

FACULTY OF AGRICULTURE

First Year Bachelor of Technology Small Business Management
2024-2025 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. Use the blank schedule template to build your weekly schedule or try a digital site like [Coursicle](#). Information on the overall requirements for the Bachelor of Technology in Small Business Management can be found in the [academic calendar](#).

Fall Term	Winter Term
MGTA 1004* Introduction to Business	EGLA 1000 Composition
MGTA 2002 Marketing	MGTA 2002 Marketing
ECO A 1000 Principles of Microeconomics	ECO A 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, of which 3 credit hours must be at the 3000 or 4000 level. Students should meet with an advisor to discuss possible electives when planning courses for their second year of study.

*MGTA 1004 is being offered in the fall term of the 2024/25 academic year rather than in the winter as outlined in the Academic Calendar. Student will be able to meet all first year course requirements by taking MGTA 1004 in the Fall term, and EGLA 1000 in the Winter term.

Specific program related questions should be directed to Christopher Hartt, Chris.Hartt@Dal.Ca.



Build your Schedule

1. Login to [DalOnline](#).
2. Select Web for Students.
3. Select [View Academic Timetable](#).
 - i. From here you can select the Term and Location, it is recommended to review course offering one term (fall or winter) at a time.
4. Select the subject from the drop-down list, note that courses are listed by subject not program or degree.
 - i. All courses offered on the Agricultural campus will be indicated by either Agri Campus, Agricultural Campus, or AGR in the subject title (e.g. Economics-Agricultural Campus), except for CSCI Computer Science courses.
5. Find the intended course (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. You must register for one of each of the sections that appear for each 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 such as restrictions (R), or preferred sections for select programs.
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 schedule.
9. Once you have found all the CRN's for your courses in the Fall term, repeat the same process for the Winter term.

Register for Courses

10. Access [DalOnline](#) and navigate to Web for Students, then the Registration page.
11. Select Register for Classes, twice,
 - i. From the drop-down menu select your term, starting with **2024/2025 Fall** and Continue.
12. Select Enter CRNs from the option across the top of the screen, **do not** use the Class Search option.
 - i. Add as many CRN text boxes as needed.
 - ii. Type one CRN into each text box, once complete select Add to Summary.
13. 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.
 - i. Confirm your schedule is accurate and that there are no course conflicts.
14. Next to each pending course confirm your intended Action generally Web Registered and select Submit to finalize your course registration.
15. After registering for the Fall term, complete the process for the **2024/2025 Winter** term.
16. If errors occur after submitting CRN's please reach out to newtodalac@dal.ca for clarification and assistance to resolve the issue.

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	20241					
Lab CRN	20245					
Tutorial CRN	20255					

