

FACULTY OF AGRICULTURE

First Year Bachelor of Technology Small Business Management

Academic Year 2022-2023

This worksheet is intended to guide first year students in making their first-year course selections. Use the [academic timetable](#) to look up the course reference numbers (CRN), days and times of the lectures, labs and tutorials you wish to take. Use the blank schedule template to build your weekly schedule. Information on the overall requirements for the B. Tech Small Business Management can be found in the [academic calendar](#).

Fall Term	Winter Term
EGLA 1000 Composition	MGTA 1004 Introduction to Business
MGTA 2002 Marketing	MGTA 2000 Human Resource Management
EOCA 1000 Principles of Microeconomics	EOCA 1001 Principles of Macroeconomics
MGTA 2004 Financial Accounting	MGTA 3000 Management Accounting
MGTA 2019 Organizational Behaviour	CMMT 3000 Human Communication and Conflict Resolution

Students are required to complete **60 credit hours** regardless of prior post-secondary background, meaning student will complete 20 courses with Dalhousie, assuming that each course is 3 credit hours.

Students are required to complete the program within 6 years. Students interested in pursuing their studies part time are encouraged to speak to an advisor about course selection.

Students must complete 6 credit hours of general electives to meet program requirements. Students should meet with an advisor to discuss possible electives when planning courses for their second year of study.

Specific program related questions should be directed to Iona Green, iona.green@dal.ca.



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Steps for Simple Registration

1. Login to [DalOnline](#).
2. Select Web for Students.
3. Select [View Academic Timetable](#).
 - i. From here you can select the Term and Location (All or Truro or Truro and Distance).
4. A subject list will load, click on subject applicable to program.
 - i. All courses based on the Agricultural Campus will indicate this in the subject title (e.g. Economics-Agricultural Campus).
5. Find the course required (e.g. ECOA 1000) and record the CRN number for one of the lecture (Lec) sections.
 - i. The CRN is a five-digit code (e.g. 13789).
6. If applicable, select a tutorial (Tut) or lab section and record the CRN for that section. You must register for one of each of the sections which appear for that course (Lec, Lab, and Tut).
 - i. Note that not all courses have a lab or tutorial section, e.g. ECOA 1000.
7. Check the first column for notes and restrictions.
8. Repeat, finding the CRN's for all courses required for the given term and be mindful of time conflicts, while recording CRN's in your blank schedule.
9. Once you have found all the CRN's for your courses in the term, return to the Web for Students page within [DalOnline](#).
10. Select Register for Classes, you may need to select this twice.
 - i. From the drop-down menu select your term, starting with **2022/2023 Fall** and Continue.
11. Select Enter CRNs from the options across the top of the screen.
 - i. Add as many CRN text boxes as needed.
 - ii. Type in one CRN to each text box, once complete select Add to Summary.
12. Your tentative schedule will be available in the panel in the bottom left and a list of your courses can be seen in a panel in the bottom right of the screen.
13. Next to each pending course select the intended Action (e.g. ****Web Registered****) and select Submit to finalize your course registration.
14. After completing one term of courses, complete the process again for the **2022/2023 Winter** term.
15. If errors occur after submitting CRN's please reach out to fyedalac@dal.ca for clarification and assistance to resolve the issue. Include a screen shot of the error message in your email.

MY PLAN FOR FALL TERM

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:35am					
9:35am					
10:35am					
11:35am					
12:35pm					
1:35pm					
2:35pm					
3:35pm					
4:35pm					
Evening Classes					

Course	Ex. ECOA 1000					
Lecture CRN	10241					
Lab CRN	10245					
Tutorial CRN	10255					



MY PLAN FOR WINTER TERM

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:35am					
9:35am					
10:35am					
11:35am					
12:35pm					
1:35pm					
2:35pm					
3:35pm					
4:35pm					
Evening Classes					

Course	Ex. ECOA 1000					
Lecture CRN	10241					
Lab CRN	10245					
Tutorial CRN	10255					

