

# **MPA (Management) Program**

## **Registration Information for Summer 2023**

### **Registration opens February 27 at 10:00AM (Atlantic)**

Please take the time to read the registration instructions outlined in this guide. *If after reading this information you still have questions*, please contact Sarah at [S.Hayes-Brown@dal.ca](mailto:S.Hayes-Brown@dal.ca).

**\*\*\*If you plan to take any terms off please contact our office before the term begins. The Faculty of Graduate Studies must determine what actions are needed to keep your file active. Failure to do so may result in fees being added to your account and registration being prohibited. \*\*\***

**Course information will be posted in Brightspace on the first day of class.**

#### **How to Register**

A step-by-step registration guide (including a video) is provided by the Registrar's Office:  
<https://dal.sharepoint.com/sites/dohc/SitePages/Student-Help-Index.aspx>

We have also sent with this email, the Orientation package which provides helpful information for new and current students on Dalonline, Registration, Student Accounts (tuition, etc.)

**Registration Deadline: March 13, 2023 \*Please do not make any changes to your registration after this date without first contacting cege@dal.ca.**

#### **Choosing a course and intensive option:**

**Using the CRNs below, for each class they wish to take, students must register for both:**

**1- Lecture (Lec) The online/blended portion (Section 70)**

**AND**

**2- Lab The intensive portion- B01 (please note the dates) \*\*\*You must register for this, whether you will ultimately attend the online or in-person intensive (if offered)**

- Though section 70 is assigned the full 3 credit hours for the course (intensive is 0 credit hours), you must register for and complete the intensive portion to earn the full 3 credit hours.
- **Intensives are mandatory and attendance/access for the full session for which you have registered is required (whether online or in-person)**
- **Registration is required by the deadline to finalize class sizes, intensives, and Brightspace preparation.**
- Students may not add, drop or "switch" the online/blended portion section of a course after the Registration Deadline without consulting the CECE office. Changes made after the deadline without doing so may result in removal from a course and additional fees being charged to your account.
- To confirm if registration went through, please verify your schedule in DalOnline.
- Drop dates will be provided when released by the university.

- Sample syllabi can be reviewed on the Course Selection Guide page, below the schedule. These are subject to change. <https://www.dal.ca/faculty/management/cege/current-students/mpam/course-selection.html>

### Account holds? Tuition / Financial Account Questions?

[Student.Accounts@dal.ca](mailto:Student.Accounts@dal.ca) 902-494-3998

Students are responsible for ensuring their account is up to date. Holds will prevent you from registering. CECE staff do not have access to these details.

**Curriculum/Course Content Questions?** Please contact the instructor directly. All faculty email addresses can be found via the Dalhousie website.

### Textbooks

Students are responsible for ordering and purchasing their own textbooks. If a book is required for a course, its ISBN is located below the course details. Please direct all textbook questions to the instructor.

Suggested retailers/publishers:

Indigo / Chapters      Amazon      Dalhousie Bookstore  
The publisher's website (McGraw-Hill, Pearson etc.)      [www.bookstore.ca](http://www.bookstore.ca)

<b>Summer 2023      Start Date: May 1, 2023</b>			
<b>MGMT 5105</b>	<b>Government Structures</b> *option for new students	TBA	
Online Portion	Section 70		CRN: 31295
Intensive Portion	Section B01	Online: Aug 9-11 (accommodating multiple time zones)	CRN: 31296
Required Textbook: TBA			
<b>MGMT 6501</b>	<b>Business and Government</b> *Option for new students	J. Roy	
Online Portion	Section 70		CRN: 31301
Intensive Portion	Section B01	Online: Aug 12-14 (accommodating multiple time zones)	CRN: 31302
Required Textbook: TBA			

<b>MGMT 6735</b>	<b>21<sup>st</sup> Century Public Leadership</b> *recommended to be taken in the latter half of the program	B. Foster	
Online Portion	Section 70		CRN: 31298
Intensive Portion	Section B01	Online: Aug 15-17 (accommodating multiple time zones)	CRN: 31299
Required Textbook: TBA			

## Fees:

Effective May 2020 (Spring/Summer term), the Resource Fee, which covered all course materials, has been renamed the Auxiliary Fee. The Auxiliary Fee will be a reduced amount that will cover all course materials except textbooks. It includes the preparation of learning materials, copyright and licensing fees for cases, articles, and other materials associated with the delivery of the course. These course materials will be made available to you either in Brightspace or via distribution as hard copies at the intensives. Lesson notes will continue to be available electronically in Brightspace.

**FEE STRUCTURE PER COURSE\***      **Tuition \$2000 + Auxiliary \$125 = Total \$2125**

If your employer will be paying your tuition, please have them fill out the Third Party Billing form. This is necessary each semester if their assistance applies. <http://www.dal.ca/content/dam/dalhousie/pdf/admissions/ThirdPartyBilling.pdf>

<b>Last day for registration</b> For any changes to your registration after this date, please contact the CEGE office.	<b>March 13, 2023</b>
<b>Tuition fees due</b>	<b>May 1, 2023</b>
<b>Last day to add/drop course(s)</b> Student will receive full tuition. Dropped courses will not appear on your academic record.	<b>May 12, 2023</b>
<b>Last day to withdraw from a course without a "W" (Withdrawn) on your transcript.</b> Student will receive partial tuition refund.	<b>May 29, 2023</b>
<b>Last day to withdraw from a course and receive a "W" (Withdrawn) on your transcript.</b> Student will receive partial tuition refund.	<b>June 26, 2023</b>
<b>***Please Note: Non-completion of assignments or non-attendance at intensive sessions does NOT constitute withdrawal. The University must receive written notification of withdrawal.</b>	

## Student ID Card:

***Order your card today to access important library resources***

New students must go to the Dal Card office website and request an ID card.  
[https://www.dal.ca/campus\\_life/Dalcard.html](https://www.dal.ca/campus_life/Dalcard.html)

## Important Notes:

1. **Passwords**

- If you do not remember your Dal Online PIN code, enter your Dal ID on the login page and click on “Forgot PIN”
  - If your NetID password expired or you have forgotten your password; to reactivate it, please visit: <https://password.dal.ca>
2. **New Students:** If you do not have your Student ID number (this is your B00#), please contact [cege@dal.ca](mailto:cege@dal.ca) Your Student ID is included on your official acceptance letter provided via email by the Faculty of Graduate Studies.
  3. **Change of Address:** If there are any updates to your contact information, please email [cege@dal.ca](mailto:cege@dal.ca). You will also need to make the changes to your academic record via Dal Online
  4. The Faculty of Graduate Studies permits all students to have one **semester off** per school year (September – August). If you wish to take any terms off, please contact Sarah to request a Leave of Absence. ([s.hayes-brown@dal.ca](mailto:s.hayes-brown@dal.ca))
  5. **Library Access/Writing Centre:** Our library is a great resource for all distance students. We highly recommend you visit the website. Some links that you may find interesting are:
    - Library Main Page: <https://libraries.dal.ca/>
    - Libraries Distance Services: <https://libraries.dal.ca/services/distance-services.html>
    - Writing Guide <http://dal.ca.libguides.com/writingcentre>
  6. **Advanced Placement/Transfer Credit:** must be requested in your first term of study. <https://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>
  7. **Approval of Program of Study:** All students must approve the program of study requirements within the first term of study; please check Dal Online, Web for Student, Graduate Studies Information System (GSIS) to ensure this is completed.