

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". Below this is a secondary menu with "Future Students", "Academics", "Campus Life", "International", "Alumni & Donors", "Research", and "About MSVU". A red circle highlights the "myMount / Email" link, with a red arrow pointing to it. Below the navigation is 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.

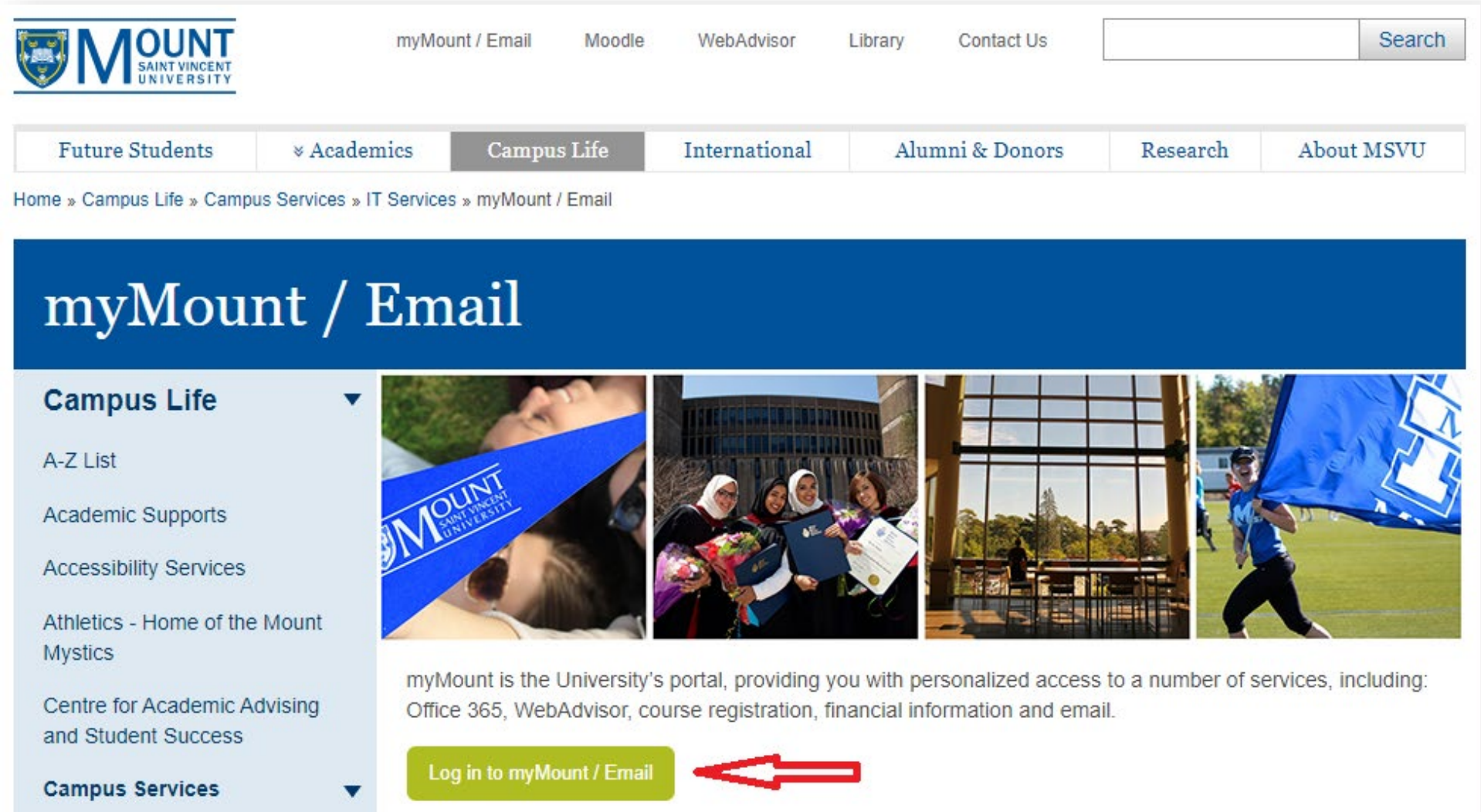
myMount / Email Moodle WebAdvisor Library Contact Us

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 (which is 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

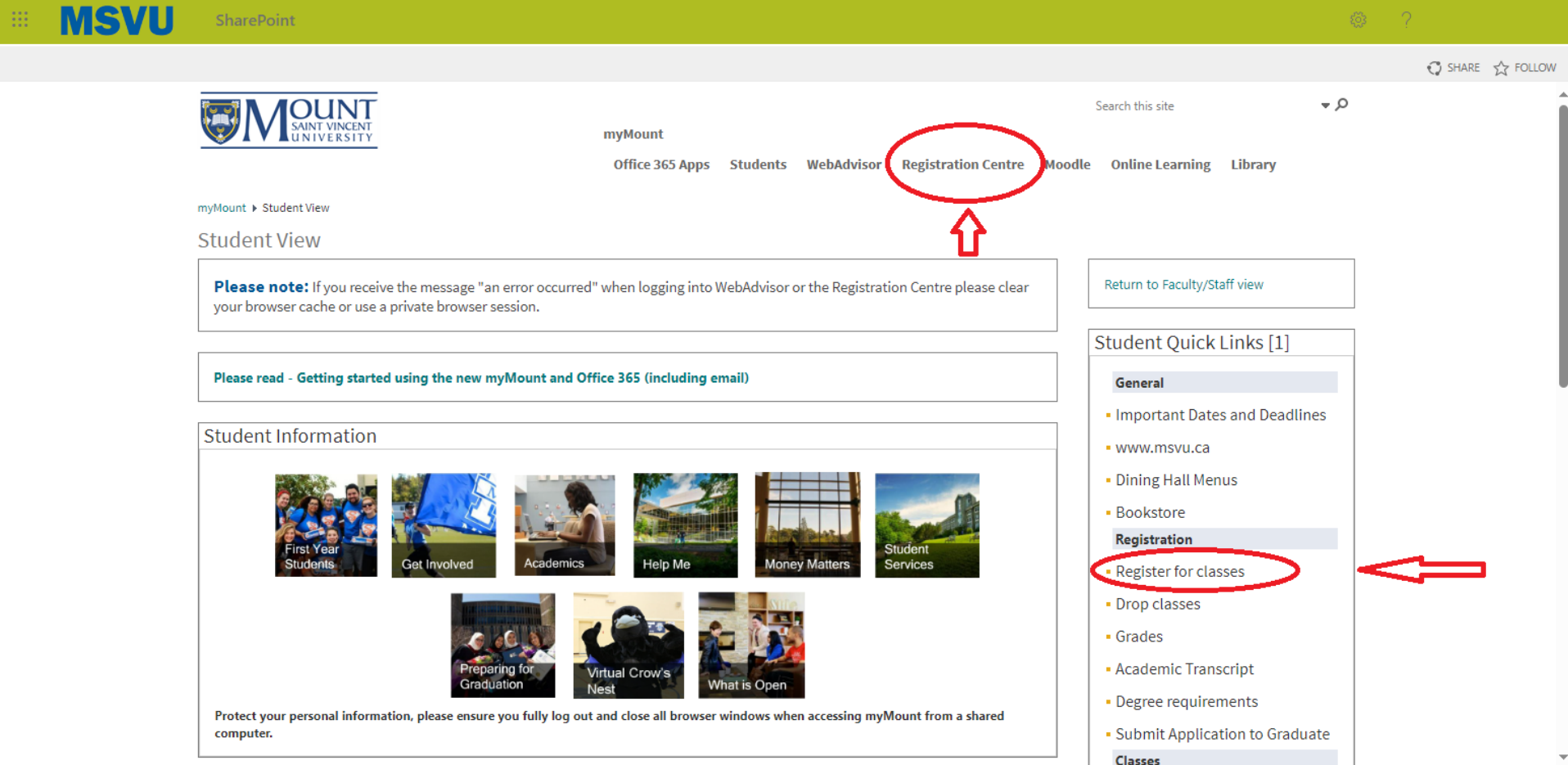
Campus Services ▼

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 "Register for classes".

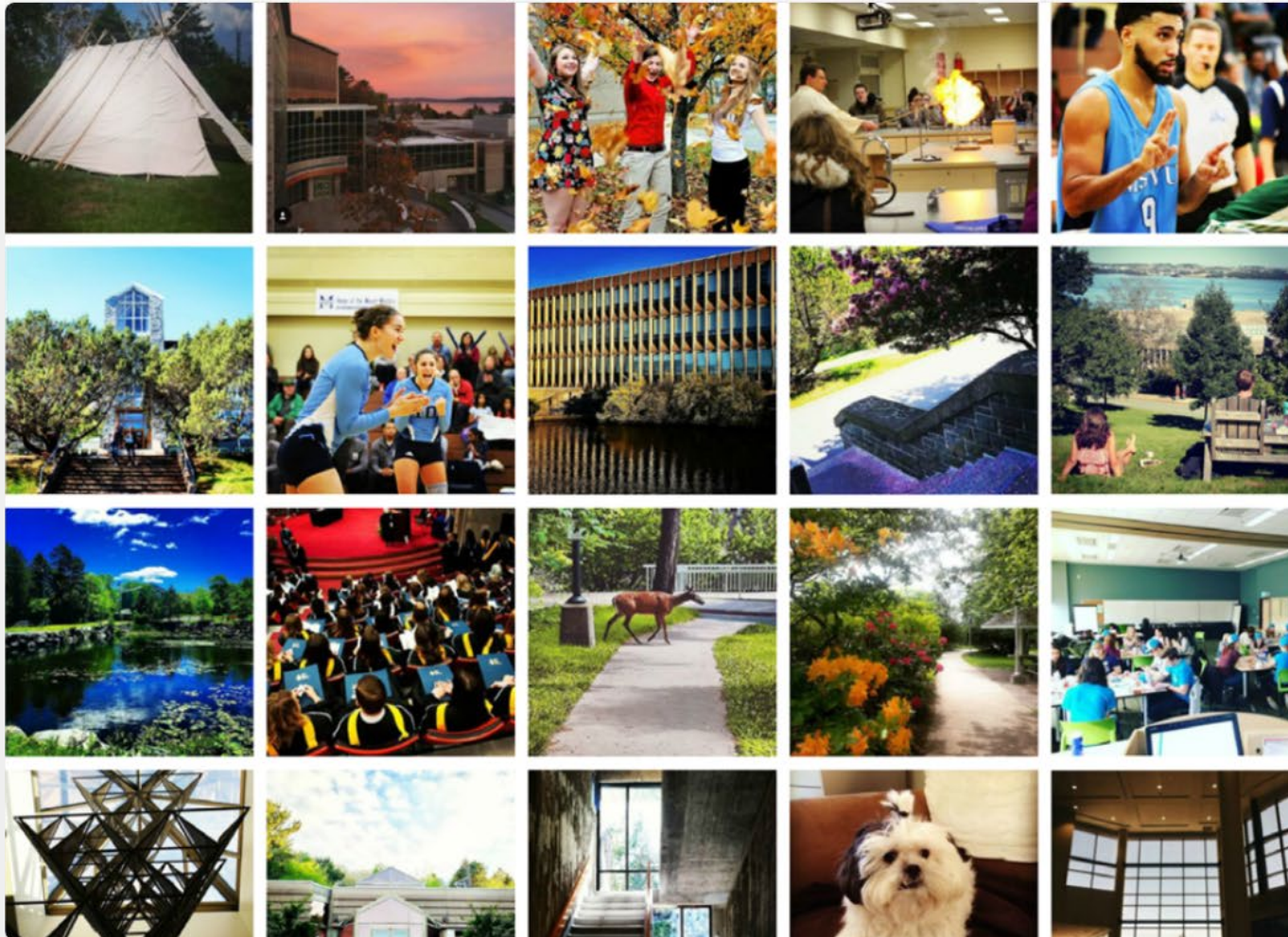


The screenshot shows the MSVU myMount website interface. At the top, there is a green header with the MSVU logo and the text "SharePoint". Below the header, the myMount logo is on the left, and a search bar is on the right. A navigation menu is centered, with "Registration Centre" circled in red and an arrow pointing to it. Below the navigation menu, there are several sections: "Student View" with a "Please note" message, "Please read - Getting started using the new myMount and Office 365 (including email)", and "Student Information" with a grid of tiles for "First Year Students", "Get Involved", "Academics", "Help Me", "Money Matters", and "Student Services". On the right side, there is a "Student Quick Links [1]" sidebar with a "Registration" section where "Register for classes" is circled in red and an arrow points to it. Other links in the sidebar include "Important Dates and Deadlines", "www.msvu.ca", "Dining Hall Menus", "Bookstore", "Drop classes", "Grades", "Academic Transcript", "Degree requirements", and "Submit Application to Graduate".

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

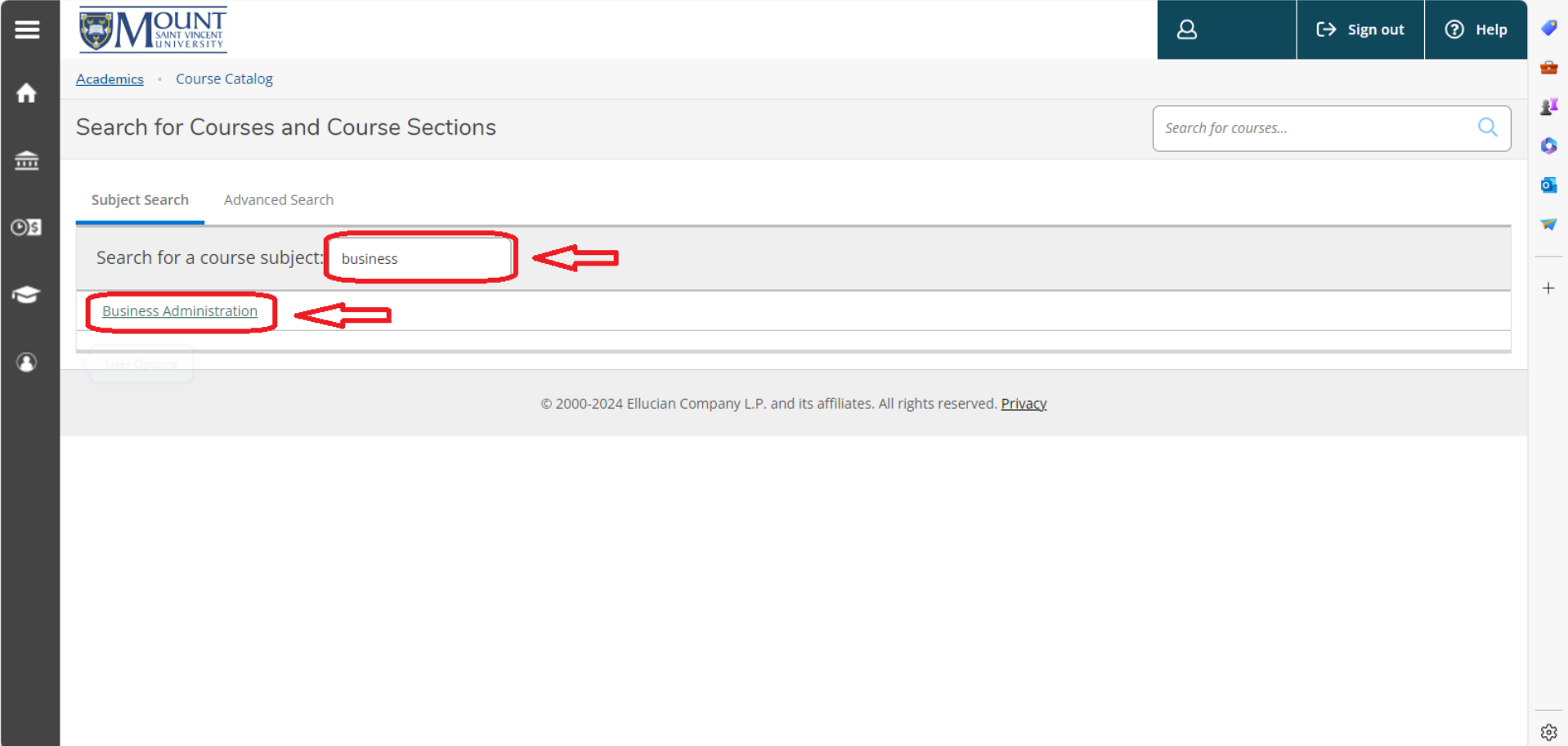


Sign in with your organizational account

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 page title is 'Search for Courses and Course Sections'. There are two tabs: 'Subject Search' (selected) and 'Advanced Search'. A search bar contains the text 'business'. Below the search bar, a single result is listed: 'Business Administration'. Red boxes and arrows highlight the search input and the resulting subject name. The footer contains the 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

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 | |

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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 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

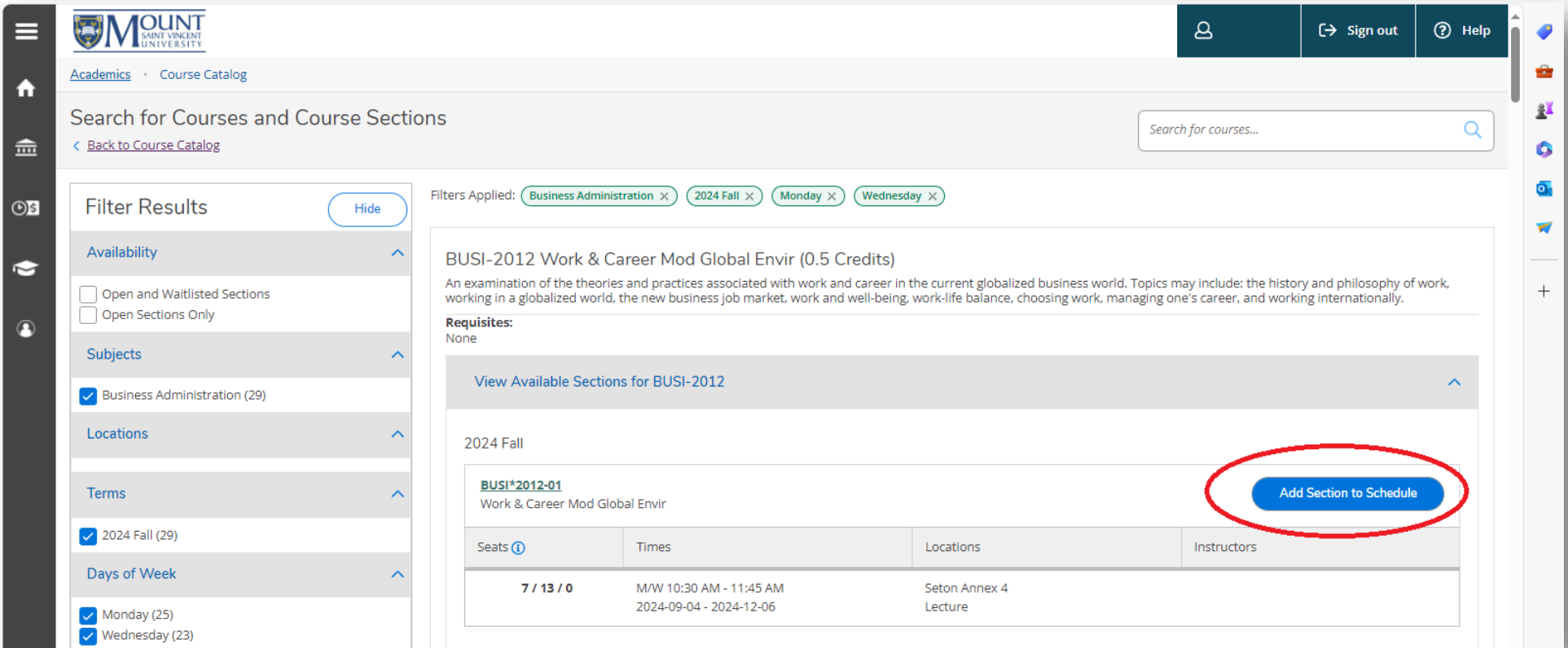
2024 Fall

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 course selection and registration interface. The left sidebar contains navigation options: Home, Financial Information, Employment, Academics (highlighted with a red circle and an upward arrow), Register for Classes (pointed to by a red arrow), Course Catalog, Grades, Graduation Overview, Unofficial Transcript, and User Options. The main content area displays search results for BUSI-2012 and BUSI-2060, both marked as "This course is scheduled." The filter results on the left show "Business Administration" selected, "2024 Fall" selected, and "Monday" and "Wednesday" selected.

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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".

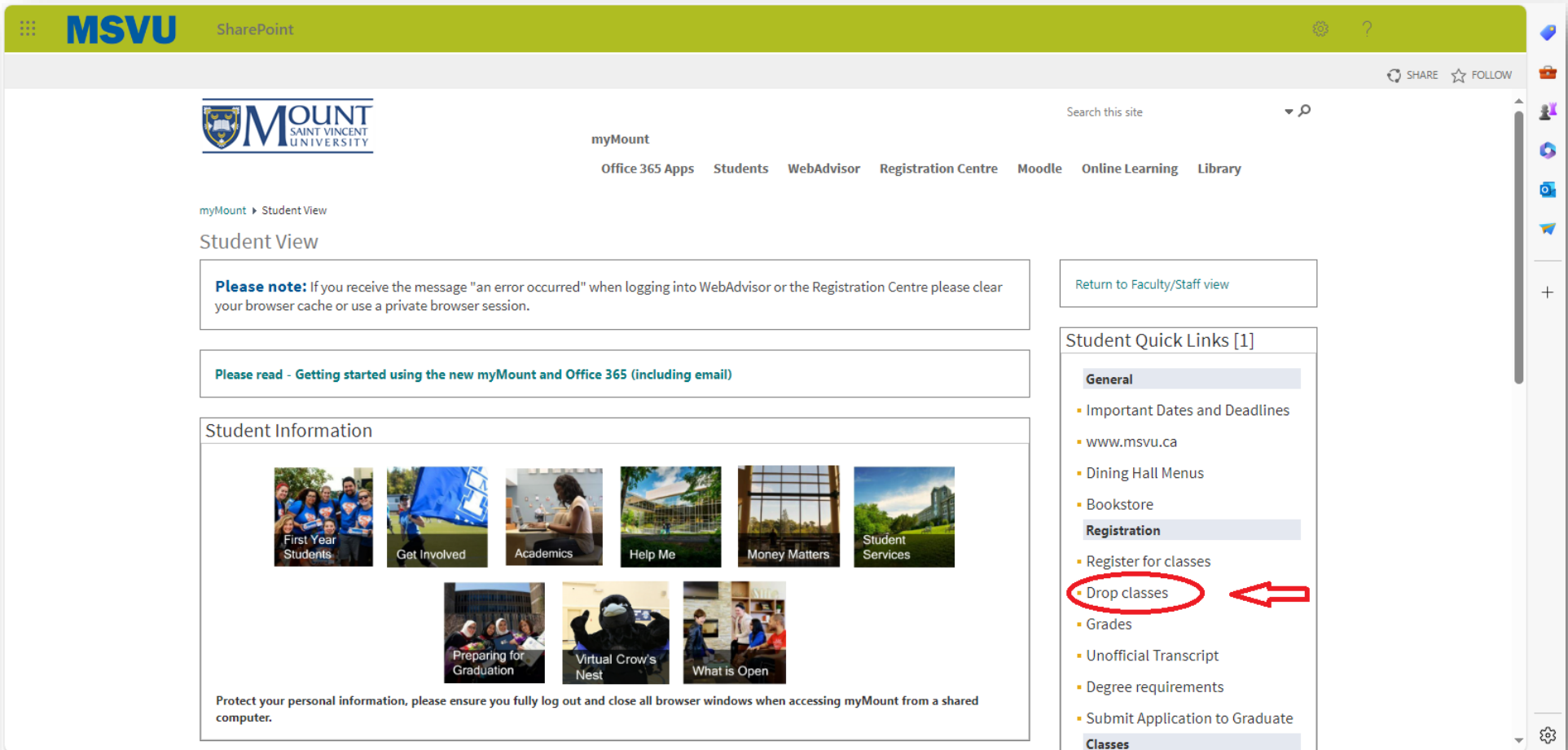
The class schedule grid shows a time conflict on Monday, 11am:

| Time | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|----------------|-------------------------------|----------------|-------------------------------|-----|-----|
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | BUSI*2012-01 X | BUSI*2202-01 X PSYC*2206-01 X | BUSI*2012-01 X | BUSI*2202-01 X PSYC*2206-01 X | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | PSYC*2205-01 X | PSYC*2225-01 X | PSYC*2205-01 X | PSYC*2225-01 X | | |
| 3pm | | | PSYC*2213-01 X | | PSYC*2213-01 X | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |

The time conflict at 11am is highlighted with a red cloud and 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 myMount Student View interface. At the top, there is a green header with the MSVU logo and 'SharePoint'. Below this, the myMount logo is on the left, and a search bar is on the right. A navigation menu includes 'Office 365 Apps', 'Students', 'WebAdvisor', 'Registration Centre', 'Moodle', 'Online Learning', and 'Library'. The main content area is titled 'Student View' and contains several sections:

- Please note:** If you receive the message "an error occurred" when logging into WebAdvisor or the Registration Centre please clear your browser cache or use a private browser session.
- Please read - Getting started using the new myMount and Office 365 (including email)**
- Student Information:** A grid of nine tiles: 'First Year Students', 'Get Involved', 'Academics', 'Help Me', 'Money Matters', 'Student Services', 'Preparing for Graduation', 'Virtual Crow's Nest', and 'What is Open'.
- Return to Faculty/Staff view** button.
- Student Quick Links [1]:**
 - General:** Important Dates and Deadlines, www.msvu.ca, Dining Hall Menus, Bookstore.
 - Registration:** Register for classes, **Drop classes** (circled in red with a red arrow pointing to it), Grades, Unofficial Transcript, Degree requirements, Submit Application to Graduate.
 - Classes:** (Section header only)

At the bottom of the Student Information section, there is a security warning: 'Protect your personal information, please ensure you fully log out and close all browser windows when accessing myMount from a shared computer.'