

# BACHELOR OF COMMERCE (CO-OPERATIVE) NEWSLETTER

## ACADEMIC TERM 3, FALL 2024

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### FALL 2024 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 given to non-co-op students 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 Fall 2024 semester begins on Monday, July 15<sup>th</sup>.** 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](#).
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## ACADEMIC INFORMATION

### Calendar

- Please refer to the [Faculty of Business Administration section of the Calendar](#) for the regulations of your program of study.
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### Program Requirements

**If you have applied to the Bachelor of Commerce Co-operative you should register for the following courses.** If you are not accepted into the program, courses you complete this Fall may not apply to your program should you be admitted in the future, but you can discuss this and your options with an advisor once you have received a decision on your application. You can modify your registrations once you receive your admissions decision if you choose.

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

#### Fall 2024 – Term 3

- You must register for and complete the following courses in Fall 2024:
  - BUSI 300W (*0 credit hours*),
  - BUSI 3325,
  - BUSI 3401,
  - BUSI 3550
  - 6 credit hours in electives.

- If you have already completed one or more of the courses listed above prior to admission into Term 1, you must either repeat that course in attempt for a higher grade, or you can choose to replace that course with an elective course of your choice. This is mandatory to progress in the co-op program as students must be registered in five courses for each academic term.
  - **Between Terms 1 through 7**, students in the B.Comm. (Co-op.) program are required to complete **8 – 13 courses in business electives and 4 – 9 courses in non-business electives**. Do not count the non-business electives that you completed in Business One. Our [program worksheet](#) can assist you in reviewing your academic record.
  - **Tentative course offerings** are [available for viewing here](#) and will assist with preparing for your registration in future semesters.
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### 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](#) 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.
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### 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 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.
- Those planning on completing courses associated with the informal accounting focus area should review the below, which outlines normal sequencing of accounting electives:
  - Fall - BUSI 3160

- Winter - BUSI 4550 , BUSI 4101
  - Fall - BUSI 4102, BUSI 4121, BUSI 4131
  - Winter - BUSI 5120, BUSI 5125, BUSI 5165
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### 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 an appointment with an academic advisor**, please contact the Academic Programs Office at [busihelp@mun.ca](mailto:busihelp@mun.ca) or book through the [Microsoft Bookings](#).
  - For more information on academic advising services provided by the Faculty of Business Administration, please see our [academic advising webpage](#).
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### 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 our new success and career portal for all business students. This new centre, called [Embark](#), 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, can still meet with you in person, virtually or by telephone. You can book an appointment with a career advisor through [Microsoft Bookings](#).

- Information on **upcoming career and student success-oriented opportunities** is sent out via the Academic Programs Office weekly newsletter. Watch for updates in the newsletter's Career and Student Success sections.
  - 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 [Cenovus Centre of Excellence in Sales and Supply Chain Management](#), and [The Fund](#). See their respective websites for virtual events and opportunities.
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## SCHOLARSHIPS & AWARDS

- Information on scholarships, bursaries and awards is sent out via the Academic Programs Office listserv and in the weekly newsletters.
  - More information on scholarships and awards can be found [online](#).
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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.
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## CONTACT

- The Academic Programs Office provides:
  - Academic advice
  - Career advice through Embark
  - Scholarships and awards
  - Peer tutoring connections
  - 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](mailto:busihelp@mun.ca)

- Follow us!  
Facebook: [facebook.com/MUNBusiness](https://facebook.com/MUNBusiness)  
Twitter: [twitter.com/MUNBusiness](https://twitter.com/MUNBusiness)  
Instagram: [instagram.com/munbusiness](https://instagram.com/munbusiness)