

MIM Program

Registration Information Winter 2025

If you have any questions, after reading this information, please contact 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://dal.sharepoint.com/sites/dohc/SitePages/Student-Help-Index.aspx>

Registration Deadline: Monday, November 11, 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. The MIM 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.

Winter 2025 Start date: January 6, 2025

Information Policy - Parts I and II

CRN	Subject	Course	Section	Professor
24249	MGMT	5005 (Online- Part I)	80	J. Ghaddar
24250	MGMT	5015 (Intensive – Part II)	80	J. Ghaddar

- Intensive: April 12-13 (Online)

Records Management (Elective) - Parts I and II

CRN	Subject	Course	Section	Professor
23414	MGMT	5012 (Online – Part I)	80	J. Ghaddar
23416	MGMT	5112 (Intensive – Part II)	80	J. Ghaddar

- Intensive: April 9-10 (Online)

Capstone - Parts I and II

CRN	Subject	Course	Section	Professor
23415	MGMT	5020 (Online – Part I)	80	S. Toze
23417	MGMT	5120 (Intensive – Part II)	80	S. Toze

- Intensive: April 14-16 (Halifax)

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.

Form:

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

Third-Party Billing Information:

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.	January 6, 2025
Tuition fees due	January 20, 2025

Last day to add/drop course(s) Students will receive full tuition. Dropped courses will not appear on your academic record.	January 20, 2025
Last day to withdraw from a course without a “W” (Withdrawn) on your transcript. Students will receive a partial tuition refund.	March 5, 2025
***Please Note: Non-completion of assignments or non-attendance at intensive sessions does NOT constitute withdrawal. The University must receive written notification of withdrawal.	

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. 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