

(MIM) Program

Registration Information Fall 2023

If after reading the registration information document you still have questions, please contact Sarah Hayes-Brown at 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 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: [Registration on Open Learning Courses \(sharepoint.com\)](#)

Registration Deadline: **July 28, 2023 **Please do not make any changes to your registration after this date, without first contacting the program staff.**

Using the CRNs below, for each class they wish to take, students must register for both, Part I and Part II (Intensive) if they intend to complete the full course.

- **Intensives** (Part II) If you sign up for a Part II; please note, full attendance/access is mandatory to meet the course requirement. Please make arrangements before the registration deadline to attend on the dates for which you have signed up.
- **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 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. [Course Selection Guide - Faculty of Management - Dalhousie University](#)

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. 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.

Fall 2023				
		Start date: September 5, 2023		
Information, People and Society - Parts 1 and 2				
CRN	Subject	Course	Section	Professor
14662	MGMT	5001	80	Philippe Mongeon
14663	MGMT	5101	80	Philippe Mongeon
<ul style="list-style-type: none"> Intensive: December 14-15 (Online or Online/Hybrid) 				
Knowledge Management- Parts 1 and 2				
CRN	Subject	Course	Section	Professor
14669	MGMT	5008	80	Emily Speight
14670	MGMT	5108	80	Emily Speight
<ul style="list-style-type: none"> Intensive: December 10-11 (Online or Online/Hybrid) 				
Research Methods- Parts 1 and 2				
CRN	Subject	Course	Section	Professor
14664	MGMT	5007	80	Jamilla Ghadder
14665	MGMT	5107	80	Jamila Ghadder
<ul style="list-style-type: none"> Intensive: December 12-13 (Online or Online/Hybrid) 				

Classes and/or intensive offerings are subject to minimum enrollment.

Fees:

The 2023-24 fees per credit hour are \$750.00. All Part Ones of the courses are 3 credit hours (\$2250.00) and all Part Twos are 1 credit hour (\$750).

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://www.dal.ca/admissions/money_matters/tuition_payments/Payment_Options/Third_Party_Sponsors.html

Dates to Remember:

Last day for registration For any changes to your registration after this date, please contact the program office.	July 28, 2023
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Tuition fees due	September 19, 2023
Last day to withdraw from a course and have full tuition refunded.	September 19, 2023
Course materials shipped (via courier)	1-2 weeks prior to start of classes, unless books delayed from publisher.
Last day to add/drop course(s) Student will receive full tuition refund. Dropped courses will not appear on your academic record.	September 19, 2023
Last day to withdraw from a course without a “W” (Withdrawn) on your transcript. Student will receive partial tuition refund.	October 4, 2023
Last day to withdraw from a course and receive a “W” (Withdrawn) on your transcript. Student will receive partial tuition refund.	November 2, 2023
***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 Sarah Hayes-Brown at S.Hayes-Brown@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 S.Hayes-Brown@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 S.Hayes-Brown@dal.ca to request a Leave of Absence. (michelle.hunter@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. Please contact michelle.hunter@dal.ca to discuss eligibility.
<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.

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