MPA (Management) Program
Registration Information for Spring 2024
Registrations open on Tuesday, February 27, 2024

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 31, 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.

- **Intensives**: You will be able to register for either an in-person or virtual intensive. Intensives 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.

- Students may <u>not</u> 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 Dal Online.

- 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

Spring 2024 Start Date: May 6, 2024

MGMT 5110	**Strategic Management in the Public Sector**	TBD	
Online Portion	Section 70		CRN 30628
Intensive Portion	Section B01	Virtual: August 12–14	CRN: 30629
Intensive Portion	Section B02	Virtual: August 15–17	CRN: 31216
Required Textbook: TBD			
MGMT 6501	**Business & Government**	J. Roy	
Online Portion	Section 70		CRN: 30630
Intensive Portion	Section B01	Virtual: August 9–11	CRN: 30631
Intensive Portion	Section B02	Virtual: Aug 15–17	CRN: 30632
Required Textbook: No textbook required.			
MGMT 6700	**Managing People**	TBD	
Online Portion	Section 70		CRN: 30633
Intensive Portion	Section B01	Virtual: August 6–8	CRN: 30634
Required Textbook: TBD			

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

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

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. **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**
    o   If you do not remember your Dal Online PIN code, enter your Dal ID on the login page and click on "Forgot PIN"

    o   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.

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 Students, Graduate Studies Information System (GSIS) to ensure this is completed.