bermuda Cohort Only	T, Th 9:00-10:15 AM 2024-09-04 - 2024-12-06 SY ONLINE (C)		3 / 25 / 0
Add	2024 Fall	Waitlisted	BUSI*2011-18	Intro to Entrepreneurship		2024-09-04-2024-12-06	Synchronous Online	T, Th 9:00-10:15 AM 2024-09-04 - 2024-12-06 SY ONLINE (S)		0 / 25 / 5
Add	2024 Fall	Open	BUSI*2012-01	Work & Career Mod Global Envir		2024-09-04-2024-12-06	Lecture	M, W 10:30-11:45 AM 2024-09-04 - 2024-12-06 ANNX 4 (L)	MacMillan, S	5 / 20 / 0
Add	2024 Fall	Waitlisted	BUSI*2060-01	Personal Finance		2024-09-04-2024-12-06	Lecture	M, W 3:00-4:15 PM 2024-09-04 - 2024-12-06 SAC 311 (L)		0 / 45 / 2
Add	2024 Fall	Waitlisted	BUSI*2202-01	Comm & Self-Management Skills		2024-09-04-2024-12-06	Lecture	T, Th 10:30-11:45 AM 2024-09-04 - 2024-12-06 EVAR C305 (L)	Durepos, G	0 / 25 / 3

TIPS FOR SCHEDULING COURSES

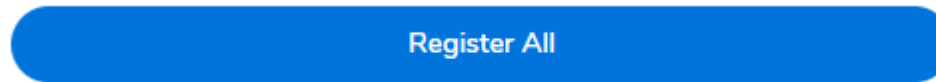
The MyMount Registration System has a built in scheduling feature so that you can see when your courses are scheduled as you add them. You may also wish to print out a blank schedule template to help you build your schedule. You can print a blank schedule template at www.msvu.ca/advising

	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						

REGISTER FOR YOUR COURSES



- Once you have scheduled all of 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 of your scheduled courses



- You can access a video showing how to register using MyMount at www.msvu.ca/firstyear



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CONTACT US



Book an appointment at www.msvu.ca/advising



Advising@msvu.ca



902-457-6657



Visit us in Seton 303