

# Frequently Asked Questions from New Business Students

## Resources

### 1. What is Academic Advising Services (AAS)? What resources does AAS offer that I may find useful?

Academic Advisors are here to help you achieve your educational goals. You can find out more about AAS online at <http://advising.mtroyal.ca>

Some of the resources I will find useful are:

1. On-line tutorials on how to check your class schedule, pay fees, register for course, etc.
2. GPA calculator
3. Individual advising appointments

### 2. Where can I find all of the rules and regulations for MRC?

The Mount Royal Academic Calendar contains all rules, regulations, important dates, course descriptions and other general information about MRC. It is very important that you become familiar with all information in the Calendar. You can access the Calendar on-line at <http://www.mtroyal.ca/academics/academiccalendar.shtml> or you can purchase a copy of the Calendar through the bookstore at <http://www.mtroyal.ca/bookstore>

Some pages that you may find useful are:

- Important Dates – Page 6
- Academic Regulations – Pages 32 to 42
- General Graduation Requirements – Pages 43 to 47
- Course Descriptions – Page 168 to 256
- Services for Students – Page 257 to 269

### 3. What is MyMRC?

[MyMRC](http://advising.mtroyal.ca/activatingMyMRC.pdf) is your one-stop website for accessing information about MRC services and recourses, performing online activities such as registering for classes or paying fees, and checking your MyMRC email. If you need help setting up your MyMRC Account visit <http://advising.mtroyal.ca/activatingMyMRC.pdf>

## Program Requirements

### 4. Which program have I been accepted to?

Check your admission letter or check online on MyMRC

- [www.MyMRC.ca](http://www.MyMRC.ca)
- Click on the Student Resources tab
- Click on Admissions

### 5. Which courses should I take this semester?

Check out your Academic Program pages in the Mount Royal Calendar or look at the Courses & Curriculum webpage online.

- <http://business.mtroyal.ca/programs.shtml>
- Select your program
- Click on Courses & Curriculum

### 6. What is an Arts & Science requirement and where can I find a list of Arts & Science courses?

Check out page 46 in the MRC Calendar or on-line at: <http://advising.mtroyal.ca/artsscireq.shtml>

### 7. What is a General Education (Gen Ed) requirement and where can I find a list of Gen Ed courses?

Please refer to the General Education website: <http://www.mtroyal.ca/teachingandlearning/gened/courses.shtml> for information.

### 8. How do I know how many courses I have left to graduate from my program?

Degree Navigator (DN) allows you to see how courses you have completed apply to your current program or any other program offered at MRC. Check out how far you are in a program using DN at <https://degreenavigator.mtroyal.ca/index.shtml>. If you are not familiar with how to use DN make sure to check out the DN tutorial before you login.



## Services & Logistics

### 9. Where can I find important dates such as the first day of classes?

Check out page 5 of the Mount Royal Calendar or online at [http://www.mtroyal.ca/academics/academic\\_schedule.shtml](http://www.mtroyal.ca/academics/academic_schedule.shtml)

### 10. How much are my tuition fees and when do I have to pay them?

Check out pages 26 – 30 in the Mount Royal Calendar or online at <http://www.mtroyal.ca/finances/currentstudents/index.shtml>

### 11. Which textbooks do I need for my courses and where do I purchase them?

Use the online textbook search to find out which textbooks you need for the courses you have registered in at <https://www.mtroyal.ca/bookstore/purchase/webstore.pl?page=priceinqA.txt&category=text>

You can purchase your textbooks at the Bookstore on campus or online. For tips on purchasing textbooks visit [https://www.mtroyal.ca/bookstore/mk/tips\\_buying.shtml](https://www.mtroyal.ca/bookstore/mk/tips_buying.shtml)

### 12. What is a Campus Card and where do I get one?

Check out page 21 in the Mount Royal Calendar or online at <https://www.mtroyal.ca/campuscard>

### 13. How can I get a parking pass?

Check out the Parking & Transportation website online at <https://www.mtroyal.ca/parking>

### 14. I am worried I may get lost on my first day. Where can I go to get help finding my way around campus and learning more about the services available?

First Year Insight/New Student Orientation (FYI) is designed to help you become aware of what our expectations are of you as a student, the academic policies that affect you and services that will help you succeed. It will also give you an opportunity to learn to navigate your way around campus and meet other new students. Read more about FYI online at <http://www.mtroyal.ca/fyi>

For more information on services for students check out pages 257 – 269 in the MRC Calendar or on-line at <http://www.mtroyal.ca/menuservices.shtml> and <http://www.mtroyal.ca/menuresources.shtml>

## How to Register

### 15. How do I register for courses?

You can register for courses online on [MyMRC](#). Check out pages 23 – 25 in the Mount Royal Calendar or review the registration tutorial online at <http://advising.mtroyal.ca/registeringForClasses.pdf>

### 16. How many credit hours/courses do I need to take to be a full-time student? Why does this matter?

Check out page 9 and 271 in the Mount Royal Calendar. Deciding to be a full-time or part-time student will affect many aspects of your student life such as your eligibility for financial assistance, student health and dental plans, the U-Pass and to participate on Mount Royal Athletic Team.

### 17. I am trying to register and I keep getting an error message. What am I doing wrong?

Check out page 25 in the Mount Royal Calendar for information on registration troubleshooting or review the registration tutorial online at <http://advising.mtroyal.ca/registeringForClasses.pdf>

### 18. What is waitlisting and how do I waitlist for a course?

Check out page 25 in the Mount Royal Calendar for information on how to waitlist or review the online registration tutorial at <http://advising.mtroyal.ca/registeringForClasses.pdf>

