




Bachelor of Business Administration Degree from Mount Saint Vincent University


Program Information (including Registration and Exam Processes)

BBA In Association with Mount Saint Vincent University



Degree/Program Information for MSVU/Bermuda College *In Association* BBA Degree

- ▶ Mount Saint Vincent University and Bermuda College have been working together since 1992 to offer Bermuda College students the opportunity to advance their Associate degree to a Bachelor in Business Administration degree *In Association with Bermuda College*.
- ▶ You need to have an Associates in Business Administration from Bermuda College. Other Associate degrees will be considered on a case-by-case basis.
- ▶ The MSVU BBA degree is 20 units (40 courses) and you can transfer up to 12.5 units (25 courses). In comparison, most universities only offer 10.0 units of transfer credits (20 courses).
- ▶ The BBA degree is offered completely online either full-time or part-time so you can work while you pursue your degree and get to practice what you learn! You can also come to Canada and study on campus at MSVU.



Degree/Program Information for MSVU/Bermuda College *In Association* BBA Degree

- ▶ You can apply for admission to MSVU any time after your first year of the Associates degree.
- ▶ Online classes at MSVU usually have a live class 2 hours per week so you get to know your classmates and professor but still have the convenience of online learning.
- ▶ Program support is available at Bermuda College and MSVU. Dr. Sandi Findlay-Thompson of MSVU provides academic advising so you understand your course requirements and stay on track. Dr. Constance Ridley-Smith at Bermuda College provides course registration and exam proctoring assistance. Cindy Huelin in MSVU's Registrar's office assesses your application for admittance and also conducts your transfer credit assessment. She also works with Dr. Smith to register your courses at MSVU.



Step 1.

How Do I Apply to the MSVU/Bermuda College *In Association* BBA Degree

Go to www.msvu.ca

Mid page, look for the box “Visit, Ask & Apply” click on “apply today”

Left hand menu, click “Undergraduate Application”

Click “Continue to Application for Admission”

Complete the Application.

For program of study, ensure you select **BBA in Association with Bermuda College.**

Pay your application fee online.

Have Dr. Constance Ridley-Smith at Bermuda College submit your transcript from Bermuda College to Cindy Huelin at MSVU.

Once transcript is received, it should take 2 weeks to hear from MSVU.



Step 2

Selecting Courses - Academic Advising

Once you receive official notification from MSVU that you have been accepted into the BBA In Association degree program, contact Dr. Sandi Findlay-Thompson for academic advising. Her email is sandi.findlay@msvu.ca. The BBA Worksheet you receive from Sandi will show your transfer credits and what courses you need to complete your degree. During advising, Sandi will discuss specialty areas (majors, etc.) within the BBA program. She will also clarify/check for prerequisites needed for any courses you want to take. See slide 9 for registration deadlines and **each year in March and June** contact Dr. Sandi Findlay-Thompson for your upcoming Summer/Fall/Winter advising. Advising and registration must be done early to guarantee you get seats in the upcoming classes.

Once you understand your course needs, you make a final selection and submit the registration form (which Sandi will give you) to Dr. Ridley-Smith. **You do not register directly with MSVU.**

Note: Sections 15 and 16 are solely for Bermuda College students but ask Sandi if you see a course not listed as sections 15 or 16 and you would like to take same.




Step 2

Course Equivalencies – Transfer Credit Opportunities

In Association students can transfer up to 25 courses to MSVU. Most students receive 18-20 transfer courses upon Associate graduation so you can still take courses at Bermuda College, at the lower Bermuda College tuition rate, and transfer them until you reach your 25 maximum allowable transfer credits. This can be done at the same time as you are taking MSVU courses. The most common courses that students take after graduation from their Associates to transfer are shown below but note there are others available, and Sandi can help with that:

MSVU	Bermuda College
Busi 2202 Communications Mgmt	MGN 2217
Busi 2230 Principles of Marketing	MGN 2210
Busi 2231 Applied Marketing	MGN 2211
Busi 3311 Small Bus. Management	MGN 2245
Busi 3312 International Bus. Mgmt	MGN 2250
Busi 3320 - Managerial Accounting	ACC 2253
Busi 3360 – Finance 1	MGN 2240
Busi 3361 – Finance 2	MGN 2241
Busi 3325 – Intermediate Accounting 1	ACC 2201
Busi 3326 – Intermediate Accounting 2	ACC 2202
Busi 4425 – Cost Accounting	ACC 2254
Busi 3313 – Human Resource Management	MGN 2110



Step 2 (continued)

Selecting Courses - Arts and Science

You are required to complete 8 arts and/or science courses within the BBA degree program. **What constitutes an arts or science course? Here are the disciplines you can choose from:**

Biology (BIOL), Canadian Studies (CANA), Chemistry (CHEM), Chinese (CHIN), Communication (COMM), Computer Science (CMPS), Cultural Studies (CULS), English (ENGL), Family Studies and Gerontology (FSGN), French (FREN), History (HIST), Library (LIBR), Mathematics (MATH), Philosophy (PHIL), Political Studies (POLS), Psychology (PSYC), Sociology (SOAN), Physics (PHYS), Religious Studies (RELS), Spanish (SPAN), Women's Studies (WOMS).

Notes:

1. You can substitute up to 1.5 units (3 courses) of arts/science at the 2000 + level for business electives. Speak to Sandi about this.
2. Most Associate degree students receive several Arts/Science transfer credits upon admission to the In Association program.



Step 3.

Meet/Connect with Dr. Constance Smith at Bermuda College

1. Dr. Constance Ridley-Smith is the academic manager at Bermuda College who will help you register for classes and assist with arranging exams. You have likely met with Dr. Smith already to get program information.
2. **Ensure before submitting your registration form to Dr. Ridley- Smith that you have completed Step 2 and have a BBA Worksheet from Dr. Sandi Findlay-Thompson and have checked your prerequisites.**
3. Once you have decided upon the courses you wish to take, complete the registration form Sandi gave you during academic advising. Either meet with Dr. Ridley-Smith to hand it over to her or send it electronically. If you made changes since your meeting with Sandi, ensure your selected courses do not overlap in terms of day and time and that you have done the prerequisite check. This will avoid errors being made during the registration process as the system will reject your choices if you have made mistakes. By the time we get back to you and you make changes, seats might be gone.
4. If you still have transfer credits that you can do at Bermuda College (BC), check the BC schedule for upcoming course offerings and schedules. **You must register directly with Dr. Ridley-Smith for Bermuda College courses, and you will see on the bottom half of the registration form there is a place to put BC courses.**
5. If you want to make changes or withdraw from courses, you must notify Dr. Ridley-Smith so she can inform the Mount otherwise you will be required to pay for the course and receive a Fail grade for not attending if you do not withdraw by the appropriate deadline.



Deadlines for Registration - Important

Deadline for registering for Summer 1 (May/June) and Summer 2 (July/August) courses:

April 1

Deadline for registering for Fall and Winter courses:

July 1

Note: The schedule for online summer courses and the upcoming Fall (September) and Winter (January) classes comes out in mid to end February each year. Contact Sandi immediately for advising and get your registration forms into Dr. Smith. Online classes fill very quickly and the sooner you register the better. You do not have to pay for your early registration courses at that time - you pay by the regular Bermuda College dates closer to the beginning of each semester. Registering early saves your seat for the upcoming year.

We understand life happens and funding opportunities might change from the date of early registration and the start of classes. If you need to withdraw or make changes after the April 1 or July 1 registration deadlines, it is not a problem so long as you do so as follows:

Summer 1 – Before the first day of classes

Summer 2 – Before the first day of classes

Fall – by September 1

Winter – by January 1



Books

Books and shipping fees are included in the cost of your tuition. They will be shipped as soon as possible after the deadline for each semester's registrations.

Note: If you are late registering for a course (e.g. see the previous page for stated deadlines for each semester's registrations) your book(s) might need to be sent separately to you and will likely be late arriving. If that happens, it is your responsibility as a student to catchup on any work missed or outstanding.




Accessibility Services

If you require accommodations based on unique needs such as requiring assistive technology options or you have a diagnosis from a healthcare professional regarding a mental or physical disability, please go to the Mount's website at www.msvu.ca and click on Campus Life, then click Accessibility Services, and then click Student Information. You do not need to go through Dr. Findlay-Thompson or Dr. Ridley-Smith if you wish to explore accessibility services.



Exams - Proctoring

- ▶ Exams at MSVU must be proctored if students live 100 kms or more away from the university. In some cases, professors will not require an exam to be proctored but they will notify students of same within the first week of classes.
- ▶ You will see in each of your course outlines there is a Proctor Approval and site location form to be completed by students within 2 weeks of the start of any course **but In Association students are NOT required to complete this form** as all exams are proctored at the Bermuda College Testing Centre. The Testing Centre will receive exam information from MSVU, and you will receive an email from exams@college.bm indicating the date, time, and location to write your exam.



Other Options for Attending MSVU (e.g. after High School or partial Associate's completed at Bermuda College, etc.

- ▶ If you do not have your Associate's degree, you *cannot* apply for the MSVU/Bermuda College *In Association* BBA degree. But you *can apply* for any other degree if you are a high school graduate or as a student who has some Bermuda College courses. **You would be considered a regular international student and apply directly to MSVU and not through Dr. Constance Ridley-Smith who only works with In Association students.** Apply at www.msvu.ca for acceptance and select the degree program you want to pursue. Note if you still want to pursue a business degree, select BBA and not BBA in Association. Other than a business degree (BBA) or a tourism and hospitality management degree (THMT), we cannot guarantee that other degree programs at MSVU will be offered completely online. Check with the appropriate department at MSVU to ensure you can access all their courses online before you apply. Of course, if you plan on coming to MSVU's campus to study, availability of online courses is not an issue
- ▶ Submit your official high school transcript as MSVU will need that before they can adjudicate your application to see if you meet the criteria for acceptance. **You will need to advise your high school to submit your transcript directly to MSVU.**
- ▶ If you have also taken courses at Bermuda College, MSVU will do a transfer assessment and you might get credits for some of your Bermuda College courses. You must send MSVU your transcript by using www.parchment.com to request to have your Bermuda College transcript forwarded directly to MSVU admissions. **Do not go through Dr. Constance Ridley-Smith for this transcript as she deals only with BBA In Association students. Also note that as a regular international student you can transfer in up to 50% of your degree requirements (e.g. for a 20-unit degree that equals 10 units) and not the 25 courses or 12.5 units provided to In Association BBA students noted on Slide 2.**
- ▶ Once you are accepted for admission to MSVU for any degree program, email advising@msvu.ca for academic advising, and ensure you get correct advise about course selection. Do not contact Dr. Sandi Findlay-Thompson as she only advises In Association students.