

MBA Leadership Program

Registration Information for Summer 2024

***Registration opens February 27, at 1:00 PM (Atlantic time)**

Please take the time to read the registration instructions outlined in this guide. *If after reading this information you still have questions*, please contact Michelle at michelle.hunter@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 on Brightspace on the first day of class unless otherwise notified by the instructor.

How to Register

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

Registration Deadline: **March 25, 2024**

Registration is required by the deadline to finalize class sizes, intensives, and Brightspace preparation.

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

1- Lecture (Lec) The online/blended portion (Section 98)

AND

2- Lab The intensive section (please note the dates and location)

- Though section 98 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.
- **In-person intensives** will be held during the summer term in Halifax, on the Dalhousie campus. They are mandatory and attendance/access for the full session you have signed up for is required. Please make arrangements before the registration deadline to attend on the dates and at the location for which you have signed up.
- Students may not add, drop or "switch" the online/blended portion section of a course after the Registration Deadline without consulting the MBA program 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.
- Sample syllabi can be reviewed on the Course Selection Guide page, below the schedule. These are subject to change. [MBA FS/L Sample Syllabi](#)

Account holds? Tuition / Financial Account Questions?

Student.Accounts@dal.ca 902-494-3998

Students are responsible for ensuring their account is up to date. Holds will prevent you from registering. Please contact Student Accounts; as the program 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 textbooks. If a book is required for a course, the name, ISBN and link to the publisher's site (McGraw-Hill, Pearson etc.) are located below the course details. The textbook may be available on retail sites, such as Indigo, Chapters, Amazon, Dalhousie Bookstore, or other bookstores. You may also wish to check out the buy/sell page on the Online Community - MBA FSL Brightspace site. **Questions about textbooks must be directed to the instructor.**

Summer 2024 Start Date: May 6, 2024

BUSI 5103	Business Accounting	Shannon Lin	
Online Portion	Section 98		CRN: 30521
Intensive Portion	Section B01: Halifax	August 20 - 23, 2024	CRN: 30522
Required Textbooks:			
<p>Accounting, What the Numbers Mean, 13th Edition. (2023) Marshall, W; McManus, D; McGraw Hill</p> <p>ISBN10: 1265051569 ISBN13: 978125051563</p> <p>https://www.mheducation.ca/accounting-what-the-numbers-mean-ise-9781265051563-can-group#configurable-product-options-title</p>			
BUSI 5511	Management Information Systems	Kyung Lee	
Online Portion	Section 98		CRN: 30523
Intensive Portion	Section B01: Halifax	August 16 – 19, 2024	CRN: 30524
Required Textbook:			
<p>Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability, 12th Edition. (2021) Turban E, Pollard C, Wood G.</p> <p>Publisher: Wiley Global Education Print ISBN: 978-1-119-70290-0 eText ISBN: 978-1-119-70291-7</p> <p>Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability, 12th Edition Wiley</p>			
BUSI 6900	Corp Social Responsibility	Simon Berge	
Online Portion	Section 98		CRN: 30527
Intensive Portion	Section B01: Halifax	August 9 – 11, 2024	CRN: 30528
Intensive Portion	Section B02: Halifax NEW	August 16-18, 2024	CRN: 31255
NOTE: Intensive will begin on Day 1 in the evening and end on Day 3 mid-afternoon – details to follow			
Required Textbook:			
No Textbook Required			

BUSI 6996	Sustainable Leadership	Simon Berge	
Online Portion	Section 98		CRN: 30530
Intensive Portion	Section B01: Online	July 26 – 28, 2024	CRN: 30703
NOTE: Intensive will begin on Day 1 in the evening and end on Day 3 mid-afternoon – details to follow			
Required Textbook:			
No Textbook Required			
BUSI 6990	Strategic Leadership and Change (Capstone)	Lorn Sheehan	
Online Portion	Section 98		CRN: 30055
Intensive Portion	Section B01: Halifax	August 12 - 16, 2024	CRN: 30056
Required Textbook:			
<ol style="list-style-type: none"> Strategic Management: An Integrated Approach, 14th Edition, (2024) Hill, C W., M.A. Schilling & G. Jones ISBN: 978-0-3577-1662-5 <p style="text-align: center;">Strategic Management: Theory & Cases: An Integrated Approach, 14th Edition - 9780357716625 - Cengage</p>			

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 \$2215 + Auxiliary \$200 = Total \$2415

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.

<https://cdn.dal.ca/content/dam/dalhousie/pdf/admissions/MoneyMatters/ThirdPartyBillingForm2020R.pdf>

Last day for registration For any changes to your registration after this date, please contact the program office.	March 25, 2024
Tuition fees due	TBD
Last day to add/drop course(s) Students will receive full tuition. Dropped courses will not appear on your academic record.	May 21, 2024
Last day to withdraw from a course without a “W” (Withdrawn) on your transcript. Students will receive a partial tuition refund.	June 4, 2024
Last day to withdraw from a course and receive a “W” (Withdrawn) on your transcript. Students will receive a partial tuition refund.	July 3, 2024
***Please Note: Non-completion of assignments or non-attendance at intensive sessions does NOT constitute withdrawal. The University must receive written notification of withdrawal.	

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

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 michelle.hunter@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 michelle.hunter@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 michelle.hunter@dal.ca to request a Leave of Absence.)

5. **Library Access/Writing Centre:** Our library is a great resource for 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.