Message of Welcome from Brant Long, Program Chair

Welcome to the Business Administration program at Red River College.

You are beginning an exciting and rewarding career path – one that can lead to numerous opportunities for your future. You will be supported by the many systems put in place at the College to assist you in your efforts toward a successful academic and life-enriching journey here.

Our experienced business faculty has the skills to help ensure that your needs and expectations as a student are met. The faculty and staff are all here to help you succeed.

We have prepared this handbook to help you with your transition to college life and to answer as many questions as we can anticipate. The handbook includes specific information about the Business Administration program, including an overview of the courses and objectives, grading standards, and policies. It also includes the College policies and procedures that apply to all students.

College can be a challenging and rewarding experience. To help you make the most of your time with us, I encourage you to visit the RRC Student Success Skills page on our website at www.rrc.mb.ca/success

All the best in your endeavors!
TABLE OF CONTENTS

PROGRAM DESCRIPTION ................................................................. 1
Introduction .................................................................................. 1
Major Areas of Study .................................................................... 1
Program Content ......................................................................... 2
General Studies and Student Association Credits ....................... 2
Prerequisites ................................................................................ 2
Demands of the Program ............................................................ 2
Program At A Glance ................................................................. 3

REGISTRATION PROCEDURES ...................................................... 5
1st Year Registration and Timetable Selection ............................... 5
2nd Year Course Selection ........................................................... 5
Course Add/Drop .......................................................................... 5
Program Extension ...................................................................... 6
Class Hours ................................................................................ 6
Course & Instructor Evaluation .................................................... 6
Booklists ..................................................................................... 6
Lockers ....................................................................................... 6
Printing ........................................................................................ 6

ACADEMIC POLICIES AND PROCEDURES .................................... 6
Attendance/Absence from Class ................................................... 6
Course Outlines .......................................................................... 6
Honour Roll ................................................................................ 7
Honours Graduate ...................................................................... 7
Transfer between RRC Programs ............................................... 7
Transfer of Credits to RRC from other Post-Secondary Institutions 7
Recognition of Prior Learning (RPL) ........................................... 8
Supplemental Exams .................................................................. 8
Retention & Return of Exam Papers ............................................. 8
Requirements for Graduation ....................................................... 8
Security of Academic Records .................................................... 8
Academic Transcripts .................................................................. 8
Progression in Program ............................................................... 9
Academic Probation .................................................................... 9
Program Re-admission ................................................................. 9
Voluntary Withdrawal from a Course ........................................... 9
Program Withdrawal ................................................................. 9
Academic Accommodation ......................................................... 10

STUDENTS’ RESPONSIBILITIES .................................................. 10
Student Code of Rights and Responsibilities ............................... 10
Student Discipline ...................................................................... 10
Student Appeals ......................................................................... 10
Academic Integrity ...................................................................... 11
International/Sponsored Students Responsibilities ..................... 11
COMMUNICATION WITH STUDENTS
Notices to Students
Urgent Messages to Students from Others
Change of Address/Personal Particulars

STUDENT OPPORTUNITIES
Mentorship Program
Directions Conference
First Impressions Recruitment Event
Career Fair
Employment Opportunities

EXAMINATION POLICIES AND PROCEDURES
Method of Evaluation
Examination Regulations
Examination Period Conflicts
Deferrals
Missed “In-Class” Evaluations

THE GRADING SYSTEM
Credit Hours
Grade Point Average

ENVIRONMENTAL HEALTH AND SAFETY

HUMAN RESOURCES

INFORMATION TECHNOLOGY

PRINCIPLES OF CONDUCT

TUITION POLICIES AND PROCEDURES
Refund Policy

SCHOLARSHIPS AND AWARDS

FURTHER STUDIES/TRANSFER OF CREDITS TO OTHER INSTITUTIONS
Post Graduate Diploma, International Business Red River College
University of Manitoba
University of Winnipeg
Booth University
Brandon University
Okanagan College
Royal Roads University
University of Lethbridge

AVAILABLE FORMS

MAPS
Exchange District Campus (EDC) - Roblin Centre Maps
Notre Dame Campus Map

CONTACTS

IMPORTANT DATES

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The rules and regulations in the Business Administration Student Handbook supplement the College Policies of Red River College.

The School of Business and Applied Arts of Red River College reserves the right to make changes in the information contained in this publication without prior notice.
Program Description

Introduction

Business Administration is a two-year diploma program with fall and winter program entry dates offered at both the Notre Dame Campus (NDC) and Exchange District Campus (EDC) - Roblin Centre. Note that students commencing the program in the winter term will continue their first year of studies during the spring/summer term, and continue the second year of the program in the fall term.

Business Administration is designed to provide a broad business foundation during the first year of studies with students declaring a specialization that focuses their studies during the second year of the program. Students will declare a specialization in one of the following: Accounting, Administration, Marketing, Financial Services, or Human Resource Management.

The Business Administration (BA) program provides training to students in a variety of course areas such as accounting, economics, management, marketing, business law, and computers. It provides graduates with the knowledge and skills needed to pursue a variety of careers in business.

Within 5 years of the date of initial entry, students must successfully complete all first year courses, as well as all second year compulsory and elective courses based on their choice of specialization. Upon completion of 96 credit hours, student will be eligible to graduate with a Business Administration diploma.

Employment opportunities vary, depending upon personal preferences, ability and prior work experience. Many graduates have been accepted into management training programs with department stores, banks, insurance companies and other financial institutions. Others have found rewarding careers in small business. Some have even gone on to start their own enterprises. Many graduates have gone on to executive positions in business and government.

Program Dates for the 2015-2016 Academic Year

Fall Semester: August 31, 2015 to December 18, 2015
Winter Semester: January 4, 2016 to April 29, 2016
Spring/Summer Semester: May 2, 2016 to August 19, 2016

Major Areas of Study

The Accounting specialization expands on the knowledge of basic accounting principles and practices gained in first year. It is recommended for students interested in pursuing a career in the Accounting Profession. The required courses emphasize decision-making outcomes based upon accounting information and include: Intermediate Accounting 1, Intermediate Accounting 2, Cost Accounting and Accounting Software.

The Administration specialization allows students to pursue a flexible path of study by selecting courses from a variety of subject areas. There are no required courses in this specialization.

The Marketing specialization is designed to encourage a critical and analytical study of the strategic marketing process. The required courses examine various marketing functions and environments. Courses include Marketing Research, Personal Selling, Integrated Marketing Communications, Consumer Behaviour, International Marketing, Retail Management and E-Marketing.

The Financial Services specialization is designed for those interested in banking and finance as a career. The specialization focuses on strong communication, organizational, and analytical skills, coupled with financial applications. Required courses include: Canadian Investment Funds, Personal Finance and Banking, Business Finance and Financial Services Selling 1, as well as Life License Qualification, Strategic Wealth and Financial Services Selling 2.
The Human Resource Management specialization is designed for students with strong critical thinking and interpersonal skills who want to implement the functions of human resource management. Students will be prepared for an administrative role in an HRM department and can begin the professional certification process, if they desire. The required courses within this specialization are Recruitment & Selection, Training & Development, Workplace Health & Safety, Project Management, HRM Research & Planning, Payroll & Benefits, Technical Writing for Business and Industrial Relations.

Double majors can be earned by completing at minimum, an additional 6 courses in a second specialty.

Program Content
The Program content listed on pages 3 and 4 is intended to provide information for the guidance of students in the planning and selection of appropriate courses. It outlines all courses offered in the Business Administration program. It identifies compulsory courses, prerequisites, elective courses and the terms in which they are offered during the day program.

Brief course descriptions are available on the College website at http://me.rrc.mb.ca/Catalogue/CourseDescriptions.aspx?ProgCode=BUSAFL-DP&RegionCode=WPG.

General Studies and Student Association Credits
Students in Term 4 may apply for a General Studies credit based on advanced business-related courses taken at other accredited post-secondary institutions.

Students elected to the Student’s Association executive are eligible for an exemption for one elective in their second year. Students cannot claim a credit for both General Studies and Student’s Association credit.

Prerequisites
Several courses of the Business Administration program are prerequisites to other courses. Where a course has a prerequisite, the prerequisite MUST be successfully completed before a student may enroll in that course.

Demands of the Program
Business Administration is an academically demanding program that requires an above average ability to learn reason and make decisions. A student should be willing to spend an average of two hours a night on assignments, in addition to an average of five instructional hours per day.
**AT A GLANCE - BUSINESS ADMINISTRATION PROGRAM**  
YEAR 1 of 2 (subject to change)

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<th>Course</th>
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<th>Human Resource Management</th>
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- A CPA designation requires a Canadian undergraduate degree or recognized equivalent, prior to entry to the CPA Professional Education Program (PEP).
### AT A GLANCE - BUSINESS ADMINISTRATION PROGRAM

**YEAR 2 of 2 (subject to change)**

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<td>ADMN-3001</td>
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<td>GSBA-3000</td>
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<td>SABA-3000</td>
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**X = Compulsory**  **S = Suggested**  **C = Suggested for CPA**
REGISTRATION PROCEDURES

1st Year Registration and Timetable Selection
Registration will take place on the first day of Term 1. Students must attend Registration to confirm their enrolment in the Program. Failure to attend Registration may result in cancelation of your program registration. Students who maintain academic eligibility in Term 1 are automatically placed on the registration list for Term 2 of the Program. If you are eligible to proceed but choose to withdraw from the program, you are responsible for submitting a complete Program Withdrawal Form to the Student Services Centre.

Students accepted by a specified date into the fall term of Year 1 will be given an opportunity to select a Term 1 timetable online through WebAdvisor. Space availability in each section is limited and selections will be approved on a first-come, first-served basis. A similar process for Term 2 timetable selection will be used during the fall term. Detailed information about timetable selection will be posted at http://connect.rrc.ca/DMMAD/BUSAF.

2nd Year Course Selection
Second year registration is a multi-step process spread over several dates. The process begins in early March. Information sessions will be held to help first year students choose their specialization for the fall term (Term 3) and to explain the second year course selection process. Detailed information about specializations and second year courses will be posted at http://connect.rrc.ca/DMMAD/BUSAF.

On the date announced at the information session, students will use WebAdvisor to register their specialization choice. This information will then be used to create core timetables.

Core timetables will be chosen a few weeks after specialization selection. Core timetables consist of the compulsory courses taken by all students as well as the required courses for each specialization. (For specializations that have no electives, course selection is completed once a timetable has been selected).

Students will choose their elective courses (for only specializations that offer electives) a few weeks after core timetable selection.

A similar process is used for Term 4 course selection. All steps must be completed during the dates provided. If you encounter problems at any time during the registration process, you are urged to contact the 2nd year coordinator as soon as possible.

Course Add/Drop
The add/drop period is defined as the first five days of the academic term.

Adds
If you wish to add a course to the term in which you are currently registered, you must submit a completed Course Add/Drop Form to the Business Administration office prior to the end of the add/drop period. Requests to add courses offered in a term in which you are NOT currently registered will be processed during add/drop period only. Requests for additional courses will be considered in the order in which they’re received, with approval based on space availability and fit with the student’s timetable.

Drops
If you wish to drop a course you are registered in and have it removed from your academic transcript, a completed Course Add/Drop Form must be submitted to the Business Administration office prior to the end of the add/drop period. Courses dropped after the add/drop period but prior to the voluntary withdrawal deadline will appear as a VW on the student’s academic transcript.
Program Extension
Students who wish to continue beyond Term 4 (normal program end) must apply for an extension through the Business Administration 2nd year coordinator.

Class Hours
Classes for full-time day courses may be scheduled between 8:00 a.m. and 6:00 p.m. Monday through Friday.

Course & Instructor Evaluation
Students will be provided with an opportunity to complete course and instruction evaluations each term through the Student Evaluation of Instruction Survey accessed through LEARN.

Booklists
Booklists are available online at the College Website: http://bookstore.rrc.mb.ca/redriver/index.asp or at either Book Stores at the Notre Dame Campus or The Exchange District Campus 3 weeks prior to the beginning of each term.

Lockers
Locker permits are available for purchase at the Print and Graphics Center at both campuses (W104 at EDC and DM19 at NDC) or on line at http://www.rrc.ca/lockers

Printing
User printing in College labs and libraries is monitored and managed through the software system Equitrac. Each student receives a limited amount of credit for one academic year for printing. Additional print credits may be purchased in the Print and Graphic Centre at the Notre Dame Campus at an automated pay station located in the atrium at the Exchange District Campus. Questions regarding the status of your Equitrac account should be directed to the Print and Graphic Centre DM19/W104.

ACADEMIC MATTERS (Policy A Series)
College policies regarding academic and procedural matters have been briefly summarized here with respect to the Business Administration program. The full policies can be found at www.rrc.mb.ca/policies.

Attendance/Absence from Class
Regular attendance is required of students in all courses. Students are expected to notify the appropriate instructor(s) regarding unavoidable absence, i.e. illness, family emergency, court proceedings. Absence from class does not excuse students from their responsibilities for work assigned, and materials covered, including tests. Late assignments may be penalized or may not be accepted for marks.

Students should check the connect site (http://connect.rrc.ca/DMMAD/BUSAF/default.aspx) or the bulletin board (outside E112/P411), on a daily basis, in order to determine whether an instructor is absent. If the instructor is absent, students are not required to attend that class.

If an instructor is late, students are expected to wait for 10 minutes. After 10 minutes has expired and the instructor is still absent, students may leave the class without penalty.

Course Outlines
Students will receive a detailed outline through the LEARN site for each course they are registered in. The outline includes topics covered, the number of credit hours each course is worth, the methods of evaluation and the value assigned to each method of evaluation.
Outlines may be required for future academic endeavors. It is the responsibility of the student to retain the course outline for each course taken. Students who require a course outline will be charged a fee per outline. Course Outline Form can be found at: http://www.rrc.ca/files/file/admissions/ProgramCourseOutlineRequest.pdf.

Honour Roll (by Term)
Students who are enrolled in a minimum of 60% of a full course load for the term and who achieve a grade point average (GPA) of 3.8 or higher with no failures, are recognized for that term as Honour Roll Students. Each student on the Dean’s Honour Roll will receive a certificate of commendation from the Dean. The Dean’s Honour Roll will be posted on the bulletin board outside E112/P411 during the first week of classes of the following term. Students who wish not to have their names posed on the bulletin board must advise the Business Administration office (Notre Dame - E112/ Exchange District Campus - P411).

Honours Graduate
Students, who have achieved a cumulative grade point average of 3.80 or higher, with no failures, will graduate with honours. Honours graduates will be recognized in the convocation program and have “Honours Graduate” on their transcripts and parchments.

Transfer Between RRC Programs
Courses from Red River College with the same course number are considered by the college to be equivalent and will be credited to your program. You will need to drop the credited course equivalent that you are registered in.

Not all courses taught in CE/DE program qualify for credit in the day program. Check with a Business Administration coordinator to ensure course credit eligibility.

Transfer of Credits to RRC from other Post Secondary Institutions
Students entering Business Administration may be granted course credits for previous post-secondary studies. To be considered for credit, courses must have been taken within the last five years with a minimum letter grade of “C”.

Credits granted will appear in a separate section of the transcript as “CR” and will not be included in the grade point calculation.

Students will not be granted more than 75% of the credit requirements of graduation through transfer of credits.

Students requesting a transfer of credit must submit a completed Transfer of Credit Request Form along with the appropriate supporting documents (i.e. original transcript and detailed course outline) to Student Service Centre (D101 - NDC or P104 - EDC). The Transfer Credit Request Form can be found at the following link: http://www.rrc.ca/files/File/catalogue/CourseCreditTransfer.pdf or available at the Student Service Centres (D101 - NDC or P104 - EDC) or the Business Administration office (E112 - NDC or P411 - EDC). Any questions should be directed to the Transfer Credit Officer:
Office of the Registrar, Enrolment Services
D-105 - 2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
PHONE: 632-2326
FAX: 697-4738
Recognition of Prior Learning (RPL)

RPL is a process in which individuals have the opportunity to obtain credit for college level knowledge and skills gained outside the classroom and/or through other educational programs. It is a process which documents and compares an individual’s prior learning gained from prior education, work and life experiences and personal study to the learning outcomes in College courses/programs. For more information about RPL at Red River College, refer to the RPL website at http://www.rrc.ca/index.php?pid=404. For general information and assistance with RPL, contact Red River College’s RPL Advisor at (204) 632-3094.

Supplemental Exams

The Business Administration program does not offer supplemental exams.

Retention & Return of Exam Papers

Mid-term and final exams will not normally be returned. They will be kept by instructors for a minimum of three months after the completion of the term. Upon request, students may view major term examinations or final examination papers which have not been returned to them. If a student appeals a Grade, all relevant examination, results and term assignments will be kept until the appeal is concluded.

Requirements for Graduation

Students are responsible for ensuring that they have taken the appropriate courses to meet the requirements of one of the specializations. The maximum time period for the completion of the Business Administration diploma is five years from the date of initial enrollment. (Students who require more than five years must have the written approval of the Dean to continue and may be required to complete additional courses).

During their final term of study, students who expect to graduate must submit a Graduation Application form to graduate. If you do not apply for graduation, you may not be included in the Spring/Winter convocation listing. Watch for posters around the Business Administration Offices (E112/P411) announcing deadlines. Applications must be taken to the Student Services Centers (P104/D101).

Graduation Application forms are available at each of the Business Administration Offices (E112/P411), at the Student Services Centers (P104/D101) and online at http://www.rrc.mb.ca/index.php?pid=2496.

If you complete the program between convocation dates, a transcript indicating graduation status can be issued from Enrolment Services; however the diploma will be conferred at the next convocation.

Security of Academic Records

The College will regard each student record as a unique and private document and will keep it in a secure environment.

The term “student record” refers to the data submitted in support of a student’s admission to the College to which is added the student’s academic history while a student at the College. A student’s academic record does not include health or counselling records, which are kept separately from the academic records.

Student marks and personal information will only be released to external parties with the written consent of the student. Certain incidents of a disciplinary, safety, healthy, or criminal nature that lead to suspension or expulsion will be noted permanently on the College’s student records.

Academic Transcripts

Students are able to access their grades on-line through their WebAdvisor account. (WebAdvisor accounts are issued to students upon application to the program. For further information see Communications with Students).
An official transcript of marks will be issued to graduating students upon completion of their program. Students who require an official transcript prior to completion can order one from the Student Services Centre at either campus.

**Progression in Program**

In Business Administration, students must achieve a minimum grade point average of **1.00 each term** in order to continue in the program.

Students with a **term GPA of less than 1.00** will be placed on academic suspension from the Business Administration program. Students who have been placed on academic suspension may re-enter the Program after a minimum of two full-time academic terms.

Students on academic suspension are eligible to take courses during Intersession or through other departments, including the Continuing & Distance Education department.

**Academic Probation**

Students who receive a GPA less than 2.0 will be placed on Academic Program Probation and are required to meet with a coordinator to discuss strategies for improving their performance.

**Program Re-admission**

Students re-entering the Business Administration program after one or more terms away must complete an application for re-admission through the Student Services Department. Those students must indicate course selections for the re-entry term on the application. Re-entry to the program must be approved by a coordinator or chair and acceptance will be based on enrolment numbers. Re-entry will be dependent on availability of classes and is not guaranteed.

**Voluntary Withdrawal from a Course**

Students who wish to voluntary withdrawal (VW) from a course during the term must submit a completed VW form to E112 or P411. **The deadline for course withdrawal is three weeks prior to the first day of final exams.** VW forms are available from the Business Administration Offices (E112/P411) at both campuses.

**The deadlines for voluntary withdrawal without academic penalty for 2015-2016:**

- **Fall Term:** November 20, 2015
- **Winter Term:** April 1, 2016
- **Spring Term:** July 22, 2016

Courses dropped during the add/drop period will not show on the student’s record. Courses dropped after add/drop period and before the voluntary withdrawal deadline will have a **VW** on the marks transcript. Courses dropped after the **Voluntary Withdrawal Deadline** will result in automatic grades of **F** (failure).

Sponsored students should consult with their sponsor prior to withdrawing from courses.

**Program Withdrawal**

Students who choose to withdrawal from the entire program of studies including those who choose not to return for an upcoming term are responsible for submitting a completed “Withdrawal Form for Students in Full Time Programs” signed by the chair of Business Administration or the appropriate coordinator.

A copy of the “Withdrawal Form for Students in Full Time Programs” is available from the Business Administration office (E112/P411) at both campuses and online. The effective date of program withdrawal is based on the date on which Student Services receives the Student Withdrawal Form. If a student completes a program withdrawal after the **Program Withdrawal Deadline** this will result in automatic grades of **F** (failure).
The deadlines for program withdrawal without academic penalty for 2015-2016:

- **Fall Term:** November 20, 2015
- **Winter Term:** April 1, 2016
- **Spring Term:** July 22, 2016

**Academic Accommodation**

Red River College will provide Reasonable Academic Accommodation to meet the needs of persons with Documented Disabilities. Provision of Accommodation will not modify the academic standards a student must achieve. Accommodation will be appropriate, effective, practical, and subject to the College’s financial and resource constraints.


**STUDENTS’ RESPONSIBILITIES (Policy S Series)**

**Student Code of Rights and Responsibilities**

The student code of rights and responsibilities outlines the behaviors, attitudes and conduct expected of all students registered in the Business Administration program, as well as the rights you can expect to receive. Violations of this policy may result in disciplinary action.

**Student Discipline**

Red River College students are responsible for conducting themselves in a manner that is respectful of other students, employees, visitors and the physical property of the College.

Red River College has a zero tolerance for violent and threatening behavior. Removal from a course, practicum, program or the College campus will be immediate for violent incidents or if the safety of College staff or students is threatened. Incidents involving violence or threats of violence must be reported immediately to Security Services.

Upon determination that a contravention of College policy has occurred, the College may take disciplinary action as outlined in this Policy.

**Student Appeals**

Students have the right to appeal decisions that affect their academic career.

**Informal Appeal**

Appeals must be made within 5 working days of receiving a decision (ie results of academic evaluation etc). The student may contact the College authority (ie instructor, coordinators, chair etc) to discuss and try to resolve the issue.

**Formal Appeal**

If the informal process is not satisfactory to the student, the student may initiate the formal appeal process.

If you are seeking to appeal a decision on the basis of this policy, you may obtain additional information through the Student Service Centre and the office of the Dean of Student Services. You may receive advocacy support through the Students’ Association.
Academic Integrity

Academic Integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of the knowledge and skill level achieved by a learner as demonstrated through their Academic Work.

Students will behave in a manner consistent with the fundamental values of Academic Integrity. They will avoid all forms of Academic Misconduct, and will seek clarification from College instructional staff to ensure an understanding of the expectations for their Academic Work. The College will take appropriate action when a Student becomes involved in Academic Misconduct.

Forms of academic misconduct include:

- Plagiarism
- Cheating
- False or misleading representations
- Accommodations under false pretenses
- Collusion

All guidelines and penalties outlined in the Academic Integrity Policy S4 [http://www.rrc.mb.ca/files/File/policies/new/S4%20Academic%20Integrity.pdf]

International/Sponsored Students Responsibilities

Students must ensure when they are voluntary withdrawing from courses or applying for credit, that they meet the conditions of their sponsorship, study permit or any other sponsoring agency.

COMMUNICATION WITH STUDENTS

Notices to Students

Your academic email account is the official method of electronic communication between you and the College. In addition, the Business Administration program maintains a Business Administration Student SharePoint site providing information to Business Administration students currently on program. The address for the site is [http://connect.rrc.ca/DMMAD/BUSAF](http://connect.rrc.ca/DMMAD/BUSAF).

Instructions on using your email account or forwarding messages to your cell phone or personal account can be found at [http://connect.rrc.ca/Resource/studentcomputing/default.aspx](http://connect.rrc.ca/Resource/studentcomputing/default.aspx).

Notices are also posted on the bulletin board outside E112 at the Notre Dame Campus and P411 at The Exchange District Campus. Notices including instructor absence and exam schedules are regularly posted on the bulletin board.

It is the student’s responsibility to refer to the on-line and/or on-campus bulletin boards on a daily basis for current information.

Urgent Messages to Students from Others

Because of confidentiality of information legislation, the College cannot give out any information about students and their schedules to outside callers including spouses, parents, babysitters, etc. without a signed release of information authorization.
**Change of Address/Personal Particulars**

It is the student’s responsibility to notify the Student Services Department of any changes in name, address and/or email address. Mark statements, diplomas, certificates and correspondence from the College are mailed to students at their last reported address.

Students are also encouraged to keep their address up-to-date after graduation.

**STUDENT OPPORTUNITIES**

**Mentorship Program**

Students may become mentors to first year students while in the second year of their program. Among the activities that mentors may participate in throughout the year are first year registration/orientation, guiding campus tours, promoting the Program to prospective students, and aiding in the communication between students and program administrators. Mentorship Application forms are available from the Business Administration Offices (E112/P411).

**Directions Conference**

The Directions Conference is an annual event that is held at an off campus centre. It provides a variety of business related presentations and speakers, as well as a networking environment designed to connect students with industry leaders and innovators.

All other Conference information will be made available at a later date. The Directions Conference link is [directionsconference.ca](http://directionsconference.ca).

**First Impressions Recruitment Event**

This event is put on by Red River College’s Applied Commerce and Management Education department and Student Employment Services.

The goal of the event is to connect industry partners face-to-face with students in the Business Administration, Business Administration Integrated, Commerce Industry Sales & Marketing and International Business programs for an afternoon of speed-interviewing.

**Career Fair**

The Student Association is the proud host of this annual event aimed at bringing employers and students together. This two day symposium provides students with an opportunity to speak directly with more than 120 companies looking to hire Red River College students. Be sure to watch for posters early in 2016.

**Employment Opportunities**

Red River College offers employment opportunities throughout the year. Visit the Job Central website at [https://jobcentral.rrc.ca](https://jobcentral.rrc.ca).

**EXAMINATION POLICIES AND PROCEDURES**

**Method of Evaluation**

It is the responsibility of students to check the method of evaluation in each course. Most courses in both first and second year have a midterm and a final exam.

**It is the responsibility of students to be available during the entire Midterm and Final Examination periods. (See Deferrals).**
Schedules will be posted for both Midterm and Final Examination periods on the bulletin boards outside of E112 and P411, and on the BA Student SharePoint site at http://connect.rrc.ca/DMMAD/BUSA at least three weeks prior to the commencement of the examination period.

**Fall 2015**
Mid-term Exams: .....................Monday, October 19/15 – Friday, October 23/15
Final Exams:............................Friday, December 11/15 – Friday, December 18/15

**Winter 2016**
Mid-term Exams: .....................Monday, February 29/16 – Friday, March 4/16
Final Exams:............................Friday, April 22/16 – Friday, April 29/16

**Spring 2016**
Mid-term Exams: .....................Monday, June 20/16 – Friday, June 24/16
Final Exams:............................Friday, August 12/16 – Friday, August 19/16

**Examination Regulations**
Students are required to show their Red River College student photo identification card to be permitted to write an exam.

Backpacks, textbooks, notes and all electronic devices are not allowed in the testing area, unless explicitly authorized by your instructor.

- Students are not permitted to leave the exam room until 30 minutes has expired from start time. Once students leave the exam room, they will not be allowed to re-enter.
- Students may be refused admittance to the exam room after the exam has been in progress for 30 minutes.
- Students are required to bring the required and approved tools necessary to complete the exam.
- Students are not allowed to borrow any materials from another student during the examinations without the invigilator’s permission.
- Students who feel there is an obvious error in a question should bring it to the invigilator’s attention.

**Examination Period Conflicts**
An exam conflict arises when 2 or more exams are scheduled at the same time. It is not expected that a student should write more than 3 mid-term exams or 2 final exams on the same day.

Students with exam conflicts must register their conflicts in the Business Administration Office (E112/P411) no later than 1 week prior to the start of the exam period.

**Deferrals**
It is recognized that there may be circumstances when a student is prevented from writing midterm or final exams by unavoidable disruption. In general, unavoidable disruption refers to events beyond the student’s control, and that could not have reasonably been anticipated, avoided or guarded against by the student. In general, only documented medical or compassionate reasons will be considered as valid reasons for a missed midterm or final exam.

If you miss an exam, a phone call or email to the Program Coordinator must be made within **24 hours** of the missed exam. You must also complete a request for deferral form, attaching the appropriate supporting documentation and submitting it to the Program Coordinator within two business days (unless alternate time frames have been negotiated).
The Program Coordinator will determine whether or not the absence is considered valid, bearing in mind that all students be treated consistently, equitably and transparently. If the request is considered valid, you will be allowed to write the deferred exam(s) in the deferred exam period.

If your request for a deferral is not approved, you may appeal in writing to the chair no later than the Monday following the exam period.

**Deferral Examinations 2015/2016:**

**Fall Term**
- Mid-term Exam Deferrals: Monday, November 2/15 & Tuesday, November 3/15
- Final Exam Deferrals: Monday, January 11/16 & Tuesday, January 12/16

**Winter Term**
- Mid-term Exam Deferrals: Monday, March 14/16 & Tuesday, March 15/16
- Final Exam Deferrals: Monday, May 9/16 & Tuesday, May 10/16

**Spring Term**
- Mid-term Exam Deferrals: Wednesday, June 29/16 & Thursday June 30/16
- Final Exam Deferrals: Monday, August 29/16 & Tuesday, August 30/16

Deferred examination schedules are posted on the bulletin boards outside the offices of E112/P411 and on the BA student SharePoint site at [http://connect.rrc.ca/DMMAD/BUSAF](http://connect.rrc.ca/DMMAD/BUSAF) on the first Tuesday following the midterm/final examination period. It is the student’s responsibility to check the exam schedule to verify the time and place of each of your deferred exams.

**Missed “In-Class” Evaluations**
Provisions for these missed evaluations will be dealt with at the discretion of the instructor.

**THE GRADING SYSTEM**

Course instructors will calculate the accumulated value of methods of evaluation. The accumulated value will be assigned a grade as follows:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>GRADE POINT VALUE</th>
<th>PERCENT SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.5</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>80-89</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>75-79</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>65-69</td>
</tr>
<tr>
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<td>2.0</td>
<td>60-64</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50-59</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-49</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
</tr>
</tbody>
</table>

**Credit Hours**
Credit hours attached to a course reflect the relative weighting of that course and are used in the calculation of grade point average.
A student’s transcript of academic record is a document of all credit courses attempted at the College and will report the following 3 GPA’s:

- **Term GPA**: The Term GPA is the grade point average obtained from all courses taken in a specific term at the College.
- **Cumulative GPA**: The Cumulative GPA is the grade point average obtained overall terms/years at the College. It is the cumulative grade point total divided by the total number of credit hours attempted at the College. It includes the highest Grade of any course repeated.
- **Program GPA**: The Program GPA is the grade point average obtained over all terms/years in courses used to satisfy graduation requirements of the Program. It is the cumulative grade point total of these courses divided by the total number of credit hours attempted in these courses. It includes the highest grade of any repeated courses.

**ENVIRONMENTAL HEALTH AND SAFETY (Policy E Series)**

In recognition of the leadership role that Red River College plays in the workplace and in the community, the College places a high priority on safety and health. In furtherance of that priority, the College has set out the roles and responsibilities of the various members of the College Community with respect to workplace safety and health (Policy E1).

All members of the College Community are responsible for ensuring a safe work environment for Workers, Students and visitors. It is the policy of the College to:

- take reasonable steps to protect the safety of all Workers, Students and visitors;
- comply with The Workplace Safety and Health Act C.C.S.M. c. W210;
- give priority to safe working conditions and job safety practices in planning, directing and implementing College activities;
- formulate and carry out continuing effective safety programs and procedures appropriate to College operations

As well, Red River College is committed to continuous improvement of its performance in Environmental Sustainability in all areas of operations. As an institute of education and research, the College has a responsibility to be a leader in the protection of the environment both through instruction and example (Policy E9).

**HUMAN RESOURCES (Policy H Series)**

Members of the College Community are entitled to work and learn free of discrimination and harassment.

While the first goal of the College is to prevent the occurrence of discrimination and harassment, (Policy H1) establishes a process for dealing with complaints of discrimination or harassment should they arise.

The College is committed to behaviours which promote harmony and equity among its diverse students and staff in all facets of the institution. All staff and students are responsible for creating and maintaining a work and learning environment which respects and values the rights and dignities of all individuals (Policy H2).

**INFORMATION TECHNOLOGY (Policy I Series)**

Red River College information technology resources will be used to support the administrative, teaching, learning, research and community services goals of the College.
Users of information technology resources will act responsibly and must respect the rights of other Users, the integrity of the system and related physical resources. They must observe all relevant College Policy, Federal and Provincial law, regulations and contractual obligations.

By accepting a College information technology account, Users accept the responsibilities of (Policy IT1) and the consequences of failure to comply.

**PRINCIPLES OF CONDUCT (Policy P1 Series)**

Red River College is committed to ethical behavior (Policy P1).

Red River College takes the protection of Intellectual Property rights seriously. The College and its staff shall take reasonable steps to ensure that materials protected by copyright are used in accordance with the law. The College, its staff and its students shall not reproduce any works to which Copyright subsists without a license or other permission of the Copyright owner or the representative of the Copyright owner, unless such reproduction is otherwise permitted by law. Exceptions to Copyright are found in the Fair Dealing provisions of the Copyright Act. (Policy P7) provides guidelines for copying under the Fair Dealing exceptions.

**TUITION POLICIES AND PROCEDURES**

Tuition fees are payable on or before registration day. Tuition fees are calculated on a **PROGRAM** basis and not a course by course basis. This means that if a student voluntarily withdraws or does not pass a course, there is no refund based on taking a reduced course load.

Students with any outstanding fees (tuition, parking, library, etc.) will be considered “Not in Good Standing” and will not be allowed to register for the next term until the account is settled. Furthermore, the student’s marks, certificate or diploma will also be withheld until all payments have been received.


Certain courses in the Business Administration Program may have incremental cost. (eg: Entrepreneurship group project expenses at about $60).

**Refund Policy**

Students are responsible for all applicable fees up to the date a Student Withdrawal form has been received by the College. The effective withdrawal date will be the date a Student Withdrawal form is received by the Student Service Centre and will determine any eligibility for refund. *(Complete Refund Policies and Procedures are available on the College website, under Current Students, Financial Procedures Overview).*

- Withdrawal within the first 7% of term – 100% of fees are refunded less non-refundable deposit and the application fee.
- Students withdrawing between 7% and 25% of the term – 50% credit for tuition, technology, SA, lab & material fees no refund for Software, Endowment or Student Service Fees.
- Withdrawal after 25% of the term – no refund.
- Health and Dental fees are fully refundable up to 30 days from start of the program.

SCHOLARSHIPS AND AWARDS

A number of awards, bursaries and scholarships are available to Business Administration students at www.rrc.ca/awards.

Some of these awards have an automatic selection process that requires no input from students. Other awards require an application. Please check the link provided to see if you are eligible to apply for an award.

FURTHER STUDIES/TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Several institutions recognize RRC’s Business Administration program and grant credits toward their programs. All articulation agreements are subject to change without notice. RRC also has the following articulation agreements:

Post Graduate Diploma, International Business Red River College
Business Administration graduates qualify for admission into RRC’s advanced diploma program in International Business. This program is designed to provide well-qualified graduates for the international business environment.

University of Manitoba
Business Administration graduates may qualify for a block credit transfer of 54 credit hours to the Asper School of Business. In order to be considered, students must complete a defined program of studies within the BA program and achieve a minimum cumulative GPA of 3.0. Students can then complete the Bachelor of Commerce degree with an additional 66 credit hours of study.

More details about this articulation agreement will be covered in an Information Session with a U of M representative in the spring.

University of Winnipeg
Business Administration graduates may qualify for a block credit transfer of 45 credit hours towards a degree.

More details about this articulation agreement will be covered in an Information Session with a U of W representative in the spring.

Booth University
Business Administration graduates with a minimum GPA of 2.0 may qualify for a block credit transfer of 60 credit hours. An additional 60 credit hours must be completed at the University.

More details about this articulation agreement will be covered in an Information Session with a Booth University representative in the spring.

Brandon University
Business Administration graduates with a minimum 3.0 cumulative GPA (“B” average) can obtain either a four-year B.A. with a major in Business Administration or the Bachelor of Business Administration degree by completing approximately 2 years of additional course work at Brandon University.

Okanagan College
Students who have successfully completed the two-year Business Administration diploma with a 3.0 cumulative GPA are eligible for a 60 credit hour block credit transfer into the 3rd year of the Bachelor of Business Administration (BBA) degree program.
Royal Roads University
Business Administration graduates can receive credits for admission into the 3rd year of the 4 year Bachelor of Commerce degree program.

University of Lethbridge
Business Administration graduates can receive two years of credit toward the 4 year Bachelor of Management Degree.

AVAILABLE FORMS
Many of the forms that you may require can be found at: https://go.rrc.ca/studentinfo/Forms/default.aspx.

MAPS

THE ROBLIN CENTRE OF THE EXCHANGE DISTRICT CAMPUS MAPS

1st Floor

2nd Floor
NOTRE DAME CAMPUS MAP
CONTACTS

**Departmental**
Brant Long, Chair ACME ................................................................. 204-949-8492
Dave Thomas, NDC 1st Year Program Coordinator ................................. 204-632-2273
Joanne Vermette, NDC 2nd Year Program Coordinator ............................... 204-949-8389
Colleen Evans, EDC 2nd Year Program Coordinator ................................. 204-632-2348
Lisa Jamieson, EDC 1st Year Program Coordinator ................................. 204-632-3758
Darlene Fardy, NDC Administrative Assistant .................................. 204-632-2444
Cathy Wiwchar, NDC Administrative Assistant .................................. 204-632-2415
Helen Pollard, EDC Administrative Assistant .................................. 204-949-8379

**Facilities and Services**
Krista Michie, EDC Room Bookings .................................................... 204-949-8337
Marie Delorme, NDC Room Bookings .................................................. 204-632-2508
Student Service Centre ................................................................. 204-632-2327
IMPORTANT DATES

Applied Commerce & Management Education
Semester Dates 2015-16

FALL TERM  August 31/15 – December 18/15  (F2015FA Fall Term = 16 wks)
(Aug 31 is First Year, First Day Orientation therefore Returning Students are not required to be here until Tuesday, Sept 1)

Add/Drop Period  Mon Aug 31/15 – Fri Sept 4/15
Mid-term Exams  Mon Oct 19/15 – Fri Oct 23/15
Mid-term Exam Deferrals  Mon Nov 2/15 & Tues Nov 3/15
Voluntary Withdrawal  Fri Nov 20/15
First Impressions Recruitment Event  Thurs Nov 5/15
Final Exams  Fri Dec 11/15 – Fri Dec 18/15
Grade Entry Deadline  Mon Dec 21/15 @ 10:00 a.m.
Final Exam Deferrals  Mon Jan 11/16 & Tues Jan 12/16
Jan Convocation  TBA

Holidays
Mon Sept 7/15  Labour Day  Mon Oct 12/15  Thanksgiving Day
Wed Nov 11/15  Remembrance Day  Sat Dec 19/15 – Sun Jan 3/16  Student Winter Break

WINTER TERM  January 4/16 – April 29/16  (F2016WI Winter Term = 17 wks)

Add/Drop Period  Mon Jan 4/16 – Fri Jan 8/16
Mid-term Exams  Mon Feb 29/16 – Fri Mar 4/16
Mid-term Exam Deferrals  Mon Mar 14/16 & Tues Mar 15/16
Voluntary Withdrawal  Fri Apr 1/16
Final Exams  Fri Apr 22/16 – Fri Apr 29/16
Grade Entry Deadline  Mon May 2/16 @ 10:00 a.m.
Final Exam Deferrals  Mon May 9/16 & Tues May 10/16
Directions Conference  TBA
RRC Career Fair  Wed Jan 27/16 & Thurs Jan 28/16
EP Reception/Trade Show  Thurs Mar 17/16
EP Oral Pres  Mon Mar 21/16 & Tues Mar 22/16 & Wed Mar 23/16
June Convocation  TBA

Holidays
Mon Feb 15/16 – Fri Feb 19/16  Student Reading Week  Mon Feb 15/16  Louis Riel Day
Fri Mar 25/16  Good Friday  Mon Mar 28/16  Easter Monday

SPRING TERM  May 2/16 – August 19/16  (F2016SP Spring Term = 16 wks)

Add/Drop Period  Mon May 2/16 – Fri May 6/16
Mid-term Exams  Mon June 20/16 – Fri June 24/16
Mid-term Exam Deferrals  Wed June 29/16-Thurs June 30/16
Voluntary Withdrawal  Fri July 22/16
Final Exams  Fri Aug 12/16 – Fri Aug 19/16
Grade Entry Deadline  Mon Aug 22 @ 10:00 a.m.
Final Exam Deferrals  Thurs Aug 25/16 & Fri Aug 26/16

Holidays
Mon May 23/16  Victoria Day  Fri July 1/16  Canada Day
Mon Aug 1/16  Civic Holiday

INTERSESSION  TBA  (7 weeks)
Applied Commerce & Management Education
Semester Dates 2016-17

FALL TERM  August 29/16 – December 16/16 (F2016FA Fall Term = 16 wks)
(Aug 29 is First Year, First Day Orientation therefore Returning Students are not required to be here until Tuesday, Aug 30)

Add/Drop Period          Mon Aug 29/16 – Fri Sept 2/16
Mid-term Exams           Mon Oct 17/16 – Fri Oct 21/16
Mid-term Exam Deferrals  Mon Oct 31/16 & Tues Nov 1/16
Voluntary Withdrawal     Fri Nov 18/16
Final Exams              Fri Dec 9/16 – Fri Dec 16/16
Final Exam Deferrals     Mon Jan 9/17 & Tue Jan 10/17

Holidays
Mon Sept 5/16
Mon Oct 10/16
Fri Nov 11/16
Sat Dec 17/16 – Mon Jan 2/17

Labour Day
Thanksgiving Day
Remembrance Day
Student Winter Break

WINTER TERM  January 3/17 – April 28/17 (F2017WI Winter Term = 17 wks)

Add/Drop Period          Tues Jan 3/17 – Mon Jan 9/17
Mid-term Exams           Mon Feb 27/17 – Fri Mar 3/17
Mid-term Exam Deferrals  Mon Mar 13/17 & Tues Mar 14/17
Voluntary Withdrawal     Fri Mar 31/17
Final Exams              Fri Apr 21/17 – Fri Apr 28/17
Final Exam Deferrals     Mon May 8/17 & Tues May 9/17

Holidays
Mon Feb 20/17
Mon Feb 20/17-Fri Feb 24/17
Fri Apr 14/17
Mon Apr 17/17

Louis Riel Day
Student Reading Week
Good Friday
Easter Monday

SPRING TERM  May 1/17 – August 18/17 (F2017SP Spring Term = 16 wks)

Add/Drop Period          Mon May 1/17 – Fri May 5/17
Mid-term Exams           Mon June 19/17 – Fri June 23/17
Mid-term Exam Deferrals  Thurs June 29/17 & Fri June 30/17
Voluntary Withdrawal     Fri July 21/17
Final Exams              Fri Aug 11/17 – Fri Aug 18/17
Final Exam Deferrals     Thurs Aug 24/17 & Fri Aug 25/17

Holidays
Mon May 22/17
Sat July 1/17
Mon July 3/17
Mon Aug 7/17

Victoria Day
Canada Day
(day observed)
Civic Holiday

FALL 2017  Aug 28/17 – Dec 15/17