

NEW STUDENT ADVISING SHEET FOR MBA STUDENTS

Academic Advising Appointment:

To obtain information about registration all new students must email the Assistant Director at: admba.jmsb@concordia.ca.

This contact is required to enable you to proceed with online course registration in the MyConcordia portal after you have accepted the offer of admission and confirmed your participation in the program.

Your Academic Program:

Please refer to the curriculum requirements of your program in order to plan your courses with an awareness of the program structure and any required pre-requisite and co-requisite courses. That information will be found in the Graduate Studies Calendar, on the program website in the curriculum section, and in the program Registration Guide.

The Class Schedule and Important Dates:

The class schedule and registration start dates will be announced annually in the MyStudent Centre and on the MBA Moodle. The **Important Dates** for the academic year are listed on the website of the School of Graduate Studies. The Important Dates list includes the course registration ADD, DNE (Did Not Enter), and DISC (Discontinue) dates, as well as the examination weeks, and holidays. See <http://www.concordia.ca/events/academic-dates.html#grad>

Please view the following important websites:

<http://graduatestudies.concordia.ca/>

The School of Graduate Studies website for the Graduate Studies Calendar with the university policies and regulations, the list of Important Dates, and other information.

<http://www.concordia.ca/admissions/tuition-and-fees/>

The Tuition and Fees website for the Tuition Fee Calculator, the payment deadlines, and other information.

<http://www.concordia.ca/jmsb.html>

The John Molson School of Business website for information on the Master's of Business Administration program, the curriculum, the beyond the classroom opportunities, and other information.

Registration outside the JMBS MBA department for elective courses:

With the prior approval of the MBA Office, students may pursue elective courses in other Concordia Master's or PhD level programs, in other Quebec universities, or at our partner universities in other countries through the Concordia Student Exchange Program (CSEP) <http://international.concordia.ca/>. If you are interested, contact your academic advisor early to discuss the exchange process.

JMSB MBA Co-Operative Education Option:

Full-time status students may apply for internship opportunities through the Institute for Co-Operative Education. Note that while participating in the Co-Op program a student must maintain full-time status for that year but may register for only one course during the Co-Op work term. <http://co-op.concordia.ca/>

Updated: February 2016