

# MIM Program

## Registration Information Summer 2024

### Registration Opens February 27, 2024

If you have any questions, after reading this information, please contact [michelle.hunter@dal.ca](mailto: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 details will be available on 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://dalu.sharepoint.com/sites/dohc/SitePages/Student-Help-Index.aspx>

**Registration Deadline: Monday, March 25, 2024**

### Registration and Intensives

- Registration is required by the deadline to finalize class sizes, intensives, course material delivery arrangements (if applicable) and Brightspace preparation.
- Students may not add, drop or "switch" courses/intensives 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/or additional fee charges.
- Please double-check your intensive locations and dates before you register.  
**Attendance/access for the full intensive is required.**
- The drop dates apply to the online portion (Part 1) as well as the intensive (Part 2).
- To confirm if registration went through, please verify your schedule in Dal Online.
- If available before the course start date, sample syllabi will be posted on the Current Student website: <https://www.dal.ca/faculty/management/cege/current-students/mim/course-selection-guide.html>

### 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. CEGE 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.

# Summer 2024

# Start date: May 6, 2024

## User Experience - Parts I and II

| CRN   | Subject | Course                     | Section | Professor           |
|-------|---------|----------------------------|---------|---------------------|
| 31232 | MGMT    | 5004 (Online- Part I)      | 80      | TBA                 |
| 31233 | MGMT    | 5104 (Intensive – Part II) | 80      | August 9- August 10 |

## Collaboration - Parts I and II

| CRN   | Subject | Course                     | Section | Professor             |
|-------|---------|----------------------------|---------|-----------------------|
| 31234 | MGMT    | 5009 (Online – Part I)     | 80      | Joyline Makani        |
| 31235 | MGMT    | 5109 (Intensive – Part II) | 80      | August 16 – August 17 |

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

### Fees:

The fees per credit hour are \$750.00. Part One of the courses is 3 credit hours (\$2250.00) and Part Two is 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.

<http://www.dal.ca/content/dam/dalhousie/pdf/admissions/ThirdPartyBilling.pdf>

### Dates to Remember:

|                                                                                                                                                                                              |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Last day for registration</b><br>For any changes to your registration after this date, please contact the program office.                                                                 | <b>March 25, 2024</b> |
| <b>Tuition fees due</b>                                                                                                                                                                      | <b>TBA</b>            |
| <b>Last day to add/drop course(s)</b> Students will receive full tuition. Dropped courses will not appear on your academic record.                                                           | <b>May 21, 2024</b>   |
| <b>Last day to withdraw from a course without a “W” (Withdrawn) on your transcript.</b> Students will receive a partial tuition refund.                                                      | <b>June 4, 2024</b>   |
| <b>Last day to withdraw from a course and receive a “W” (Withdrawn) on your transcript.</b> Students will receive a partial tuition refund.                                                  | <b>July 3, 2024</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 [michelle.hunter@dal.ca](mailto: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](mailto: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](mailto: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.