

MPA (Management) Program

Registration Information for Fall 2024

***Registration open is now open**

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://dal.ca/sharepoint.com/sites/dohc/SitePages/Student-Help-Index.aspx>

Registration Deadline: August 1, 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 70)

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

- 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.
- Students may not add, drop or "switch" the online/blended portion section of a course after the Registration Deadline without consulting the MPA 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.

<https://www.dal.ca/faculty/management/current-students/mpam/course-selection.html>

Fall 2024 Start Date: September

MGMT 5105	Government Structures and Organization	TBD	
Online Portion	Section 70		CRN: 12063
Intensive Portion	Section B01	Ottawa: Dec 10 - 12	CRN: 12064
Intensive Portion	Section B02	Halifax: Dec 4 - 6	CRN: 12065
Required Textbooks: TBD			
MGMT 5146	Research Methods	TBD	
Online Portion	Section 70		CRN: 13578
Intensive Portion	Section B01	Online: Dec 7 - 9	CRN: 13579
Intensive Portion	Section B02	Online: Dec 14 - 16	CRN: 13580
Required Textbooks: TBD			
MGMT 6650	HR Management	TBD	
Online Portion	Section 70		CRN: 13581
Intensive Portion	Section B01	Halifax: Dec 7 – 9	CRN: 13582
Intensive Portion	Section B02	Online: Dec 13 - 15	CRN: 13583
Required Textbooks: TBD			
MGMT 6755	Intergovernmental Relations (Elective)	TBD	
Online Portion	Section 70- Online		CRN: 12066
Intensive Portion	Section B01	Online: - Nov 30/Dec 1	CRN: 12067
Required Textbook: TBD			

NOTE: Courses and intensive location offerings are subject to minimum enrolment.

Fees:

The Auxiliary Fee is a fee that covers 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.

<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.	
Tuition fees due	
Last day to add/drop course(s) Student will receive full tuition. Dropped courses will not appear on your academic record.	
Last day to withdraw from a course without a “W” (Withdrawn) on your transcript. Student will receive partial tuition refund.	
Last day to withdraw from a course and receive a “W” (Withdrawn) on your transcript. Student will receive partial tuition refund.	
***Please Note: Non-completion of assignments or non-attendance at intensive sessions does NOT constitute withdrawal. The University must receive written notification of withdrawal.	

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.

Student ID Card:

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 Krista.cullymore@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 Krista.cullymore@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 Krista.cullymore@dal.ca to request a Leave of Absence.)

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.