

FACULTY OF MANAGEMENT

First-Year Bachelor of Commerce Co-op (BComm) Course Planning Sheet 2024-2025 Academic Year

The guide below can be used to assist you with your first-year course selection. Use the table below, the [academic timetable](#) and the schedule worksheet to build your schedule. It is recommended you schedule your required courses first, and then choose your electives based on your interests and future goals. The Course Planning Worksheet is meant as a reflective tool to plan out your courses. For complete program requirements, see the Dalhousie Academic Calendar at www.dal.ca/calendar or ask your advisor.

Fall	Winter
Commerce (COMM) 1010: Business in a Global Context Lecture and Lab	Commerce (COMM) 1102: Intro to Accounting 2: Managerial Lecture and Tutorial
Commerce (COMM) 1101: Introduction to Accounting 1: Financial Lecture and Tutorial	Commerce (COMM) 1712: Personal & Professional Development 2 Lecture
Commerce (COMM) 1503: Introduction to Quantitative Decision Making Lecture and Lab	Commerce (COMM) 1715*: Business Communication - if full, see note below Lecture
Commerce (COMM) 1711: Personal & Professional Development 1 Lecture	Economics (ECON) 1102: Intro to Macroeconomics Lecture and Tutorial
Economics (ECON) 1101: Introduction to Microeconomics Lecture and Tutorial	Commerce (COMM) 2401: Introduction to Marketing Lecture
ELECTIVE:	ELECTIVE:

NOTES:

Electives are any courses outside of the Faculty of Management (not COMM, MGMT or BUSI).

***COMM 1715** has limited seating. If full, please substitute with another elective (1715 will move to fall term of year two.)

Students wishing to declare a **Minor** (in another subject area outside of the Faculty of Management) should consult the appropriate department/Faculty. Minor requirements are typically considered non-commerce electives.

With the exception of ECON 1101 and 1102, all Commerce courses can be found under 'Commerce' on the [Academic Timetable](#) or in the [Undergraduate Academic Calendar](#).

Questions? Contact the Faculty of Management's Undergraduate Advising Office at uao@dal.ca



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First year Bachelor of Commerce Co-op (BComm) Course Planning Worksheet

2024-2025 Academic Year

Find Courses and Build your Schedule

1. Go to the [Academic Timetable](https://dal.ca/timetable) (dal.ca/timetable).
2. On the Academic Timetable, you can select the Term and Location; it is recommended to review course offerings one term (fall or winter) at a time.
3. Select the subject from the subject drop-down list; note that courses are listed by subject, not program or degree.
4. Find the course required (e.g. COMM1010) and record the CRN number for one of the lecture (Lec) sections and add the time to the blank schedule. You can click the button next to the course title to see the course description.
 - a. The CRN is a unique five-digit code (e.g. 13789) and each section for a course has a unique CRN that you need to use to register.
5. If applicable, select a tutorial (Tut) and/or lab (Lab) section, record the CRN for each component and add the time to the blank schedule. You must register for one of each of the sections that appear for each course (Lec, Lab, and Tut). Each section is a different colour.
 - a. Not all courses have a lab or tutorial section, e.g. COMM1712.
6. Check the first column for notes such as restrictions (R), or preferred sections for select programs, or any other important information.
7. Repeat finding the CRNs for all courses required for the given term and while recording CRN's in your schedule, be mindful of time conflicts.
8. Once you have found all the CRNs for your courses in the Fall term, repeat the same process for the Winter term.

Register for Courses

1. Access [DalOnline](https://dalonline.dal.ca/) (https://dalonline.dal.ca/) and click Web for Students, then click Registration.
2. Select Register for Classes, twice,
3. From the drop-down menu, select your term, starting with 2024/2025 Fall and select Continue.
4. Select Enter CRNs from the option across the top of the screen, do not use the Class Search option.
 - a. Add as many CRN text boxes as needed.
 - b. Type one CRN into each text box, and once complete select Add to Summary.
5. Your tentative schedule will be available in the panel in the bottom left and a summary of your courses can be seen in a panel in the bottom right of the screen.
 - a. In the bottom left panel, confirm your schedule is accurate and that there are no course conflicts.
 - b. In the bottom right panel, next to each pending course, confirm your intended action, generally Web Registered
 - c. Once you have checked everything looks good, select Submit to finalize your course registration.
6. After registering for the Fall term, select a new term and complete the process again for the 2024/2025 Winter term.

If errors occur after submitting CRNs please reach out to the [Registrar's Office](#) or your advisor for clarification and assistance to resolve the issue.

Please refer to dal.ca/registration for more support on how to read the Academic Timetable and register for courses.



MY PLAN FOR FALL TERM

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:35					
9:05					
9:35					
10:05					
10:35					
11:05					
11:35					
12:05					
12:35					
13:05					
13:35					
14:05					
14:35					
15:05					
15:35					
16:05					
16:35					
Evening Classes					

Course	Ex. Biology 2030					
Lecture CRN	10241					
Lab CRN	10245					
Tutorial CRN	10255					



MY PLAN FOR WINTER TERM

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:35					
9:05					
9:35					
10:05					
10:35					
11:05					
11:35					
12:05					
12:35					
13:05					
13:35					
14:05					
14:35					
15:05					
15:35					
16:05					
16:35					
Evening Classes					

Course	Ex. Biology 2030					
Lecture CRN	20241					
Lab CRN	20245					
Tutorial CRN	20255					

