

FACULTY OF AGRICULTURE

First Year Diploma in Technology- Business Management Concentration: Agriculture 2021-2022 Academic Year

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. It is recommended that you schedule your required courses first, followed by your elective(s). Information on the overall requirements for the Diploma in Business Management can be found in the [academic calendar](#).

Fall Term	Winter Term
EGLA 0101 Writing for Business CRN: Lecture: _____	MGTA 1004 Introduction to Business CRN: Lecture: _____
ANCS 0112 Animal Biology and Management or PLSC 1001 Introduction to Plant Science CRN: Lecture: _____ Lab: _____	MGTA 0101 Applied Accounting and Taxation CRN: Lecture: _____ Lab: _____
MGTA 0100 Accounting CRN: Lecture: _____ Lab: _____	AGRN 2002 Forage Based Cropping Systems CRN: Lecture: _____ Lab: _____
SOIL 2000 Introduction to Soil Science CRN: Lecture: _____ Lab: _____	Elective** CRN: Lecture: _____ Lab/Tutorial: _____
MTHA 0100 Business Math CRN: Lecture: _____ Lab: _____	Elective** CRN: Lecture: _____ Lab/Tutorial: _____
EOCA 0100 Introductory Microeconomics CRN: Lecture: _____	Elective** CRN: Lecture: _____ Lab/Tutorial: _____
ACAD 0020 Skills for Academic Success* CRN: Lecture: _____	CMMT 0020 Career and Employment Skills* CRN: Lecture: _____

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*Workplace readiness courses are built into the program, along with regular program courses.

**Electives can be taken at both the diploma and degree level. Degree courses may be at the 1000 or 2000 level, provided prerequisites are met. Electives should be selected in consultation with an advisor to ensure course requirements are met. Four of the eight elective courses required for the program must be chosen from the following subjects: Agriculture, Agronomy, Animal Science, Applied Science, Biology, Horticulture and Plant Science. Specific program related questions should be directed to Gillian Fraser at gillian.fraser@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). Courses offered by the Faculty of Agriculture are indicated.
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.