



ACADEMIC ADVISING FOR NEW STUDENTS

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CENTRE FOR ACADEMIC ADVISING AND STUDENT SUCCESS

ADVISING TEAM



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We are here to help you!

- There will be a lot of information today 😊
- You can take notes and take pictures.
- You can ask questions in the chat box or by speaking.
- Feel free to ask me to repeat something or go slower

HELPFUL TERMS AND TIPS

- **PROGRAM:** The Certificate, Diploma or Degree that you want to graduate with.

Example: If you are in the Diploma in Business Administration, that is your program.

- **COURSE:** One of the classes that you will study within your program.

Example: BUSI 1112 (Introduction to Business Administration) is a course that you would take within the Diploma in Business program.

- **UNIT:** Each course is worth 0.5 unit.

Example: So, if you are in a 20 unit program, how many courses do you have to complete before you can graduate?

HELPFUL TERMS AND TIPS

- **SEMESTER/TERM:** There are 2 main semesters and 2 shorter semesters within the year.

The Fall semester: September – December.

The Winter semester: January – April.

Summer Session 1: May – June.

Summer Session 2: July – August.

TIP: Summer Session 1 & 2 are condensed semesters. Summer courses cover the same information that would be taught in a Fall or Winter semester, but it will be taught in a 7-week period instead of 3 months. They are very fast paced.

- **COURSE LOAD:** The number of courses you are taking per semester. The maximum number of courses that you can take is 5 per semester.

TIP: To be a full-time student, you must take 3 - 5 courses in the Fall & Winter semesters. If you take fewer than 3 courses, you will be a part time student.

HELPFUL TERMS AND TIPS

- **PREREQUISITE:** A course that must be completed before taking another course.

Example: To take BUSI 2231, students must first complete BUSI 2230. Prerequisites are listed in course descriptions.

- **REQUIRED COURSE:** A course that you are required to take within your program.

Example: All students studying in a Business program are required to take specific BUSI courses, one of which is BUSI 1112. This is a required course.

- **ELECTIVE:** Electives are included in most programs, but unlike the required courses, you get to choose your electives.

Example: If your program requires 2.0 units of BUSI electives, that means that you must choose 4 courses that begin with 'BUSI' that are not otherwise required. Use your electives to take courses that you are interested in or to develop skills that will be useful in your career.

HELPFUL TERMS AND TIPS

- **TIMETABLE:** A list of all courses being offered by the university. The timetable changes every semester, so you should sort by term to see what courses are open for registration.

Tip: To see all courses being offered in September, view the timetable in MyMount and sort by Fall 2026.

- **ACADEMIC CALENDAR:** The Academic Calendar lists all university policies, procedures and program requirements. It also lists important dates throughout the academic year as well as course descriptions for all courses.
- **SECTION NUMBER:** The section number indicates the day, time, delivery mode and professor for a particular course.

TIP: Sometimes you will see several listing for the same course and the only difference is the last two digits. For example, BUSI 1112.03 and BUSI 1112.19 are both the same class, but the last two digits (03, 19) indicate that they are taught on different days, times, in different delivery modes, and by different professors.

YOUR USERNAME AND PASSWORD

You will need to use your username and password to login to MyMount to register for your courses

Your username and password are typically sent to you from the Information Technology & Services Helpdesk via the email address you used when you applied to MSVU. This email is sent after you receive notification of your acceptance to the University.

If you do not have your username and password, contact the IT&S Helpdesk by emailing helpdesk@msvu.ca

Helpful Tip: Your username is the first initial of your first name and your full last name. It may or may not have a number after it (ie: ccrow or ccrow1).

TOOLS TO HELP YOU PLAN YOUR FIRST YEAR

Visit [MSVU.CA/FIRSTYEAR](https://msvu.ca/firstyear) to:

- Access your **first-year planning guide** according to your program
- Read step by step **instructions** explaining how to select and schedule courses
- Watch a **video** showing you how to register for courses using MyMount
- And more!

ACCESS YOUR FIRST YEAR COURSE SELECTION GUIDE

Go to msvu.ca/firstyear and find your first-year course selection guide.

First-Year course selection guides list which courses you need to take in your first year depending on your program of study.

These guides are available for all undergraduate degree and diploma programs.

Review Your First-Year Course Selection Guide (Listed by Program) ▼

All programs have specific requirements. Use the course selection guide for your program to help you choose your first-year courses.

[Bachelor of Science Applied Human Nutrition](#)

[Bachelor of Arts](#)

[Bachelor of Science](#)

[Bachelor of Arts Communications](#)

[Bachelor of Public Relations](#)

[Bachelor of Business Administration](#)

[Diploma in Business Administration](#)

[Bachelor of Tourism and Hospitality Management](#)

[Diploma in Tourism and Hospitality Management](#)

[Bachelor of Arts Child and Youth Study](#)

REVIEW YOUR COURSE SELECTION GUIDE

These guides list the courses that are recommended in both Fall and Winter semesters for your program.

Students usually register for both semesters at the same time. You can always make changes before courses begin, if necessary.

Some courses have a required lab component that you also must register for. If a course has a required lab, that information will be in your guide as well as listed in MyMount when you register.

Diploma in Business Administration Course Selection Guide

- Use the table below to plan your course selections for the fall and winter semesters.
- Refer to the Arts and Science subjects (Core Groups A, B & C), professional studies subjects, and the list of Courses Open to First Year Students to select your courses.
- A course could be offered a number of different times in different time slots, so students in the same program often have different class schedules.

FALL SEMESTER	WINTER SEMESTER
1. BUSI 1112 Introduction to Business Administration 2. BUSI 2321 Introductory Accounting I 3. BUSI 2214 Organizational Behaviour, Individuals in Organizations 4. ECON 1101 Introduction to Microeconomics 5. BUSI 2230 Principles of Marketing	1. BUSI 2231 Applied Marketing 2. BUSI or THMT Elective _____ 3. BUSI 2215 Organizational Behaviour, Groups, Structure, Culture 4. ECON 1102 Introduction to Macroeconomics 5. BUSI Elective : _____
<u>Back-up choices:</u> BUSI 2011, BUSI 2060, BUSI 2601, BUSI 2250, BUSI/THMT 2202, BUSI 2259, THMT 1101 or an Arts & Science elective, i.e. LIBR 2100	<u>Back-up choices:</u> BUSI 2011, BUSI 2060, BUSI 2601, BUSI/THMT 2202, BUSI 2259, THMT 1101 or an Arts & Science elective, i.e. LIBR 2100, COMM 2025

FULL TIME VS. PART TIME STUDIES

There are 5 courses listed in each semester which is the maximum number of courses that a student can take per semester.

You are considered full time if you take 3, 4 or 5 courses in each fall and winter.

If you take 1 or 2 courses, you will be a part time student. If you are registered with Accessibility Services you are full time if you take 2 or more courses per semester.

Diploma in Tourism and Hospitality Management Course Selection Guide

- Use the table below to plan your course selections for the fall and winter semesters.
- Remember that a course could be offered a number of different times in different time slots, so students in the same program often have very different class schedules.

Fall Semester	Winter Semester
1. THMT 1101 Introduction to Tourism and Hospitality	1. BUSI 1112 Introduction to Business Administration
2. THMT 1201* Health and Safety Regs for TourismManagement	2. BUSI 2214 Organizational Behaviour: Individuals in Organizations
3. THMT 1116* Principles of Food Production andService, plus lab (THMT 116L)	3. THMT 2216 Restaurant and Food Service Management, plus lab (THMT 216L)
4. BUSI 2321 Introductory Accounting I	4. BUSI 2230 Principles of Marketing
5. THMT 2202 Communications and Self-ManagementSkills	5. THMT elective: _____
Back-up choices: _____	Back-up choices: _____

* Please take the following courses concurrently:
THMT 1201 and THMT 1116, plus lab (THMT 116L)

REVIEW YOUR PROGRAM CHECKLIST

You can see the requirements for your entire program by using the program checklists found at www.msvu.ca/advising

(Click the link found on the left called *Program Checklists*)

Student name: _____ Student number: _____
Faculty advisor: _____ Date: _____

The following courses are required to complete the Business Administration Diploma program. Please check off each course as you complete it. Also, check off any transfer credits you have been given upon entering the program by putting a "T" in the space beside the course.

✓	Course Requirements		Units
	BUSI 1112	Introduction to Business Administration	0.5
	BUSI 2214	Organizational Behaviour: Individuals in Organizations	0.5
	BUSI 2215	Organizational Behaviour: Groups, structure and culture	0.5
	BUSI 2230	Principles of Marketing	0.5
	BUSI 2231	Applied Marketing	0.5
	BUSI 2259	Legal Aspects of Business	0.5
	BUSI 2321	Introduction to Accounting I	0.5
	BUSI 3308	Operations Management	0.5
	BUSI 3320	Managerial Accounting	0.5
	BUSI 3360	Finance I	0.5
	BUSI 3361	Finance II	0.5
	ECON 1101	Introduction to Microeconomics	0.5
	ECON 1102	Introduction to Macroeconomics	0.5
	MATH 2208*	Introduction to Probability and Statistics I	0.5
	MATH 2209*	Introduction to Probability and Statistics II	0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business/Tourism elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective (at the 2000 level or above)		0.5
Total Units			12.0

Diploma in Business Administration checklist

TIPS FOR SELECTING AND SCHEDULING YOUR COURSES

- Using your first-year program planning guide and the timetable on MyMount, you can begin to schedule your courses.
- Schedule your required courses first to ensure you get into the classes you need for your program.
- *Add Electives:* Once you have scheduled your required courses, you can then add electives.
- *Avoid schedule conflicts:* When selecting your courses, make sure to choose classes that are not at the same time. Some courses have multiple sections so that you can choose the best one for your schedule.
- *Delivery Mode:* We offer classes online and in-person.
- *Class Times:* Typically, classes are 1 hour and 15 minutes, twice per week, or 2.5 hours once per week.

COURSE SELECTION AND REGISTRATION

- Go to www.msvu.ca and login to MyMount, on the left you will see *Classes and Registration* and a link that says **Add/Drop/Register Classes**
- On the page that opens up, click on the graduation cap icon on the left side. 
Then click **Course Catalog**.
Then click on the **course subject** that you want, for example Business Administration.
(Tip: You know which courses to search for by looking at your First Year Planning Guide)
- You can filter the results by Term (fall, winter) or by Instruction Type (online v. not online)
- Think of registration as a two step process:
Step 1: You will add courses to your schedule, and then
Step 2: You will register for them
- You can add courses to your schedule by clicking on the blue add button beside the course that you want to register for.

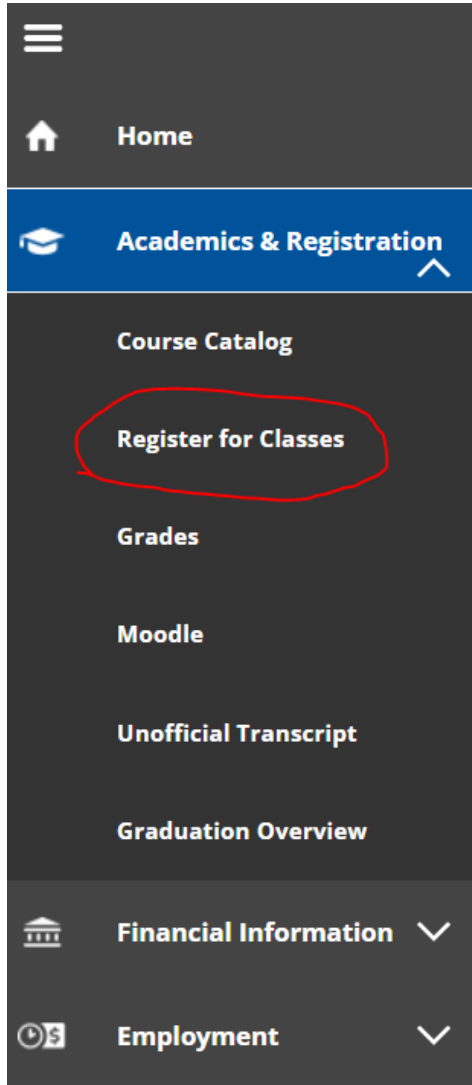
TIPS FOR SCHEDULING COURSES

The MyMount Registration System has a built in scheduling feature so that you can see when your courses are scheduled as you add them.

You may also wish to print out a blank schedule template to help you build your schedule. You can print a blank schedule template at www.msvu.ca/advising

	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am			BIOL*152L-LB ✕		MATH*1102-18 ✕	
10am						
11am		BIOL*1152-01 ✕		BIOL*1152-01 ✕		
12pm		CHEM*1011-02 ✕	BUSI*1112-01 ✕	CHEM*1011-02 ✕	BUSI*1112-01 ✕	
1pm						
2pm			CHEM*111L-LA ✕			
3pm		ENGL*1170-02 ✕		ENGL*1170-02 ✕		
4pm						

REGISTER FOR YOUR COURSES



- Once you have scheduled all of your courses, you are ready for step 2, to register!
- Click on the hat icon again to the left of your screen, select **Register for Classes**
- Once your scheduled classes screen opens, you can click on the blue **Register All** button on the upper right hand side to register for all of your scheduled courses



- You can access a video showing how to register using MyMount at www.msvu.ca/firstyear



CONTACT US



Book an appointment at www.msvu.ca/advising



Advising@msvu.ca



902-457-6657



Visit us in Seton 303