

Guide to Course Selection and Registration



Log in to your myMount with your MSVU email address and password.

A screenshot of the Mount Saint Vincent University website. The top navigation bar includes the university logo, a search box, and links for "myMount / Email", "Moodle", "WebAdvisor", "Library", and "Contact Us". The "myMount / Email" link is circled in red with a red arrow pointing to it. Below this is a secondary navigation bar with links for "Future Students", "Academics", "Campus Life", "International", "Alumni & Donors", "Research", and "About MSVU". The main content area features a large banner image of a modern building with a green wall, overlaid with the text "Challenging the status quo since 1873" and a yellow "Apply now" button.

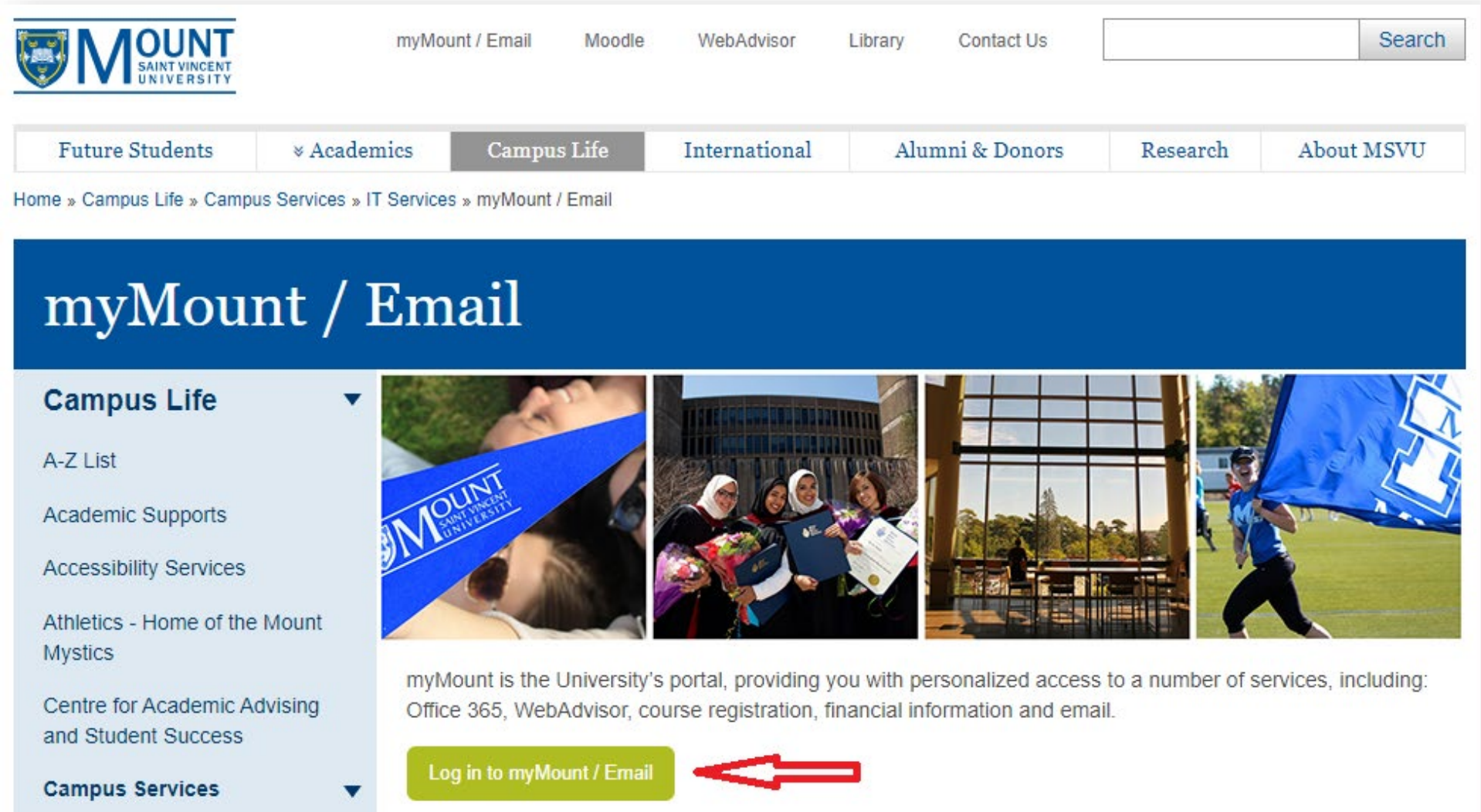
myMount / Email Moodle WebAdvisor Library Contact Us

Future Students Academics Campus Life International Alumni & Donors Research About MSVU

Challenging the status quo since 1873

Apply now

On this page, you will see the button of Login and the instruction on how to use myMount.



The screenshot shows the top navigation bar of the Mount Saint Vincent University website. It includes the university logo on the left, a search bar on the right, and a central menu with links for myMount / Email, Moodle, WebAdvisor, Library, and Contact Us. Below this is a secondary navigation bar with categories like Future Students, Academics, Campus Life (highlighted), International, Alumni & Donors, Research, and About MSVU. A breadcrumb trail reads: Home » Campus Life » Campus Services » IT Services » myMount / Email.

myMount / Email

Campus Life ▼

- A-Z List
- Academic Supports
- Accessibility Services
- Athletics - Home of the Mount Mystics
- Centre for Academic Advising and Student Success

Campus Services ▼

myMount is the University's portal, providing you with personalized access to a number of services, including: Office 365, WebAdvisor, course registration, financial information and email.

[Log in to myMount / Email](#) ←

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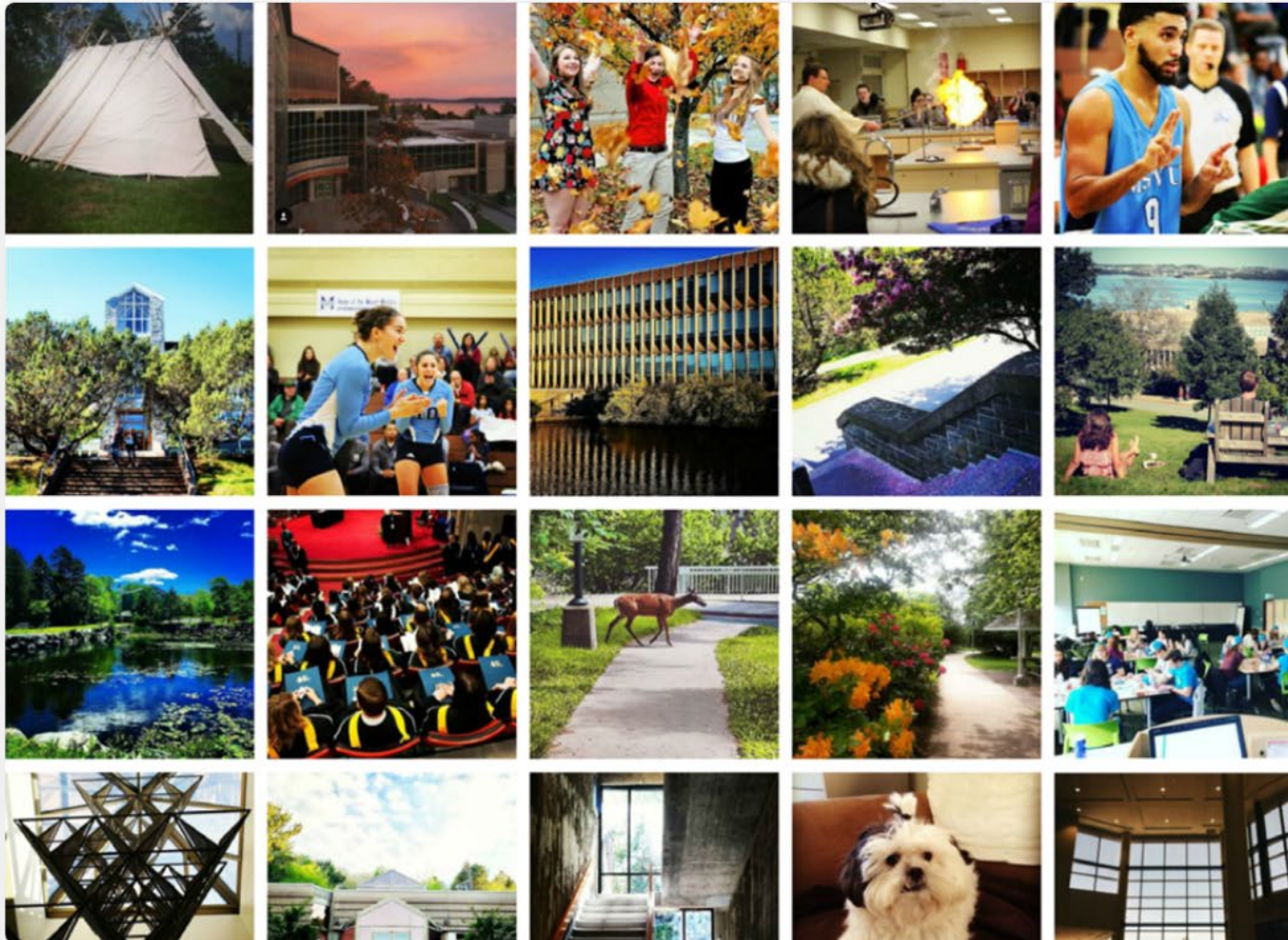
When logging in, you'll perhaps need to go through Multifactor Authentication (MFA). So, please install Microsoft or Google Authenticator on your phone and set it as your default authentication method. [Please read the instruction on MFA here](#). After you've logged in, you can click either "Registration Centre" or "Add/Drop/Register classes".

The screenshot shows the MSVU SharePoint home page. At the top left, the MSVU logo and 'SharePoint' are visible. A navigation bar contains links for 'myMount', 'Microsoft 365 Apps', 'Email', 'Registration Centre', 'Moodle', and 'Library'. A red arrow points to 'Registration Centre', which is circled in red. Below the navigation bar, there are several content boxes. On the left, a 'Classes and Registration' box contains a list of links, with 'Add/Drop/Register Classes' circled in red and a red arrow pointing to it. Other boxes include 'Faculty and Staff Quick Links', 'Taxes, Earnings and Leaves', 'Academic Support', and 'My Information'. On the right, there are sections for 'Update: Marking National Indigenous Peoples Day', 'An Important Change for Students: the MSVU App to be replaced by myMount Self-Service in June 2024', and 'BEd and Graduate Application Information'.

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You will be asked to log in with your MSVU email address and password again.

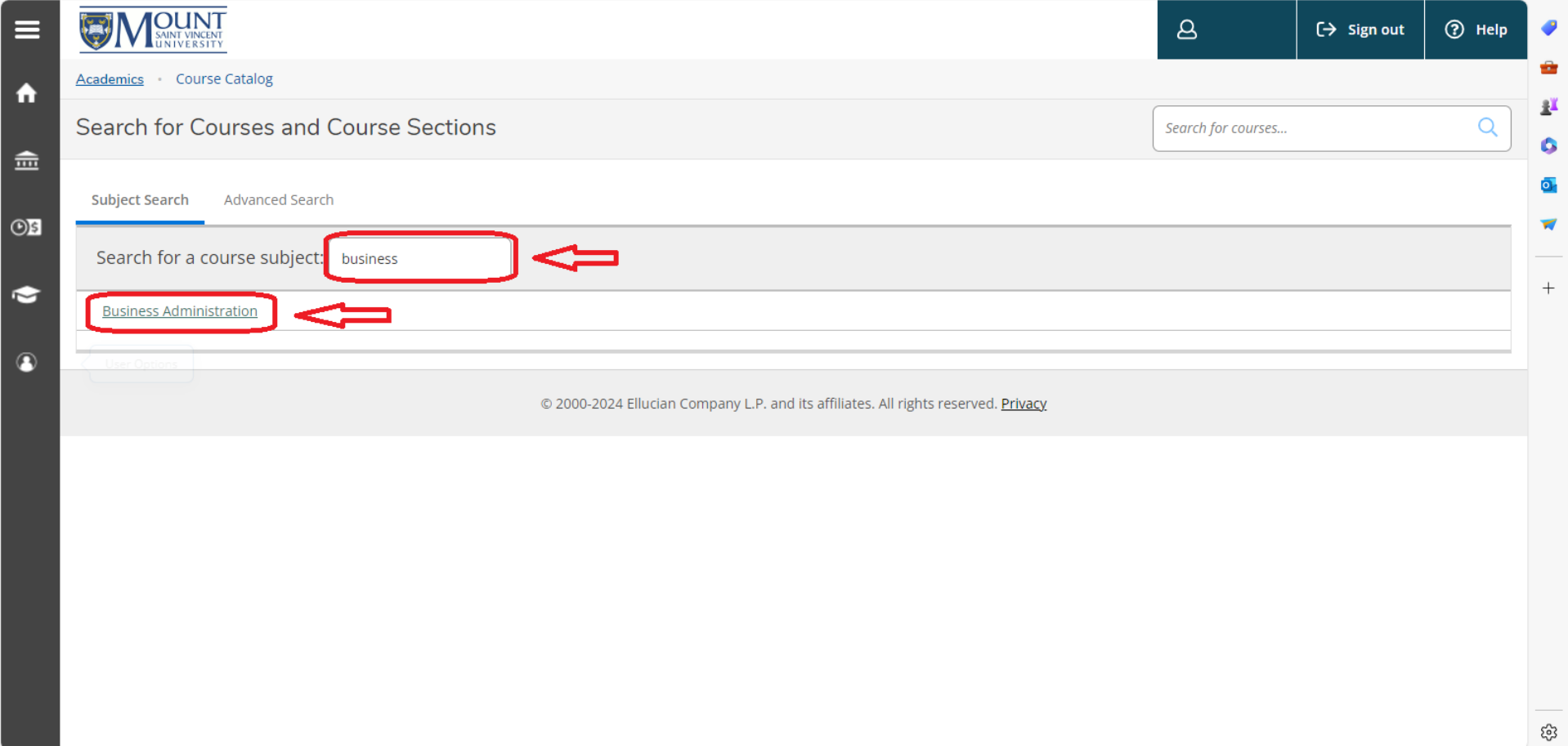


Sign in with your organizational account

Sign in

Sign in using your MSVU email address and password.
[Forgot Password](#). [Learn more about Office 365 at MSVU](#)

Type in the subject you are going to take, for instance, “business”. Then, you will see the subject has been filtered out.



The screenshot shows the 'Academics' section of the Mount Saint Vincent University website, specifically the 'Course Catalog'. The main heading is 'Search for Courses and Course Sections'. Below this, there are two tabs: 'Subject Search' (which is active) and 'Advanced Search'. A search bar is present with the text 'Search for courses...'. Underneath the search bar, there is a prompt 'Search for a course subject:' followed by a text input field containing the word 'business'. A red box highlights the input field, and a red arrow points to it from the right. Below the search bar, a list of search results is shown, with the first result being 'Business Administration'. This result is also highlighted with a red box, and a red arrow points to it from the right. At the bottom of the page, there is a copyright notice: '© 2000-2024 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

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On this page, use the filter to find out the courses you wish to take for particular semesters, days and time slots.

For instance, I wish to take some classes on Monday and Wednesday mornings in the 2024 Fall semester. So, I checked 2024 Fall, Monday and Wednesday, and Morning (8 am - Midday). The courses on the right are the ones that meet your need.

Filter Results Hide

Availability ^

- Open and Waitlisted Sections
- Open Sections Only

Subjects ^

- Business Administration (10)

Locations ^

Terms ^

- 2024 Fall (10)

Days of Week ^

- Monday (10)
- Wednesday (10)

Time of Day ^

- Morning (8am - Midday)

Filters Applied: Business Administration x 2024 Fall x Monday x Wednesday x Morning (8am - Midday) x

BUSI-2012 Work & Career Mod Global Envir (0.5 Credits)
An examination of the theories and practices associated with work and career in the current globalized business world. Topics may include: the history and philosophy of work, working in a globalized world, the new business job market, work and well-being, work-life balance, choosing work, managing one's career, and working internationally.
Requisites:
None
[View Available Sections for BUSI-2012](#)

BUSI-2202 Comm & Self-Management Skills (0.5 Credits)
A study of communications functions in organizations, including effective use of written, oral and electronic communications, and the principles of self-management: self-awareness, emotional intelligence, cultural intelligence, time and stress management, personal effectiveness, and resilience. Skills will be developed through individual and group in-class activities and online assignments.
Requisites:
None
[View Available Sections for BUSI-2202](#)

BUSI-2214 Org Behav: Individ in Org (0.5 Credits)
A study of individual-level principles of organizational behaviour. Topics such as organizational effectiveness, management theory, personality, perception, values, attitudes, and decision making will be examined to help individuals understand themselves and improve their effectiveness in modern organizations. Note: Students who have received credit for BUSI 2212 may

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The image on the last page also shows the course list on the right. Click on “View Available Sections for XXXX-****”, you will see an image as below. For example, I clicked on BUSI-2012 and then I see the information about this course:

- Course description: An examination of the theories and ...
- Requisites: None (none means you can take it without any conditions. If there are any prerequisites here, please read the description to determine if you are eligible to take this course.)
- BUSI*2012-01: This is a full course code consisting of the subject abbreviation “BUSI*2012” and the section code “01”. Usually, such small section codes as 01, 02, 03... are offline on-campus classes, while section codes such as 15 or 16 are for Bermuda Cohort Only and therefore, you cannot take them. Section codes such as 18 or 19 are online classes. International students are not encouraged to take online classes, unless there are no other offline on-campus options. Section at MSVU means a class. One course may have some class options (sections).

Search for Courses and Course Sections

Search for courses...

Filter Results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Business Administration (10)

Locations

Terms

2024 Fall (10)

Days of Week

Monday (10)

Wednesday (10)

Filters Applied: Business Administration x 2024 Fall x Monday x Wednesday x Morning (8am - Midday) x

BUSI-2012 Work & Career Mod Global Envir (0.5 Credits)
An examination of the theories and practices associated with work and career in the current globalized business world. Topics may include: the history and philosophy of work, working in a globalized world, the new business job market, work and well-being, work-life balance, choosing work, managing one's career, and working internationally.

Requisites:
None

View Available Sections for BUSI-2012

2024 Fall

Seats	Times	Locations	Instructors
7 / 13 / 0	M/W 10:30 AM - 11:45 AM 2024-09-04 - 2024-12-06	Seton Annex 4 Lecture	

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- **Seats:** You will see 3 digits here, and the 1st digit means the number of the available seats. The 2nd digit means the total number of seats this class accepts, and the 3rd digit means the number of students on the waitlist. When you see the text is “waitlisted” instead of “seats”, it indicates that this class is already full and you can see a number of students are on the waitlist. If you select this class, you will be on waitlist too, and you will be unlikely to admitted to this class unless you get the instructor’s permission or any students give up their seats by dropping it.
- **Times:** It indicates the exact time and days of the class.
- **Locations:** You can find the physical location of the class or if it is offered online.
 - **Synchronous:** you will need to get online at the specified time and meet with your instructor and classmates in the online classroom.
 - **Asynchronous:** you study on your own and at your own pace. But you will need to follow your course outline.
- **Instructors:** The instructor of this class.

Search for Courses and Course Sections

Search for courses...

Filters Applied: Business Administration x 2024 Fall x Monday x Wednesday x Morning (8am - Midday) x

Filter Results (Hide)

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Business Administration (10)

Locations

Terms

2024 Fall (10)

Days of Week

Monday (10)

Wednesday (10)

BUSI-2012 Work & Career Mod Global Envir (0.5 Credits)

An examination of the theories and practices associated with work and career in the current globalized business world. Topics may include: the history and philosophy of work, working in a globalized world, the new business job market, work and well-being, work-life balance, choosing work, managing one's career, and working internationally.

Requisites:
None

View Available Sections for BUSI-2012

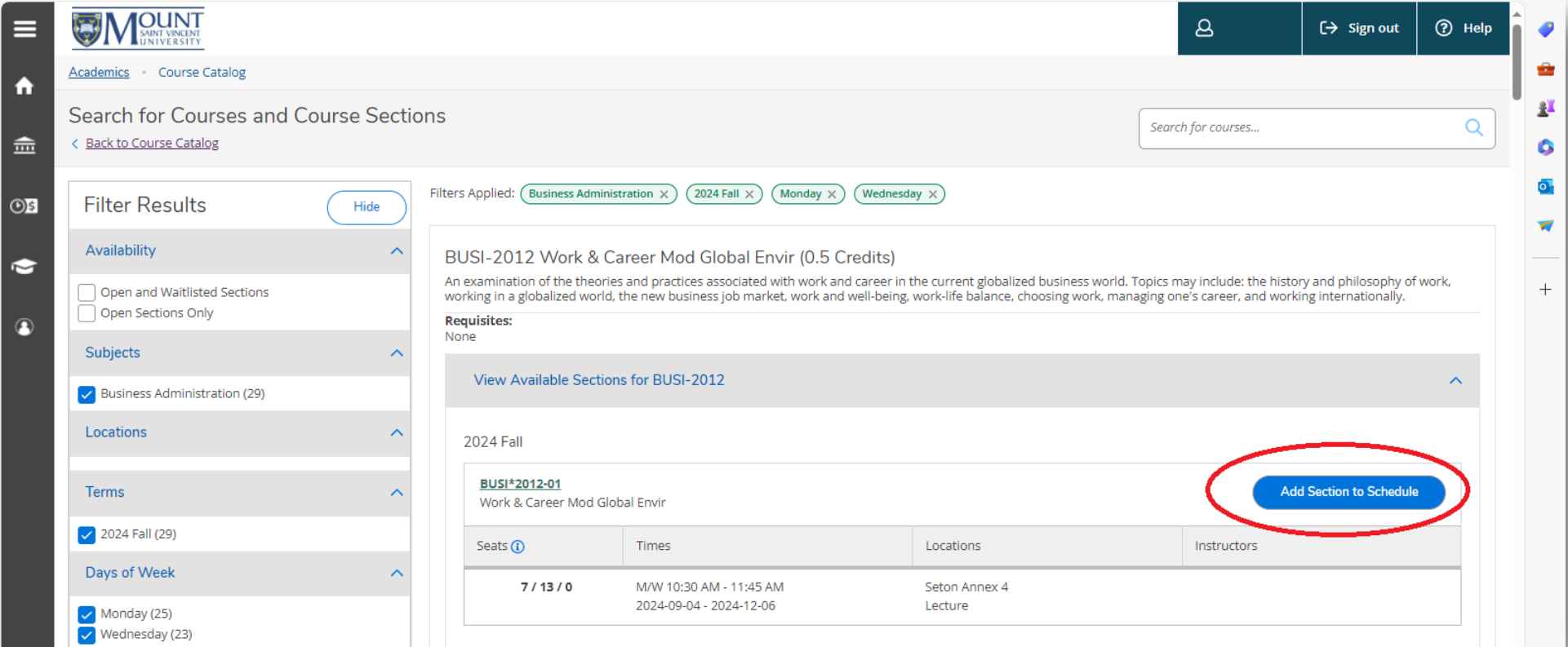
2024 Fall

BUSI*2012-01
Work & Career Mod Global Envir

Seats ⓘ	Times	Locations	Instructors
7 / 13 / 0	M/W 10:30 AM - 11:45 AM 2024-09-04 - 2024-12-06	Seton Annex 4 Lecture	

Add the class to your schedule, and then continue to select other courses in the same way.

Note: at MSVU, registration for 3 up to 5 courses is considered full-time and registration for 1 to 2 courses is considered part-time. International students are encouraged to take a full-time workload. Students can register for maximum 5 courses per semester.



The screenshot displays the 'Course Catalog' page on the Mount Saint Vincent University website. The page is titled 'Search for Courses and Course Sections' and includes a search bar. On the left, there is a 'Filter Results' sidebar with sections for 'Availability', 'Subjects', 'Locations', 'Terms', and 'Days of Week'. The 'Subjects' filter is set to 'Business Administration (29)', 'Terms' is set to '2024 Fall (29)', and 'Days of Week' is set to 'Monday (25)' and 'Wednesday (23)'. The main content area shows the course 'BUSI-2012 Work & Career Mod Global Envir (0.5 Credits)' with a description and 'Requisites: None'. Below this, there is a section titled 'View Available Sections for BUSI-2012' for the '2024 Fall' term. A table lists the available sections, with a blue button labeled 'Add Section to Schedule' circled in red. The table has columns for 'Seats', 'Times', 'Locations', and 'Instructors'.

Seats	Times	Locations	Instructors
7 / 13 / 0	M/W 10:30 AM - 11:45 AM 2024-09-04 - 2024-12-06	Seton Annex 4 Lecture	

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After having added all the classes to your schedule. Please click on “Academics” on the left and then click on “Register for Classes” as shown below:

The screenshot shows the Mount Saint Vincent University website interface for course selection and registration. On the left sidebar, the "Academics" menu item is highlighted with a red circle, and a red arrow points to it from below. Another red arrow points to the "Register for Classes" option below it. The main content area displays a search bar, filter results for Business Administration, 2024 Fall, Monday, and Wednesday, and two course listings: BUSI-2012 Work & Career Mod Global Envir (0.5 Credits) and BUSI-2060 Personal Finance (0.5 Credits). Both courses are marked as "This course is scheduled."

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And then, you will see your schedule like the image below. You can see I have time conflict between BUSI*2202-01 and PSYC*2206-01. If I wish to keep BUSI*2202-01, I will need to click the X to remove PSYC*2206-01.

Then click "Register" to finish your class registration.

The screenshot shows the 'Register for Classes' interface for the 2024 Fall semester. The interface includes a search bar, navigation tabs for 'Schedule' and 'Petitions & Waivers', and a summary of registration status: Not Registered: 4.50 Credits, Enrolled: 0 Credits, Waitlisted: 0 Credits.

The class list on the left shows two courses:

- BUSI-1112: Introduction to Business Admin** (Registered)
- BUSI*2012-01: Work & Career Mod Global Envir** (Not Registered)

The 'Not Registered' course details are as follows:

- Credits: 0.50 Credits
- Grading: Graded
- Instructor: TBD
- 2024-09-04 to 2024-12-06
- Seats Available: 7

The 'Register' button for this course is highlighted with a red box and an arrow pointing to it with the text "click it to register".

The class schedule grid shows a time conflict on Monday at 11am. The courses listed are:

- BUSI*2012-01 (Registered)
- BUSI*2202-01 (Registered)
- PSYC*2206-01 (Not Registered)
- BUSI*2202-01 (Registered)
- BUSI*2202-01 (Registered)
- PSYC*2206-01 (Not Registered)

The 'PSYC*2206-01' course is highlighted in red, and a red circle with an 'X' is drawn over it with the text "click X to remove it".

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If you change your mind and wish to drop a class and select other classes, you can come back to your schedule and click X in the corner of the selected class to remove it. And repeat the steps above to select and register for other classes. Or you can drop classes by logging in to your myMount and following the instruction on the screen.

The screenshot shows the MSVU myMount website interface. At the top, there is a green header with the MSVU logo and 'SharePoint' text. Below this is a navigation bar with links for 'myMount', 'Microsoft 365 Apps', 'Email', 'Registration Centre', 'Moodle', and 'Library'. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections:

- Notice: the Mount App**: A notice stating that the Mount App will be retired in June 2024 and replaced by myMount Self-Service.
- Faculty and Staff Quick Links**: A list of links including 'Colleague', 'Intranet', 'Mount Alert', and 'WebAdvisor'.
- Taxes, Earnings and Leaves**: A list of links including 'Leave Form', 'myMount Self-Service', 'Earnings Statements', and 'Tax Information'.
- Update: Marking National Indigenous Peoples Day**: A notice about the upcoming Indigenous Peoples Day.
- BEd and Graduate Application Information**: Instructions related to reviewing application documents and uploading files, with links to 'Bachelor of Education' and 'Graduate Programs'.
- Classes and Registration**: A section with a red arrow pointing to the 'Add/Drop/Register Classes' link. Other links in this section include 'Program Requirements', 'Grades', 'My Schedule', 'Moodle Classes', 'Unofficial Transcript', and 'Exams'.
- New at MSVU - Get Involved**: A section encouraging student involvement through societies and mystics teams.
- Academic Support**: A section providing information about academic support services.
- My Information**: A section with links for 'My Profile', 'Change Address', and 'Enter Social Insurance Number (SIN)'.