



Goodman
School of Business

Brock University

EXPERIENCE. GOODMAN.

2021-22 DEGREE GUIDE



GOODMAN SCHOOL



WELCOME

Welcome to the Goodman School of Business. This guide will help you through your first year at Goodman – from figuring out which classes to take and planning your schedule, all the way through to your last exam. You will find answers to questions you may have had since receiving your admission letter and will learn how to seek assistance from student services on campus. This guide is designed to supplement the useful information you will find on discover.brocku.ca

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**YOUR
GOODMAN
DEGREE**

BACC DEGREE

The Goodman School of Business was the first business school in Ontario to be accredited to the master's level by the Chartered Professional Accountants of Ontario (CPA Ontario) under the new National CPA Accreditation Program. Graduates of both the Bachelor of Accounting (BAcc) and BAcc Co-op degrees will have completed all prerequisite accounting competencies in their undergraduate degree and will have the option to either pursue their designation through the CPA Professional Education Program or by applying to Brock's Master of Accountancy (MAcc) program. For more details, view the chart to the right.

BBA DEGREE

The Bachelor of Business Administration (BBA) degree provides you with the management and leadership skills needed for success in the global economy. In your first two years, you will learn the foundations of business. At the end of your second year, you have the option to declare a concentration, which you will begin to focus on in your third year.

Concentrations include Accounting, Entrepreneurship, Finance, General Management, Human Resource Management, Information Systems, International Business, Marketing, Operations Management and Public Administration. As well, you can work towards a variety of professional certifications.

BBA INTERNATIONAL DOUBLE DEGREE

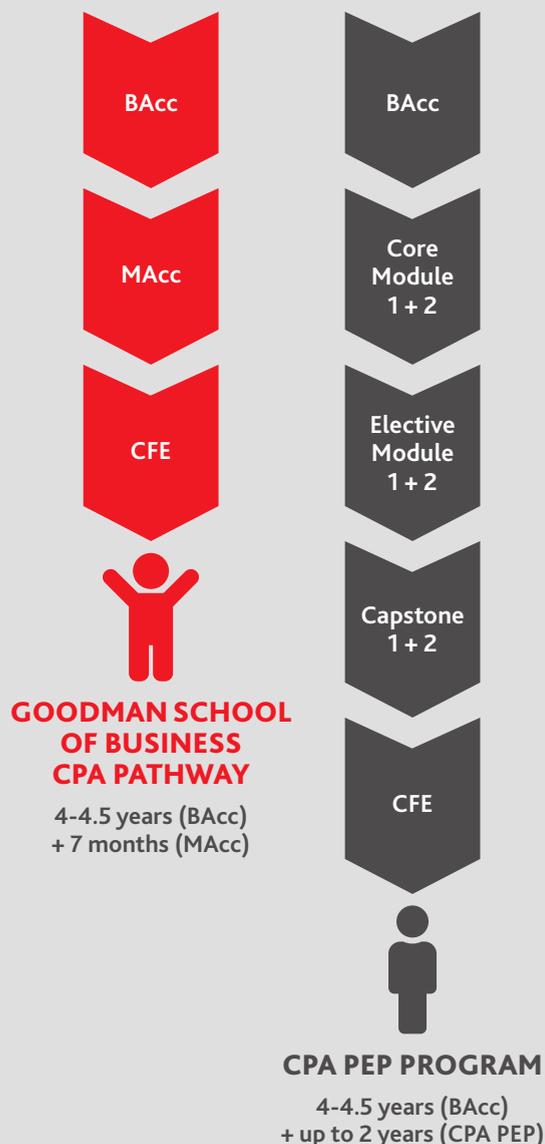
With the BBA International Double Degree program, you will earn a Bachelor of Business Administration (Honours) degree from Brock, a second degree from one of five partner schools in Europe, and gain work experience in both Europe and Canada.

There are five tracks available: NEOMA Business School (France); EBS Business School (Germany); ESB Reutlingen (Germany); Dublin City University (Ireland); or Lancaster Management University (England). Your program will include 2 to 2.5 years at Brock and one work term in Canada, plus 1.5 to 2 years (depending on the track) at the partner school in Europe, where you will complete a second work term.

CPA PATHWAY

Fast track to the CPA designation

When you take our BAcc and Master of Accountancy (MAcc) programs, you'll learn everything you need to proceed to – and be successful on – CPA's Common Final Exam (CFE).





THE BASICS

This information will help you understand how courses work at Brock so you can make smart choices about your first-year schedule.

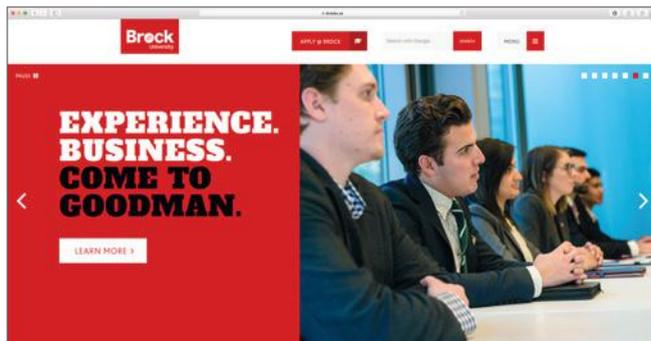
MY.BROCKU.CA

My.brocku.ca is your student record hub. This is the website you will use to:

- Register for courses.
- Access your course schedule.
- Check your tuition and fees balance.
- Check your program status and averages.
- Make appointments with your Goodman academic advisors.

It's a good idea to activate your **my.brocku.ca** account before course registration opens.

Step-by-step instructions on how to activate your account can be found under the Tutorials and Resources section on **my.brocku.ca**



THE CREDIT SYSTEM

Each undergraduate degree in the Goodman School of Business consists of 20.0 credits spread out over 4 or 4.5 years. Each course is worth either a full credit (1.0 credit) or a half credit (0.5 credit). Students typically take 5.0 credits during their first year. A combination of full-credit courses and half-credit courses can be combined to total 5.0 credits.

- **Full credit** = 1.0 credit
 - Denoted by "F" (i.e. full credit) in the course code. e.g. PHIL 1F90.
- **Half credit** = 0.5 credit
 - Denoted by "P" (i.e. partial credit), or sometimes a "Q" in the course code. e.g. MATH 1P97, VISA 1Q98.

HOW LONG WILL MY COURSES LAST?

We have three sessions at Brock — Fall/Winter (September to April); Spring (May to mid-July); and Summer (late July to August).

The Fall/Winter session is divided into three possible terms or "durations."

- **Duration 1 (D1)** = September to April (a.k.a. Fall/Winter term)
 - Usually only full-credit courses are scheduled for D1 (e.g. PHIL 1F90).
- **Duration 2 (D2)** = September to December (a.k.a. Fall term)
 - Usually only half-credit courses are scheduled for D2 (e.g. MATH 1P98).
- **Duration 3 (D3)** = January to April (a.k.a. Winter term)
 - Usually only half-credit courses are scheduled for D3 (e.g. MATH 1P97).

Some 0.5 credit courses are offered in both terms; however, some are offered in only the Fall or Winter term, not both.

Plan your Fall/Winter schedule to ensure you are taking no more than five courses each term.



TYPES OF COURSES

Each degree consists of required courses, electives and context credit courses:

- **Required courses:** Specific courses you must take and pass (e.g. MATH 1P97). These will account for roughly two-thirds to three-quarters of all the courses in your degree. Each degree program has different required courses.
- **Electives:** Courses you can take in any subject area. Some students explore other areas of interest and take a broad range of courses from other Faculties. Some pursue one particular subject to earn a minor, while others take more business courses. These account for roughly one-quarter of the courses in your degree. All degree programs include electives.
- **Context credit courses:** Every student at Brock must pass 1.0 credit in each of the Humanities, Sciences and Social Sciences. You will take ECON 1P91 and 1P92 in your first year, which will complete your Social Sciences context credit requirement. You get to choose which courses you want to take for your Humanities and Sciences context credits.

You can find the complete list of courses that are approved as context credits on Brock's undergraduate calendar under Academic Regulations: brocku.ca/contextcredits

You can also use the Course Planning tool in your my.brocku.ca account to see which context credit courses are being offered this Fall/Winter session (see instructions on page 25).

COURSE COMPONENTS

Your courses will be taught either through lectures, or lectures and a secondary component. You are responsible for attending all scheduled lectures and secondary components (if applicable) each week for all your classes.

- **Lectures:** Some courses will only have lectures, which are typically scheduled for three hours per week. These three hours may be all at once, or split into two 1.5-hour lectures or three one-hour lectures per week.
- **Secondary component:** In addition to lectures, some courses will have a secondary component where you will meet in smaller groups for discussions or activities. If a course has a secondary component, it will be a seminar, tutorial or lab. These can range in length from one hour to three hours per week. Normally, your secondary component will only be once a week. If a course has a secondary component, you will need to register for the secondary component first and the lecture will be added automatically.



THE UNDERGRADUATE CALENDAR

The courses you are required to take in order to complete your degree are outlined in the Undergraduate Calendar.

brocku.ca/webcal/current/undergrad

You should follow the program requirements in the Undergraduate Calendar corresponding to the year you entered your program.

IMPORTANT ONLINE RESOURCES

Microsoft Office 365 is a powerful web-based email and calendar platform that combines a very large email quota with robust, multi-device support. To access Office 365 via a web browser, visit **myoffice.brocku.ca** and log in with your student email address. Your email address is a combination of your Brock campus ID (e.g. aa00bb) with "**@brocku.ca**" attached at the end. For example, if your campus ID is aa00bb, then your Office 365 username and email address is aa00bb@brocku.ca

SAKAI

Sakai is a web-based Learning Management System (LMS). It facilitates learning by creating private communities for the exchange of information such as dates, files, notes and other resources. The site also provides communication tools including mail and discussion boards. Course-related material can be found on Sakai. All technical support for students is provided by the ITS Help Desk and lab advisors on campus.

Sakai is located at **lms.brocku.ca**. You may log in using your valid Brock campus ID and password.



SMART START

Brock University's first-year experience program will help you successfully transition to life at Brock. The program outlines the next steps you need to take after you accept your offer of admission. You can begin your transition by watching 'how to' YouTube tutorials on brocku.ca/start, which highlight important deadlines and on-campus orientation programs, such as Smart Start and LEAP (brocku.ca/leap).

Smart Start is your first official day as a Brock student before your classes begin in September. This first-year academic orientation program helps incoming students and their guests transition to the Brock community. It is important you register for a Smart Start date so you can meet with your Goodman academic advisors before arriving on campus in September. You can register for Smart Start at brocku.ca/start

You are also invited to participate in Brock's outdoor adventure orientation program, BaseCamp (brocku.ca/basecamp), which takes place the summer before you begin at Brock.

At Smart Start you will:

- Finalize your class timetable and make any registration changes with academic advisors.
- Meet other first-year students and build your Brock support system before September.
- Receive information about financing your education and learn about financial aid options available at Brock.
- Tour our beautiful campus and visit numerous campus hotspots, including our award-winning residences.
- Learn about academic success options and participate in seminars that outline ways to succeed in post-secondary education.
- Familiarize yourself with the Brock community and learn tips and tricks from current Brock students about making a smooth transition to university life.
- Avoid the lines in the fall and have your photo taken for your student ID card.



GOODMAN ORIENTATION DAY

Held during Welcome Week, Goodman Orientation Day will provide all new students with the opportunity to hear from professors, staff and student leaders on how to be successful in your first year. Information regarding dates and times will be communicated through your Brock email address.



YOUR FIRST YEAR COURSES



Your first year at Goodman will provide you with the foundational knowledge and skills needed to be successful throughout your degree.

FIRST-YEAR COURSES

Students typically take 5.0 credits in their first year; however, some students choose to do less for various reasons. In your first year, you will be taking 4.0 credits of required courses and 1.0 context credit course(s).

On the next pages, we have listed exactly which courses you should be taking in your first year. Make sure you refer to the appropriate program, as requirements differ. The program you have been admitted to is printed on your offer letter.

Please pay close attention to the term in which you should be taking each of your courses. It is important you follow these lists exactly as outlined.

On your registration date, you will register for your Fall, Winter and Fall/Winter term courses.

If you are planning to take a reduced course load (i.e., less than 5.0 credits), please contact your Goodman academic advisors for help determining your first-year course schedule (see page 29 for contact information.) As well, you should contact the Brock Central Office at central@brocku.ca to determine how this might impact your tuition and fees.

If you have transfer credits from courses you've taken at another university or college, these will be listed on your my.brocku.ca account (visit brocku.ca/admissions/apply/transfer-credit for instructions on how to determine if you have transfer credits.) If you have transfer credits, please contact your Goodman academic advisors for help determining your first-year course schedule (see page 29 for contact information.)

BACC CO-OP STUDENTS

Credit	Term	Course	Type of course*
0.5	Fall D2	ACTG 1P01 Introduction to Financial Accounting	Major
0.5	Fall D2	ITIS 1P97 Data Analysis and Business Modeling	Major
0.5	Fall D2	MATH 1P98 Practical Statistics	Non-major
0.5	Winter D3	ACTG 1P02 Introduction to Managerial Accounting	Major
0.5	Winter D3	ACTG 2P40 Commercial Law	Major
0.5	Winter D3	MATH 1P97 Calculus with Applications	Non-major
0.5	Fall or Winter D2 or D3	ECON 1P91 Principles of Microeconomics	Non-major
0.5	Fall or Winter D2 or D3	ECON 1P92 Principles of Macroeconomics	Non-major
1.0	Fall/Winter D1; or D2 and D3	Humanities context credit (Either one 1.0 credit course or two 0.5 credit courses)	Non-major
0.0	Winter D3	ACCC 0N90 Co-op Training and Development	No credit
5.0 credits			

ADDITIONAL INFORMATION

- **ACTG 1P01 is the prerequisite for ACTG 1P02.** On your registration date, you should register for both ACTG 1P01 in the Fall and ACTG 1P02 in the Winter. If you do not pass ACTG 1P01, you will be automatically deregistered from ACTG 1P02 at the beginning of January.
- **ECON 1P91 is not a prerequisite for ECON 1P92.** These courses can be taken in any order; however, they should not be taken in the same term. You should take one in the Fall term and one in the Winter term.
- Students admitted to the BAcc co-op program must follow the BAcc co-op program schedule
- **ITIS 1P97 is scheduled for BAcc majors** in the Fall term and BBA majors in the Winter term.
- **ACCC 0N90** is your co-op preparation course. This course is not for academic credit and is evaluated on a pass/fail basis. You will take this course in addition to your five other Winter term courses.
- Approved Humanities context credit courses can be found at brocku.ca/contextcredits

*Subject to change

BACC STUDENTS			
Credit	Term	Course	Type of course*
0.5	Fall D2	ACTG 1P01 Introduction to Financial Accounting	Major
0.5	Fall D2	ITIS 1P97 Data Analysis and Business Modeling	Major
0.5	Fall D2	MATH 1P98 Practical Statistics	Non-major
0.5	Winter D3	ACTG 1P02 Introduction to Managerial Accounting	Major
0.5	Winter D3	ACTG 2P40 Commercial Law	Major
0.5	Winter D3	MATH 1P97 Calculus with Applications	Non-major
0.5	Fall or Winter D2 or D3	ECON 1P91 Principles of Microeconomics	Non-major
0.5	Fall or Winter D2 or D3	ECON 1P92 Principles of Macroeconomics	Non-major
1.0	Fall/Winter D1; or D2 and D3	Sciences context credit (Either one 1.0 credit course or two 0.5 credit courses)	Non-major
5.0 credits			

ADDITIONAL INFORMATION

- **ACTG 1P01 is the prerequisite for ACTG 1P02.** On your registration date, you should register for both ACTG 1P01 in the Fall and ACTG 1P02 in the Winter. If you do not pass ACTG 1P01, you will be automatically deregistered from ACTG 1P02 at the beginning of January.
- **ECON 1P91 is not a prerequisite for ECON 1P92.** These courses can be taken in any order; however, they should not be taken in the same term. You should take one in the Fall term and one in the Winter term.

- **ITIS 1P97 is scheduled for BAcc majors** in the Fall term and BBA majors in the Winter term.
- Approved Sciences context credit courses can be found at brocku.ca/contextcredits

*Subject to change

BBA CO-OP STUDENTS

Credit	Term	Course	Type of course*
0.5	Fall D2	ACTG 1P91 Introduction to Financial Accounting	Major
0.5	Fall D2	MGMT 1P93 Principles of Business	Major
0.5	Fall D2	MATH 1P98 Practical Statistics	Major
0.5	Winter D3	ITIS 1P97 Data Analysis and Business Modeling	Major
0.5	Winter D3	MGMT 1P96 Principles of Communication in the Business Environment	Major
0.5	Winter D3	MATH 1P97 Calculus with Applications	Major
0.5	Fall or Winter D2 or D3	ECON 1P91 Principles of Microeconomics	Major
0.5	Fall or Winter D2 or D3	ECON 1P92 Principles of Macroeconomics	Major
1.0	Fall/Winter D1; or D2 and D3	Sciences context credit (Either one 1.0 credit course or two 0.5 credit courses)	Non-major
5.0 credits			

ADDITIONAL INFORMATION

- **ECON 1P91 is not a prerequisite for ECON 1P92.** These courses can be taken in any order; however, they should not be taken in the same term. You should take one in the Fall term and one in the Winter term.
- **ITIS 1P97 is scheduled for BBA majors** in the Winter term and BAcc majors in the Fall term.
- Approved Sciences context credit courses can be found at brocku.ca/contextcredits
- Students admitted to the BBA co-op program must follow the BBA co-op program schedule.

*Subject to change

BBA STUDENTS

Credit	Term	Course	Type of course*
0.5	Fall D2	ACTG 1P91 Introduction to Financial Accounting	Major
0.5	Fall D2	MGMT 1P93 Principles of Business	Major
0.5	Fall D2	MATH 1P98 Practical Statistics	Major
0.5	Winter D3	ITIS 1P97 Data Analysis and Business Modeling	Major
0.5	Winter D3	MGMT 1P96 Principles of Communication in the Business Environment	Major
0.5	Winter D3	MATH 1P97 Calculus with Applications	Major
0.5	Fall or Winter D2 or D3	ECON 1P91 Principles of Microeconomics	Major
0.5	Fall or Winter D2 or D3	ECON 1P92 Principles of Macroeconomics	Major
1.0	Fall/Winter D1; or D2 and D3	Sciences or Humanities context credit (Either one 1.0 credit course or two 0.5 credit courses)	Non-major

5.0 credits

ADDITIONAL INFORMATION

- **ECON 1P91 is not a prerequisite for ECON 1P92.** These courses can be taken in any order; however, they should not be taken in the same term. You should take one in the Fall term and one in the Winter term.
- **ITIS 1P97 is scheduled for BBA majors** in the Winter term and BAcc majors in the Fall term.
- Approved Sciences and Humanities context credit courses can be found at brocku.ca/contextcredits

*Subject to change

BBA CO-OP INTERNATIONAL DOUBLE DEGREE STUDENTS

Credit	Term	Course	Type of course*
0.5	Fall D2	ACTG 1P91 Introduction to Financial Accounting	Major
0.5	Fall D2	MGMT 1P93 Principles of Business	Major
0.5	Fall D2	MATH 1P98 Practical Statistics	Major
0.5	Winter D3	ITIS 1P97 Data Analysis and Business Modeling	Major
0.5	Winter D3	MGMT 1P96 Principles of Communication in the Business Environment	Major
0.5	Winter D3	MATH 1P97 Calculus with Applications	Major
0.5	Fall or Winter D2 or D3	ECON 1P91 Principles of Microeconomics	Major
0.5	Fall or Winter D2 or D3	ECON 1P92 Principles of Macroeconomics	Major
1.0	Fall/Winter D1; or D2 and D3	Irish and English Track – Required to take 1.0 Sciences context credit German Track – Required to take GERM 1F00 or GERM 1F90** French Track – Required to take one of FREN 1F50, FREN 1F90 or FREN 2F00***	Non-major

5.0 credits

ADDITIONAL INFORMATION

- **ECON 1P91 is not a prerequisite for ECON 1P92.** These courses can be taken in any order; however, they should not be taken in the same term. You should take one in the Fall term and one in the Winter term.
- **ITIS 1P97 is scheduled for BBA majors** in the Winter term and BAcc majors in the Fall term.
- Approved Sciences context credit courses can be found at brocku.ca/contextcredits

*Subject to change

**Double Degree students entering the German track with no prior German language background are required to take GERM 1F00.

***Double Degree students entering the French track must register for FREN 1F50, FREN 1F90 or FREN 2F00, dependent on completed level of French in high school (must have a minimum Grade 10). Will be determined at time of admission.



MINIMUM ACADEMIC REQUIREMENTS TO CONTINUE IN YOUR PROGRAM

At the end of the Fall/Winter, Spring and Summer sessions each year, your average will be reviewed. You must meet the following minimum requirements to continue in your program. Students who do not meet these requirements will be removed from their program.

PROGRAM	PERCENT AVERAGE
BAcc Co-op	70% major 60% non-major
BAcc	70% major 60% non-major
BBA Co-op	70% major 60% non-major
BBA	60% major 60% overall
BBA International Double Degree	70% major 60% non-major

The courses that will count towards your major and non-major averages are outlined in the tables in the previous section. The courses that count towards the major and non-major averages are specific to each degree, so make sure you are looking at the table for your program.

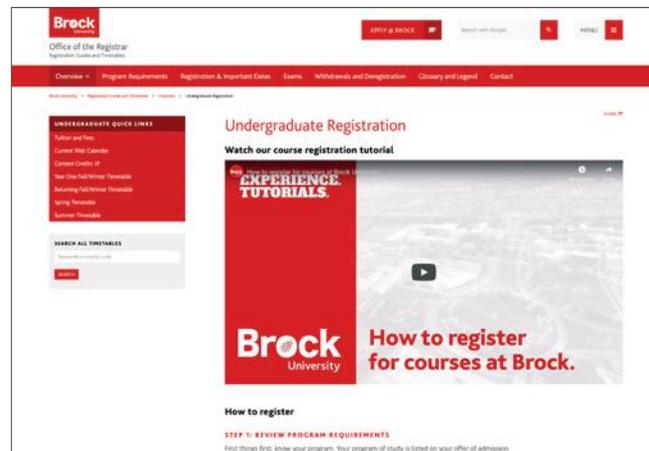
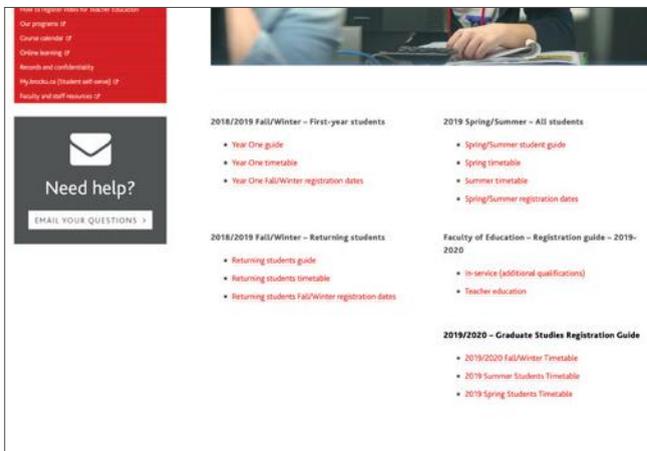
Averages are cumulative. At the end of every session, we will incorporate whichever major and non-major courses you have completed into your average.

We do not review your average at the end of the Fall term (i.e., December), but rather at the end of the Fall/Winter session (i.e., April). If you are struggling in the Fall term, you will still have the Winter term to improve your average before we will review your eligibility to continue in your program.

If you take a reduced course load, we will only use the major and non-major courses you completed during the Fall/Winter session to calculate your average. It is important to make sure you contact your Goodman academic advisors to ensure you are taking the appropriate courses to proceed through your program smoothly. See page 29 for contact information.



REGISTERING FOR COURSES



THE REGISTRATION GUIDE

The Registrar's Office posts the Fall/Winter Registration Guide and Timetable each year in late May/early June.
brocku.ca/registrar/guides-and-timetables

You should plan to read through the Year One (new first-year students) Registration Guide a few days before registering for your courses. This will explain important registration policies and key dates.

THE YEAR ONE TIMETABLE

You can find a list of all courses first-year students can register for on the Registration Guide and Timetable website listed above. Just click on Year One timetable.

It is important you look through the timetable before registering to (a) decide your preferred schedule and (b) to choose course(s) for your context credit requirement. We recommend having a couple of context credit courses in mind on registration day, just in case your first-choice course(s) is full.

THE YEAR ONE TIMETABLE (CONTINUED)

When you click on a Department, you will be able to see what courses they are offering, as well as other important information about the courses. This is an example of what will be displayed, along with some tips on how to interpret the entries:

The screenshot shows a web interface for finding timetables. On the left is a search sidebar with a 'Find courses' section, a 'Select a timetable' dropdown (set to 'New first-year students'), a 'Select a session' dropdown (set to 'Fall/Winter'), a 'SHOW AVAILABLE PROGRAMS' button, and a search bar containing 'data analysis'. On the right is a table of courses for 'Information Technology Information Systems' during the 'Fall/Winter session'. The table has columns for Code, Title, Duration, Days, Time, and Type, with red circled numbers 1 through 5 highlighting these columns. The table lists 12 sections of the course 'Data Analysis & Business Modelling' (ITIS 1P97) with various times and days.

1 Code	2 Title	3 Duration	4 Days	5 Time	Type
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1900-2100	LEC
> ITIS 1P97	Data Analysis & Business Modelling	D2	M T W T F S	2100-2200	LAB 1
> ITIS 1P97	Data Analysis & Business Modelling	D2	M T W T F S	2000-2100	LAB 2
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1000-1200	LEC
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1100-1200	LAB 1
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1200-1300	LAB 2
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1000-1200	LEC
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	800-900	LAB 1
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	900-1000	LAB 2
> ITIS 1P97	Data Analysis & Business Modelling	D2	M T W T F S	1100-1300	LEC
> ITIS 1P97	Data Analysis & Business Modelling	D2	H T W T F S	1300-1400	LAB 1

1. Code

This is the eight character course code.

2. Title

You can click on the title itself to learn more about the course. A window will appear and the following information will be available (see page 23).

A. *Description*: This is a brief description of what you will learn in the course.

B. *Location*: This is the room where the lecture or secondary component will occur.

C. *Course Start and End*: These represent the week the course will start and the week the course will end. Keep in mind that exams are typically scheduled during the two-to-three week exam period immediately following the last week of the course.

D. *Instructor*: This is the name of the instructor who will be teaching the course.

E. *Section*: Some courses are offered once per term. Others have a large number of students who need to take them, so they have multiple sections. It's the same course, just taking place at different times during the week. You can pick the section for which you want to register.

F. *Restriction*: Only students in the programs listed can take the course. If there are no restrictions listed, it means any Brock student is eligible to take the course.

G. *Prerequisite*: These are course(s) you must have passed before this course begins. You should still register for Winter term courses on your registration date, as long as you have registered for their prerequisite course(s) in the Fall term. If you don't pass the prerequisite course(s) before the course begins, you will be automatically deregistered from the course.

H. *Exclusions*: These are courses you cannot take if you are taking this course. Even if you do take both courses, only one will count towards your degree.

WHEN DO I REGISTER?

Your registration date is determined by how many credits you have completed. The majority of students entering their first year have 0.0 credits (since you haven't taken any courses yet). If you are a transfer student, your date will be based on the number of transfer credits you have been awarded. The registration dates for all students are listed on the Registrar's Office website:

brocku.ca/registrar/guides-and-timetables

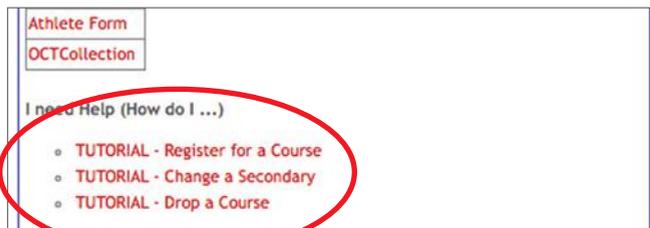
(click on Fall/Winter Registration Dates)

You will be registering for both the Fall and Winter term courses on your registration date. It is important to register as soon as you can so you have a good chance of getting seats in the sections you prefer for your required courses.

HOW DO I REGISTER FOR MY COURSES?

Registration is done online through your my.brocku.ca account. You can find instructions on how to register for your courses on your my.brocku.ca account.

1. Log into your my.brocku.ca account and click on the Applicant & Student Self Serve tab along the top of the screen.
2. Watch the online tutorials under the *I Need Help (How do I...)* section. They will show you exactly how to register for courses, change a secondary component (i.e. lab/tutorial/seminar) and how to drop a course.



WHAT IF A COURSE I WANT TO TAKE IS FULL?

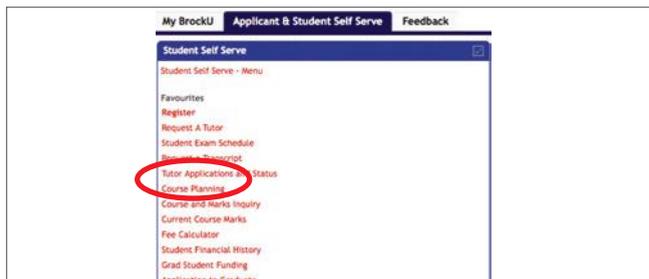
If you find that a course/section you want to register for is full, you have several options:

- **Option 1** – Take a different section. Some courses have multiple sections. If there are seats still available in another section, you should register for that section. Remember to check your Student Schedule on your my.brocku.ca account (see instructions on page 26) to make sure the section you registered for doesn't conflict with your other courses. If it does, you might need to switch sections for another course in order to resolve the conflict.
- **Option 2** – Take a different course. This only applies to your context credit course(s). If your preferred context credit course(s) is full, you should register in a different context credit course(s). Use the Course Planning tool on your my.brocku.ca account (see instructions on page 25) to search for context credit courses.
- **Option 3** – Add yourself to the waiting list. Some courses (not all) have a waiting list feature. Once the course is full, you can add yourself to a waiting list. Adding yourself to the waiting list does not guarantee a spot will open for you in that course. If a spot becomes available, the department will send you an email to your @brocku.ca email account with instructions on how to register. This is usually time sensitive (e.g., you might only be given a 24-hour window to register for the course.) While you are waiting to hear back, we suggest registering for a different course. If you end up getting a seat, then you can switch into your preferred course. If you don't, at least you are registered in an alternative course.
- **Option 4** – Keep checking the registration system for availability. If a course is full and doesn't have a waiting list, it means you will have to keep checking the registration system for availability. If a student drops the class, the next person to try to register will get that seat. While you are waiting to see if a seat opens in your preferred course, you should register for a different course or a different section. If a seat opens in your preferred course/section, you can switch into it. If it doesn't, at least you are registered in an alternative course.

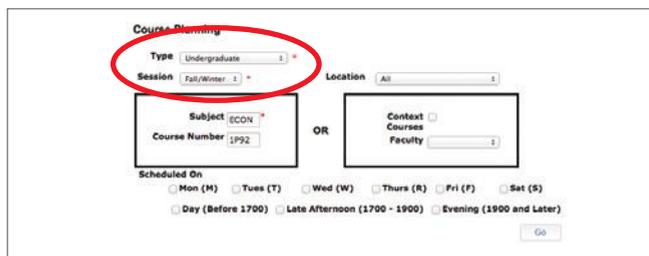
COURSE PLANNING TOOL

The Course Planning tool is a great way to search for context credit courses. You can access Course Planning through the Applicant & Student Self Serve tab on your **my.brocku.ca** account. You cannot register for courses using Course Planning. This is just a search tool.

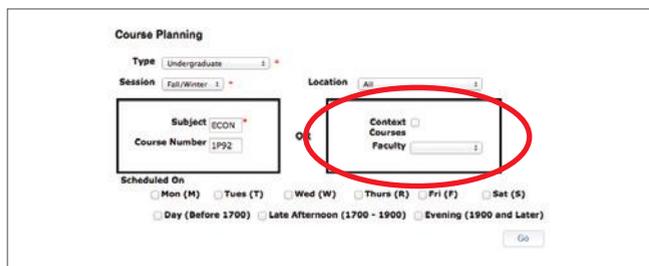
1. Click on Course Planning:



2. Select Undergraduate from the Type drop-down menu and make sure Fall/Winter is selected in the Session drop-down menu:



3. Check off the Context Courses box and select the type of context credit course you are looking for from the Faculty drop-down menu. Click Go.



All the context credit courses that are being offered in the Fall/Winter session will be displayed. The number of seats remaining at that moment will also be displayed. Remember, registration is first come, first served, so the number of remaining seats is subject to change. If a course is full, it will be highlighted in yellow. If it has a waiting list, it will say Waiting List. If it says Currently Full, it means the Department is not keeping a waiting list, so you should monitor the registration system regularly to see if someone drops the course.

Notes	Course	Dur	Type	Sec	Days	Time	*Remaining Space	Context Faculty
	CANA 1F91	1	LEC	1	T R	1300-1600	8	HU
	CLAS 1P95	2	LS	1	M W	1900-2100	1	HU
	CLAS 1P97	3	LS	1	T R	1300-1500	13	HU
	CLAS 2P34	3	LS	1	M W	1900-2100	43	HU
em	ENGL 1F95	1	WWW	1		N/A	7	HU
	FREN 1F90	1	LEC	1	M W	1700-2100	14	HU
	PHIL 1F90	1	LEC	1	T R	1900-2100	20	HU
gj	STAC 1P99	2	LS	1	F	900-1200	30	HU
	VISA 1Q99	2	WWW	1		N/A	0	HU * Currently Full *



STUDENT SCHEDULE

Once you've registered for your courses, your my.brocku.ca account will automatically enter all your lectures and secondary components onto a schedule for you. Go to the Applicant & Student Self Serve tab and click on Student Course Schedule (Locations and Times). Your schedule will then be displayed. Your Fall term and Winter term schedules will be different, so make sure you review both. You can select each term from the Session dropdown menu at the top of the page.

The locations of your classes will also be listed on the schedule. You can use the website below to decipher the building codes (e.g. MC is Mackenzie Chown Complex) and the Campus Maps website to locate the classrooms and lecture halls your courses are scheduled in:

Building codes

brocku.ca/directory/building-codes or see page 39.

Campus maps

brocku.ca/map

COURSE CONFLICTS

You cannot be in two places at once; therefore, you should not enrol in courses that conflict with each other. Your instructors are not obligated to make accommodations for student-scheduled conflicts and may request you deregister from the course.

Remember, full-credit courses (e.g. PHIL 1F90) will last for the entire Fall/Winter session, so you need to make sure the course doesn't conflict with both your Fall and Winter term courses.

If by mistake you register for two courses/sections that conflict, this will be highlighted in yellow on the Student Schedule section of your my.brocku.ca account. You should try to resolve the conflict as soon as possible by registering in a different section or course.

BACK-TO-BACK COURSES

Each course will finish 10 minutes earlier than scheduled, so having back-to-back courses is not a problem. For example, a lecture scheduled from 9 to 10 a.m. will end at 9:50 a.m., so you have enough time to make it to a 10 a.m. lecture, seminar, tutorial or lab.





ACADEMIC ADVISING

YOUR GOODMAN ACADEMIC ADVISING TEAM



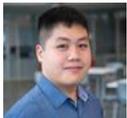
Steve Argiropoulos
Academic Advisor (For all Year 1 and new students)



Stephanie Domanico
Academic Advisor (For all double degree and exchange seeking students)



Stella Han
Academic Advisor (For all returning co-op students)



Kevin Leung
Academic Advisor (For all returning students)



Lainie Wagner
Manager, Undergraduate Programs

WHAT WE DO

Your Goodman academic advisors are here to help you navigate your Goodman degree and your experience at Brock. We are available 12 months a year and are happy to answer any questions you might have or refer you to the appropriate services at Brock. For example, we can:

- Clarify academic rules and regulations, and explain your degree requirements.
- Build customized program plans and help you pick the appropriate courses each year to meet your interests and needs.
- Remind you of important dates and deadlines.
- Strategize options to help you get back on track or get ahead in your degree.
- Help you understand and navigate Brock's academic structure.

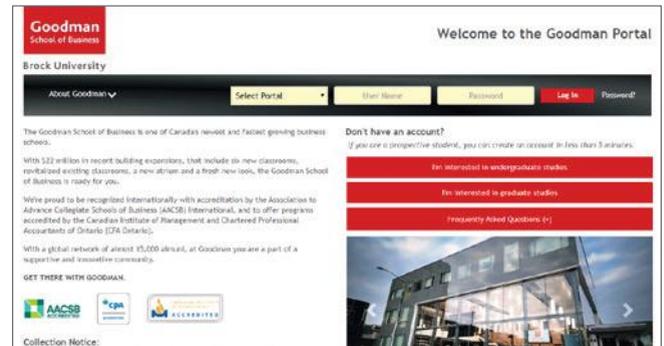
HOW YOU CAN CONTACT US

Goodman Portal: portal.bus.brocku.ca

Since there are five members of the Goodman academic advising team, you can send us a message on the Goodman Portal instead of emailing us individually. This will ensure you receive a prompt reply from the advisor best able to address your question. As well, all of our responses will be saved for you on the Goodman Portal; that way, if you need to look up a message you received from us last week, month or year, you aren't searching through your inbox. Your messages on the Goodman Portal are 100 per cent confidential – only you and your Goodman academic advisors can see the messages.

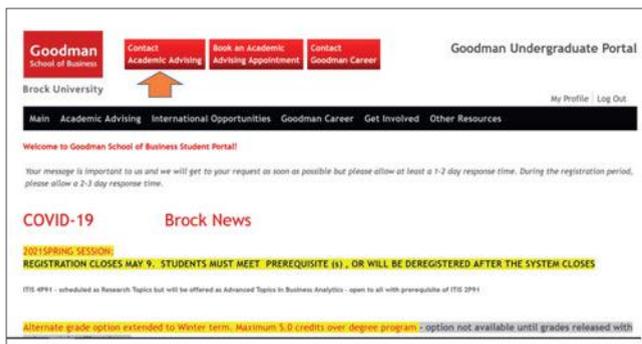
Follow these instructions to access the Goodman Portal:

1. Go to portal.bus.brocku.ca
2. Select undergraduate portal.
3. Log into the Goodman Portal using your Brock campus ID (e.g. aa18xx) and password.



You will go directly to the Goodman Portal home page, which will display important and timely messages from your Goodman academic advisors about upcoming deadlines or other important information.

- To send a message or question to your Goodman academic advisors, click on Contact Academic Advising at the top of the page.

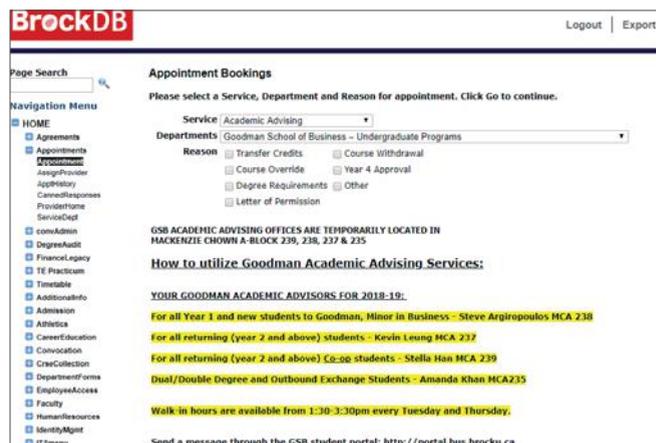


- Once you select what your question is about from the 'What is this regarding' drop-down menu, you can type your message into the space provided.
- Click the Post Message button, and your message will be sent to your Goodman academic advisors. When they reply, you will get an email to your @brocku.ca email account letting you know you have a message waiting for you on the Goodman Portal, which you can access by clicking on the Contact Academic Advising tab once you have logged in.

ADVISING APPOINTMENTS

In addition to the Goodman Portal, you can also meet with your Goodman academic advisors. There are two ways to meet with them:

- Make an appointment:** You can book an appointment with your academic advisors at Brock through your my.brocku.ca account. Once you have logged into your account, go to the Applicant & Student Self Serve tab. Click on Appointment Bookings. Select Academic Advising from the Service drop-down menu, and then Goodman School of Business Undergraduate Programs from the Departments drop-down menu. You will then be able to follow along to schedule an appointment. Your Goodman academic advisors set appointment times one week in advance. Appointments are usually 30 minutes.



- Walk-in advising:** If you have a quick question, you can stop by offices MCA 235 to 239 during our walk-in advising hours on Tuesdays and Thursdays from 1:30 to 3:30 p.m. No appointment is necessary, but be sure to bring your Brock Student Card. (Please note that due to COVID 19 – All academic advising appointments are being conducted virtually via Microsoft Teams until further notice).



FIRST-YEAR QUESTIONS

Q: How do I get on the Dean's Honours List?

A: The Goodman School of Business acknowledges students who have achieved academic excellence by naming them to the Dean's Honours List. Students are placed on the Dean's Honours List if they have completed 5.0 credits with an average of 80 per cent in those credits. Students are considered for this recognition at the 5.0, 10.0, 15.0 and 20.0 credit milestones.

Q: What if I need additional help in a course?

A: There are lots of resources you can access to get help with your courses:

- **Your professors:** They will list their contact information and office hours on the course outline, which you will get on the first day of the course. Visit them early.
- **Get a tutor:** You can request a private tutor through your my.brocku.ca account. These are Brock students who have done well in the course you are taking. If you need help with ACTG 1P01, 1P02, 1P91, or ITIS 1P97, the Goodman Accounting Students' Association offers free group tutoring as well.
- Connect with our Goodman School of Business Learning Skills Specialist.
- **A-Z Learning Services:** This service provides free academic support for all Brock students to help them improve their learning and study skills, such as time management, note taking, studying for tests and essay writing. You can attend one of their workshops, stop by during their drop-in hours or make an appointment for an individual consultation. Visit their website for more information: brocku.ca/learning-services

Q: I have questions about financial aid (e.g. OSAP), bursaries and scholarships. Who should I ask?

A: You should contact the Brock Central Office regarding any financial aid, bursary or scholarship questions. central@brocku.ca

Q: What if I decide I don't want to take a course anymore because I don't like it or I'm failing?

A: If you are considering dropping or withdrawing from a course, we suggest consulting with your Goodman academic advisors (see page 29 for more contact information.) If you are receiving government student financial assistance (e.g. OSAP), bursaries or scholarships, you should also consult with the Brock Central Office before dropping or withdrawing from a course as it may impact your funding.

You have two opportunities to remove yourself from a course:

1. Drop deadline

This is the last day to drop a course online through your my.brocku.ca account so that it is completely removed from your transcript/record. Normally, drop deadlines are scheduled after the first two weeks of class. Be sure to confirm through the **Undergraduate Calendar – Undergraduate Sessional Dates** for listed deadlines. brocku.ca/webcal/current/undergrad

2. Withdrawal deadline

This is the last day to withdraw from a course. If you are still registered in a course after the withdrawal deadline, you will receive a final grade and it will count as an attempt at the course. You must submit a **Request for Course Add/Withdrawal Form** to the Registrar's Office to withdraw from a course (you cannot withdraw from courses through your my.brocku.ca account after the drop deadline has passed.) Normally, withdrawal deadlines are scheduled between half and two-thirds through the course duration. Be sure to confirm through the **Undergraduate Calendar – Undergraduate Sessional Dates** for listed deadlines. brocku.ca/webcal/current/undergrad

Q: What if I am not doing well in a course?

A: If you think you are not going to perform well in a course, it is best to try to drop it or withdraw from it before the listed deadlines. That way, you won't get a grade and it won't count as an attempt at the course.

If the withdrawal deadline has passed, you will be expected to finish the course. You will receive a grade for it and this will count as your first attempt at the course. You are only allowed to attempt a course two times in order to pass it.

If it's a required course (e.g. ACTG, MATH, ECON, MGMT, ITIS), then you should speak to your Goodman academic advisors to make a plan. A failing grade will be used in the calculation of your average.

Q: What if I don't think I will be able to meet the minimum academic requirements to continue in my program?

A: Students who are not able to meet the minimum academic requirements of their program will be removed from their program at the end of the Fall/Winter session and automatically placed into a Bachelor of Arts (General) degree. This is the default degree at Brock.

If you are still struggling in your courses by the end of the Fall term, we suggest meeting with your Goodman academic advisor. Although we don't remove students from their program after the Fall term, if your averages are below the minimum required averages at the end of the Fall term, or if you have failed a course, it is an indication you need to change your approach to your academics. Academic Advising can help you get back on track. If you are removed from your program, the re-admission requirements to the BBA and BAcc degrees are higher than the requirements to stay in these programs.

Q: I have questions about my tuition. Who should I ask?

A: You should contact the Brock Central Office regarding any tuition-related matters. central@brocku.ca

Q: What if I decide I want to switch to a different program?

A: Once you are a Brock student, you have the option to apply to a different program. This is typically done at the end of your first year. Since each program has its own application requirements, you may need to take specific courses in order to be eligible to apply. Explore your options with your Goodman academic advisor as early as possible.

Q: I have questions about which textbooks I need to buy. Who should I ask?

A: You should visit the Campus Store website to search for the textbooks you will need for your courses. CampusStore.brocku.ca

Q: When are my exams?

A: The Fall and Winter term exam schedules are usually published by the Registrar's Office within the first six weeks of the start of the term. You will receive an email (to your @brocku.ca email account) to let you know when the exam schedule is posted online. If you plan to leave St. Catharines during the December break or at the end of April, wait until the exam schedule is published to make travel arrangements, so you don't have to rearrange your plans.

Q: I wasn't admitted to the Co-op program. Can I apply after first year?

A: Admission to the Co-op program for either the BAcc or the BBA is at the discretion of the Co-op Education Office. Students interested in applying to a Co-op program after their first year should contact the Co-op Education Office for information on eligibility and application requirements. brocku.ca/ccee/co-op-education



RESOURCES

GOODMAN CAREER

brocku.ca/ccee/career-education/goodman-career

Your career is shaped by your experiences and will evolve as you do, both during your time at Brock University and throughout your professional life after graduation. In a competitive job market, you will need a combination of relevant experience, applicable skills, an understanding of employer expectations and a network of advocates. We can help.

Our team is dedicated to the career needs of Goodman students, including helping you understand your skills, connect your experiences to jobs, map your career goals and build your professional network.

Start the conversation:

portal.bus.brocku.ca
careerzone.brocku.ca

GOODMAN INTERNATIONAL PROGRAMS OFFICE

brocku.ca/goodman/student-resources/international-exchange

The Goodman School of Business offers a variety of international programs, including exchanges with preferred business schools throughout the world. As a Goodman student, you can explore a variety of options to gain international experience from short summer programs to one semester, or even full year academic exchanges. The international programs office will help you plan the experience that best suits your needs. All Goodman students who participate receive some financial assistance.

Contact us to start planning your international experience:

portal.bus.brocku.ca

GOODMAN STUDENT ENGAGEMENT OFFICE

brocku.ca/goodman/student-resources/leadership

Getting involved outside of the classroom is a great way to gain experience and build the skills employers are seeking. The Goodman Student Engagement Office is your resource for getting involved during your undergraduate degree. Visit the Goodman Portal to contact the Student Engagement team (click the “Get Involved” tab.)

CO-OP EDUCATION OFFICE

brocku.ca/ccee/co-op-education

Co-op education at Brock is a combination of integrated career development coaching and work term opportunities that will enable you to explore career possibilities, discover your interests, gain new skills and build upon existing competencies, all while establishing key industry contacts. The work term experience will enrich your studies through reciprocal application of concepts and skills learned in class and during your work terms, while developing long-term workplace efficacy. This invaluable learning opportunity will increase your marketability and give the competitive advantage you will need to launch your career upon graduation.

BETA GAMMA SIGMA (BGS) INTERNATIONAL HONOUR SOCIETY

brocku.ca/goodman/student-resources/beta-gamma-sigma

As a benefit of our accreditation by the AACSB International — The Association to Advance Collegiate Schools of Business (AACSB), the Goodman School of Business is privileged to have our own Chapter of Beta Gamma Sigma (BGS). BGS is a prestigious international academic honour society that recognizes academic excellence. You will be invited to join BGS if you are in the top 10 per cent of undergraduate Goodman students. In addition to distinguishing yourself from other business students, members receive exclusive access to a BGS job board, membership discounts and leadership opportunities. In 2020, Goodman was chosen from 600 member chapters in 190 countries to receive ‘Best Practice in Connections’ as part of the Beta Gamma Sigma Outstanding Chapter Awards for our activities, programs and events available to students.



THE GOODMAN STUDENT EXPERIENCE

The Goodman Student Engagement office provides programs to enhance your in-class learning experience and build skills that will help you be successful in your student journey.

GET READY FOR GOODMAN - AUGUST

Start your Goodman experience by attending this mentoring program open to all incoming first-year students. The day will consist of a round table discussion focusing on the transition into university, successes and challenges along with a time management workshop lead by a Goodman professor. You'll also get to know some of your fellow classmates and become more familiar with the Brock campus.

GOODMAN SCHOOL OF BUSINESS ORIENTATION - SEPTEMBER

During Goodman's session at Orientation Day, you will be officially welcomed to the Goodman School of Business by the professors, staff and student leaders who will help you on your journey.

GET THERE WITH GOODMAN SESSIONS AND WORKSHOPS:

Competitor Development Day - September

Business competitions help you apply the knowledge you learn in the classroom and simulate real life scenarios. This case competition training session will teach you how to approach cases and present your ideas effectively. This will help when presenting in class, representing Goodman at a case competition or interviewing for a job or co-op position.

Presentation Etiquette Workshop - October

Take your presentation skills to the next level while learning proper presentation etiquette. This session will focus on team dynamics, presentation flow, style, roles and responsibilities and confidence.

Case Interview Skills Session - November

Better understand what employers are looking for when you are presented with a case-based interview. You will learn how to best prepare, areas of focus during an interview and how to stand out. You will be given the tools to successfully navigate this type of interview structure.

CASE COMPETITIONS

Ongoing

A case competition is an academic competition where students work to solve a case that is presented. Goodman participates in competitions throughout the year. If you are interested in getting involved reach out.

Program registration will take place on ExperienceBU

You will be notified of event dates and registration deadlines via the monthly Engagement Update sent directly to your student email. If you have any questions, please reach out to gsbengagement@brocku.ca

Student Leadership

The Goodman School of Business is home to nine undergraduate student clubs which all work together to provide programming that compliment what you are learning inside the classroom. The Business Student's Association (BSA) has three core values that drive their initiatives; potential, prestige and progression.

Under the BSA you'll find:

- Accounting Students Association
- Brock Finance & Investment Group
- Brock Innovation Group
- Brock Marketing Association
- Brock Women In Business
- Data Analytics Students Association
- Goodman Consulting Association
- Goodman DECA

Each club strives to provide real world experience through case competitions, skill building workshops, creating and executing initiatives for small businesses in the community, supporting entrepreneurship and much more, all with the driving force of leaving a positive community impact.

Get Involved at goodmanbsa.com



IMPORTANT SERVICES AND CENTRES



A-Z Learning Services

brocku.ca/learning-services

Aboriginal Student Services

brocku.ca/aboriginal-student-services

Brock Campus Store

CampusStore.brocku.ca

Brock Card

brocku.ca/dining-services/brock-card

Brock Central @The Registrar's Office

brocku.ca/registrar

Campus Security

brocku.ca/campus-security

Co-op Education Office

brocku.ca/ccee/co-op-education

Dining Services (meal plan)

brocku.ca/dining-services

Faith and Life Centre

brocku.ca/faith-and-life-centre

Health Services

brocku.ca/health-services

Information Technology (IT) Services

brocku.ca/its

Library and Learning Commons

brocku.ca/library

Off-Campus Living Services

brocku.ca/ocl

Ombuds Office

brocku.ca/ombuds

Parking Services

brocku.ca/parking

Personal Counselling

brocku.ca/personal-counselling

Recreation and Athletics

brocku.ca/recreation

Residence Services

brocku.ca/residence

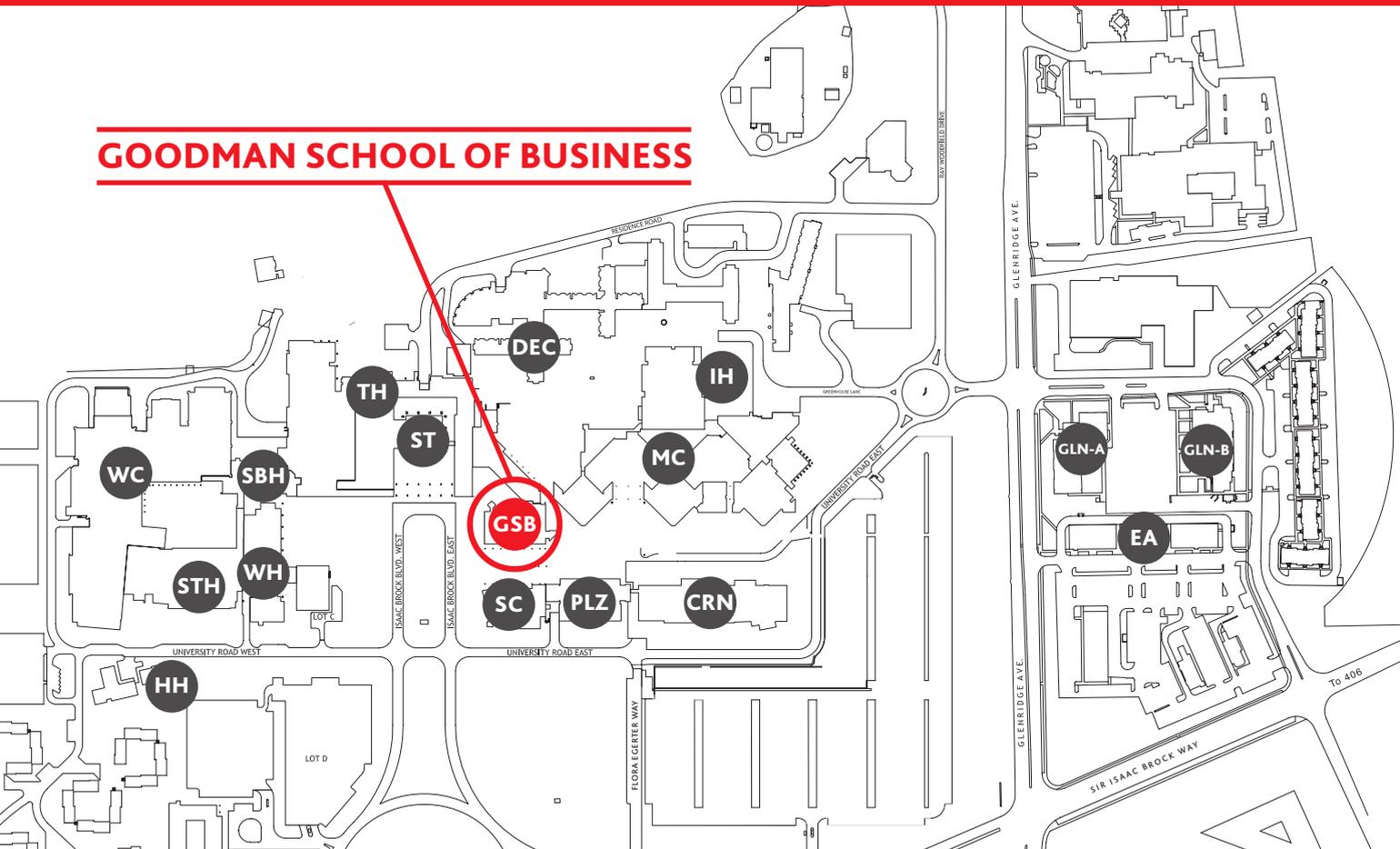
Student Accounts and Financial Aid

brocku.ca/safa

Student Success Centre

brocku.ca/student-success-centre

GOODMAN SCHOOL OF BUSINESS



- CRN Roy and Lois Cairns Health and Bioscience Research Complex
- DEC DeCew Residence
- EA East Academic
- GLN-A 573 Glenridge
- GLN-B International Centre
- GSB Goodman School of Business
- HH Harrison Hall
- IH Inniskillin Hall
- MC Mackenzie Chown

- MWS Marilyn I. Walker School of Fine and Performing Arts (Building is located in downtown St. Catharines)
- PLZ Plaza Building
- SBH Scotiabank Hall
- SC Student-Alumni Centre
- ST Schmon Tower
- STH South Block (Academic South)
- TH Thistle Complex
- WC Walker Sports Complex
- WH Robert S.K. Welch Hall

Goodman
School of Business

Brock University

Brock University

Niagara Region

1812 Sir Isaac Brock Way

St. Catharines, ON

L2S 3A1

brocku.ca/goodman



The excellence of the Goodman School of Business has been recognized internationally through accreditation by the Association to Advance Collegiate Schools of Business (AACSB) International.

We are pleased to be one of only a few universities accredited by the following:

