FACULTY OF AGRICULTURE

First Year Bachelor of Technology Small Business Management

Academic Year 2021-2022

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 and record them in the table below. 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 **CRN:** Lecture: _____	MGTA 1004 Introduction to Business **CRN:** Lecture: _____
MGTA 2002 Marketing **CRN:** Lecture: _____	MGTA 2000 Human Resource Management **CRN:** Lecture: _____
ECOA 1000 Principles of Microeconomics **CRN:** Lecture: _____	ECOA 1001 Principles of Macroeconomics **CRN:** Lecture: _____
MGTA 2004 Financial Accounting **CRN:** Lecture: _____ Tutorial: _____	MGTA 3000 Management Accounting **CRN:** Lecture: _____ Tutorial: _____
MGTA 2019 Organizational Behaviour **CRN:** Lecture: _____	CMMT 3000 Human Communication and Conflict Resolution **CRN:** Lecture: _____

Students are required to complete 60 credit hours regardless of prior post-secondary background. Specific program related questions should be directed to Iona Green at iona.green@dal.ca

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 (Truro or Truro and Distance).
4. A subject list will load, click on subject applicable to program (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 timetable.
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,
    i. From the drop-down menu select your term, starting with **2021/2022 Fall** and Continue.
11. Select Enter CRNs from the option 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 your summary of 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 2021/2022 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.