

BBA TIP SHEET

REGISTRATION

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

When can I register?

MRU now has full-year registration, meaning that each Winter, you can (and should) register for the entire upcoming academic year. When you can register depends on if you are a new student or a continuing student:

Continuing Students

Registering for Fall and Winter

The schedule for the upcoming Fall and Winter semesters is normally released at the beginning of March (eg. Fall 2021 and Winter 2022 schedules released in March 2021). The schedule is set to view-only for a week, and then registration normally begins the second week of March.

To know the exact date you can register for your Fall and Winter courses, you will be assigned a Registration Access Date once you pay the \$125/semester non-refundable registration deposit (you can pay this online through your mymru.ca account starting when the schedule is released for viewing). Once your deposit is paid, you can click on the "When can I register" link under the Register & Pay tab in mymru.ca and that is the date, that starting at 12:01am, you'll be able to register for your upcoming Fall and Winter courses.

If you don't have a Registration Access Date posted, please double check to make sure that you've paid your registration deposit. If you have paid your registration deposit, but still do not have a date posted, please contact the Registrar's Office at creditregistration@mtroyal.ca for assistance.

If you have been away from MRU for a semester or more (not normally including a Spring or Summer semester) but are still within your allowable absence period, you will need to probably have your account reactivated prior to being able to pay your registration deposit. You can find out more information on the reactivation process [online](#).

If you have been in another MRU program, and have applied to and been accepted to the BBA for the upcoming academic year, please note that you will have to pay your \$425 non-refundable admissions deposit to be able to register for courses in your new program.

Registering for Spring and/or Summer

The schedule for the upcoming Spring and Summer semesters is normally released at the beginning of March (eg. Spring 2021 schedule released in March 2021). Spring and Summer registration is independent of full-year registration.

To know the exact date that you can register for Spring and Summer courses, you will be assigned a Registration Access Date, that is viewable in your mymru.ca account once the schedule has been released. There is no registration deposit required to register for Spring and Summer courses.

New-to-MRU Students

Registering for Fall and Winter

The schedule for the upcoming Fall and Winter semesters is normally released at the beginning of March

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(eg. Fall 2021 and Winter 2022 schedules released in March 2021). The schedule is set to view-only for a week, and then registration normally begins mid-April.

To know the exact date you can register for your Fall and Winter courses, you will be assigned a Registration Access Date once you pay the \$425 non-refundable admissions deposit (you can pay this online through your mymru.ca account once you get your offer of admission, and there is a deadline included in your offer letter). Once your deposit is paid, you can click on the "When can I register" link under the Register & Pay tab in mymru.ca and that is the date, that starting at 12:01am, you'll be able to register for your upcoming Fall and Winter courses.

If you don't have a Registration Access Date posted, please double check to make sure that you've paid your admissions deposit. If you have paid your admissions deposit, but still do not have a date posted, please contact the Registrar's Office at creditregistration@mtroyal.ca for assistance.

Registering for Spring and/or Summer

The schedule for the upcoming Spring and Summer semesters is normally released at the beginning of March (eg. Spring 2021 schedule released in March 2021). Spring and Summer registration is independent of full-year registration.

To know the exact date that you can register for Spring and Summer courses, you will be assigned a Registration Access Date, that is viewable in your mymru.ca account once the schedule has been released. There is no registration deposit required to register for Spring and Summer courses.

Things to do after you register:

1. Check to see if you have a red **prerequisite warning** beside any of the courses you are registered in on your worksheet page. If you are registered for a course in fall that is the prerequisite for the winter course, that is fine and it will disappear once you pass the fall course. If you are registered in a course that showing a prerequisite warning and you are not registered to complete the prerequisite course prior to the start of that term, you need to either choose a different course, make changes to your schedule, or if you think you already have the prerequisite contact your advisor to discuss.
2. Verify when your **tuition and fees** are due. Sometimes there are multiple fee deadlines so be sure to read closely. Arrange to pay these a few days in advance to allow for online banking processes.
3. **Check your MRUGradu8** to be sure all of the courses you have chosen are showing in your program as you had intended. If there are discrepancies, contact your advisor. You may want to save a pdf of your current program requirements as shown on mrugradu8.
4. If this is your **final term/year** and you are registered for your final courses, apply to graduate on mymru.
5. Check your schedule periodically for **changes to days/times**, professors, locations.
6. Review your booklist at the MRU bookstore starting a month before courses start. Note that there are many reasons why there may not be any required texts listed for your courses. Some professors do not require texts, some will not have decided on the books until much closer to the start of term and sometimes the texts are not yet available, so do not panic if there is no text listed yet.
7. Check your **blackboard** for messages and the course outline. Note that some professors do not post this until as late as the night before classes start.