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Congratulations and welcome to the Goodman School of Business! This guide will help you prepare to be a successful graduate student at Brock University. Your time at Goodman will pass quickly, so it’s important to take advantage of the opportunities available to enhance your academic and professional career.

We offer you exceptional opportunities to develop, both personally and academically, by encouraging a heart for community and a passion for innovation. Brock is a university designed for the very purpose of developing well-rounded individuals, where diverse passions are welcomed and celebrated, and students become better versions of themselves. We are ready to take you from campus to career path.

Be prepared to start the next stage of your life.
Important sites

You can log in to all of these sites by using your username (ex.ab10xy) and your password.

my.brocku.ca
This is where you will register for courses, check your grades, view your financial history, etc.

![my.brocku.ca login page]

lms.brocku.ca
Isaak is Brock’s Sakai-based Learning Management System. Isaak provides you with course-specific dates, files, notes, as well as tools like mail and discussion boards.

Your professors will post important information here, so check this as frequently as possible. This is also the place where profs will notify you if their class is cancelled for the day.
The Goodman School of Business graduate portal
You can log in to all of these sites by using your username (ex.ab10xy) and your password.

You can access this portal at portal.bus.brocku.ca

The graduate portal should be the first place you go to look for information when you have a question. If you have any questions about your program, turn to the portal first. The portal is an important source of information about your program status, special events and offers you direct access to advising staff.

Your graduate programs office staff
All graduate programs office staff can be contacted via the graduate portal at portal.bus.brocku.ca

Darlene Berg
Administrative assistant
Taro Hall 461

Brendan Barrett
Graduate Academic coordinator

Jason Barfoot
International recruitment/admissions officer (MBA (ISP), IMAcc, CAS, PMPCP)

Teresa Feng
International co-ordinator (MBA (ISP), IMAcc, agent applications)

Laurie Redford
Graduate recruitment officer (MBA, MAcc, MSc)

Luiza Guimaraes
Student communication skills coordinator (All programs)

Carrie Kelly
Director, operations, graduate and executive programs
Academic information

- AACSB accreditation
- Program information
- Academic conditions
- Average requirements
- Orientation dates
- Academic advising
- Academic integrity
- Tutoring
- Registration
- Exams
AACSB accreditation
Accreditation by the Association to Advance Collegiate Schools of Business (AACSB) signifies that the Goodman School of Business is an elite member of exceptional business schools from around the world. By choosing Brock, you’ve become part of an elite group of students worldwide.

MBA degree
As an MBA graduate from Goodman, you’ll be part of a growing worldwide alumni network that’s committed to doing business in a collaborative way. Our MBA and MBA (ISP) programs provide you with two unique paths to obtain your Master of Business Administration degree.

MAcc degree
The MAcc and IMAcc programs provide you with a professional graduate degree, combining a rigorous accounting education with professional skills to enhance your career opportunities. The MAcc, when completed immediately after the Goodman BAcc, provides a CPA accredited path direct to CFE.

MSc in Management degree
The MSc in Management takes you a step closer to your PhD through its intensive focus in a specialized subject area and research methodology.

Graduate Diploma in Accountancy
The Graduate Diploma in Accountancy program is designed to encourage the development of critical thinking, analysis and communication skills. The program helps you acquire advanced knowledge in accounting and related aspects of business.

Graduate Diploma in Business Administration
The academic emphasis of the Graduate Diploma in Business Administration is on assisting students to develop and integrate the broad-based, functional knowledge needed for career advancement.

Certificate in Administrative Studies (CAS)
The CAS provides you with a chance to upgrade your academic record and gain knowledge of North American business principles. It’s a carefully designed qualifying year that can help you transition between your undergraduate degree and your MBA or MBA (ISP) experience.

Professional Master’s Preparation Certificate Program (PMPCP)
The Professional Master’s Preparation Certificate Program (PMPCP) is an eight-month language preparation program that guides you through the challenges that you’ll encounter as an international student in a North American professional graduate school.

Co-op programs
Brock has one of the largest co-op programs among Canadian universities. Through your co-op experiences, you’ll explore career possibilities, discover your interests and develop key industry contacts. The MBA, MBA (ISP), MAcc and IMAcc all include optional co-op terms.
Proof of degree completion
If proof of degree completion is a condition of your admission, you must provide us with an official transcript and/or degree certificate from your university showing that you’ve been awarded your undergraduate degree.

Academic average
If you’ve been offered conditional admission, you must provide us with proof that you have maintained the minimum academic average required prior to beginning your program.

English language proficiency test
MBA, MAcc and MSc students who are admitted on the basis of an English language proficiency test will be required to complete the Graduate English Language Proficiency Assessment prior to registering in their second term of study. MBA (ISP) and IMAcc students are exempt from this policy.

Official documents missing
If you were admitted based on unofficial documents, you will be required to submit your official documents prior to beginning your program.

Orientation dates 2016-17
All first-year students are required to attend their orientation. Watch your Brock email for details.

Aug. 2
MBA (ISP) and IMAcc orientation. All MBA (ISP) and IMAcc students are expected to be on campus for orientation. Students who arrive late will not be permitted to join the program.

Aug. 3
Start of the Business English program for all MBA (ISP) and IMAcc students.

Sept. 5
Labour Day. University closed.

Sept. 6
MBA, Msc and CAS/PMPC orientation.

Jan.9
MBA orientation (Winter entry). MAcc orientation.
Academic assistance
Let us help you succeed

Academic advising
As a graduate student at Goodman, you have an academic adviser to help you and serve as your first point of contact. The adviser can assist you with any questions that you might have during your academic career.

Contact us on the portal at portal.bus.brocku.ca

Academic integrity
Brock takes academic integrity very seriously. Be familiar with the policies and consequences of academic misconduct. It’s your responsibility to understand and comply with all academic integrity policies. To read the academic regulations and University policies, go to brocku.ca/webcal/2016/graduate

Tutoring
• A tutor is a proactive way to keep up with your studies.
• It’s important to let your adviser know immediately if you are struggling with a course.
• If you’re interested in finding or being a tutor, please let your academic adviser know through the portal.

Registration tips
• Always follow the Goodman School of Business’s registration instructions.

Check your Brock email for Fall/Winter registration details in mid-July or visit our website at goodman.brocku.ca/current/graduate

• Certain sections are assigned to specific programs — make sure you register in the proper section.
• Before registering in a course, make sure you have taken the necessary prerequisite courses.
• Duration 2 and 10 (Fall) courses run from September to December.
• Duration 3 and 11 (Winter) courses run from January to April.
• Duration 2 (Spring) runs from April to July.
• Duration 4 (Spring) runs from May to August.
• Make sure that you follow your course sequencing. Any variations of course sequencing must be approved by the Graduate Academic Coordinator.
MBA and MBA (ISP)
Students must maintain a minimum cumulative average of at least a B- (70 per cent) during each term of study. If you fall below the minimum cumulative average, you will be placed automatically on academic probation for the subsequent term by the Faculty of Graduate Studies. Students with three grades of C must repeat one course and achieve a grade of at least B to complete their degree requirements. If you have more than three grades of C, you may be withdrawn from the MBA or MBA (ISP), at the discretion of the MBA committee. If at any time your overall average drops below B, you may be withdrawn from the MBA or MBA (ISP).

Students who are withdrawn from the MBA or MBA (ISP) as a result of academic performance and are readmitted in a subsequent term or year must achieve a grade of least B in each course. If readmitted and you fail to achieve a grade of at least B in one or more graduate courses, you may be withdrawn from the MBA or MBA (ISP) without the option of future readmission.

MAcc and IMAcc
Students are permitted to count one grade of C for graduate credit toward their degree requirements. If a student achieves two grades below B in their first full-time term (or equivalent) of graduate study (post-transition term) or a total of three grades below B over the two full-time terms (or equivalent) of graduate study, the student may be withdrawn from the MAcc or IMAcc, as applicable, at the discretion of the MAcc committee. If at any time a student’s overall average drops below B, the student may be withdrawn from the MAcc and IMAcc, as applicable.

The number of credit hours per course will not be considered in determining student progression.

Students who are withdrawn from the MAcc or IMAcc as a result of academic performance and are readmitted in a subsequent term or year must achieve a grade of least B in each course during the period of readmission. If a readmitted student fails to achieve a grade of at least B in one or more graduate courses, the student may be withdrawn from the MAcc or IMAcc, as applicable, without option of future readmission.

Transition Term (IMAcc only)
Students who do not meet these
requirements will be withdrawn from the IMAcc program:

- A student must achieve a minimum grade of C in each course in the Transition Term.
- A student must achieve a minimum average of B in all accounting and finance courses in the Transition Term.
- A student must achieve a minimum average of B based on all courses.

**MSc in Management**

Students must maintain a minimum cumulative average of at least a B- (70 per cent) during each term of study. If you fall below the minimum cumulative average, you will be placed automatically on academic probation for the subsequent term by the Faculty of Graduate Studies. Additionally, a graduate program may recommend required program withdrawal. A probationary student must achieve the minimum cumulative average, normally during the probationary term, to be eligible to continue as a graduate student.

**CAS**

Students must maintain a 75 per cent overall average with at least 70 per cent in each course. If you have a conditional offer to a graduate program, please refer to your admission letter for details on your minimum academic requirements. We’ll review student performance after the first semester.

**PMPC**

Students must maintain a minimum 70 per cent overall average and must achieve at least a 60 per cent in each course. Students must also submit an official English language proficiency score acceptable for admission into their graduate program. Please note students will take the CAEL language test during their second semester of the PMPC program. Students who fail to get the required score for entry will have until May 31 to submit a score from one of the approved external language tests: TOEFL, IELTS or CanTest. If you have a conditional offer to a graduate program, please refer to your admission letter for details on your minimum academic requirements.

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**Exams**

**Things to know**

- You can find your exam schedule online by going to my.brocku.ca and clicking on Exam Schedule.
- Make sure to double and triple check the date, time and location of your exam. Do not rely only on your classmates.
- Arrive at least 15 minutes before the official start time of the exam. Bring your own writing materials and your student ID card.
- Exam schedules are not available until the middle of each semester. Make sure you don’t book travel before the entire exam period is over.
- Not all courses schedule out-of-class exams. Consult with your professor if the out-of-class requirements for your course are unclear.
Financial information

- Tuition
- Refunds
- Graduate funding
- Tuition due dates
- Tuition payment
- Textbooks
- Budgeting and other costs
Budgeting and other costs
The following costs vary from person to person, but you should use this list as a guideline to create your budget:

- Textbooks and supplies
- Transportation
- Clothing and laundry
- Pocket money/entertainment
- Rent and utilities or residence fees
- Tuition
- Food and household expenses
- Phone
- Health insurance (UHIP for international students)
- Insurance (if you are renting off campus, you may wish to look into a renter’s insurance policy)

Tuition

**MBA, MAcc, MSc and Diplomas**
For full tuition information, please visit the finance office’s website at brocku.ca/finance/students/graduate

Ancillary fees are extra and are non-refundable.

Note: One credit is normally equal to two graduate courses.

**CAS**
For full tuition information, please see the fees listed under brocku.ca/finance/students/undergraduate/tuition

Ancillary fees are extra and are non-refundable.

Note: One credit is normally equal to two certificate courses.

**Refunds**
Please refer to goodman.brocku.ca/current/graduate/money-matters/tuition-fees

There are no refunds available for students in the PMPCP.

**Graduate funding**
Funding packages are only available to MSc students, and they should refer to their funding package in their admission letter. MSc students receiving a funding package will have these amounts applied to their financial history account each term. The applicable term fees will be applied against the funding and any residual amounts will be available to the student. Questions regarding funding should be directed to the Graduate Programs Office at portal.bus.brocku.ca
Tuition due dates

**MBA, MAcc, MSc and Diplomas**
Tuition fees are due in early September for Fall courses and in early January for Winter courses. For exact due dates, please check the Brock University finance website in August.

**MBA (ISP) and IMAcc**
Tuition deposits are due by June 30. Your first tuition instalment is due July 31.

**CAS**
Tuition fees are due in early September for Fall courses and in early January for Winter courses. For exact due dates, please check the Brock University finance website in August.

**PMPCP**
The total tuition fee is due before Aug. 31.

**Notification of required payment**
The University does not mail statements to prompt payment. To determine your account balance you must access your Financial Account Information online at my.brocku.ca
It is your responsibility to check your student account in a timely manner.

To avoid interest, service charges and other consequences, be sure that you allow sufficient time for your payment to reach us. Interest and service charges will not be waived for late payment.

**How to pay your tuition**
Find the balance you owe by logging onto my.brocku.ca. Click on Student Self Serve, then Financial History. To see a complete list of the fees that are included in your tuition amount, visit brocku.ca/finance/students/graduate

For detailed information on making payments visit: brocku.ca/finance/students/graduate/making-payments
Buying and selling textbooks

Book lists are available the week before the beginning of classes. You can find it at campusstore.brocku.ca and then click on “textbook search” on the left hand side. On that page, you can find out what textbooks you need, if those textbooks are in stock both used and new and how much they cost. Make sure that your used textbook is the current edition.

Please remember that you should not be engaging in unethical practices such as piracy. Professors may request proof that you are using an authorized textbook.
• Career Development Office
• Parking and bus pass information
• Health and dental plan
• Student Development Centre
• Counselling services
• International Student Services
Career Development Office (Goodman Career)

Your best resource to get a job

We provide exclusive services tailored for business and accounting students, and support your career planning needs from first year through to graduation. Your Goodman Career Consultants will help you build your professional network and provide you with personalized feedback on your resumé, cover letter and interview skills.

Find job postings (summer, part time/ full time and new graduate) specifically for business and accounting students on CareerZone at careerzone.brocku.ca

Send us a message through the Goodman Student Portal for online career coaching at portal.bus.brocku.ca

Parking and bus pass (U-Pass) info

• Full-time Brock students are automatically enrolled in the Universal Bus Pass. This gives you unlimited transportation as long as you show your student card with a valid sticker. The three transit partners are: St. Catharines Transit, Niagara Transit and Welland Transit.

• The U-Pass is valid from Sept. 1 to April 30. Make sure to pick up your U-Pass sticker at the O-week vendor fair. After that, pickup will be available at the welcome desk outside Union Station. You’re responsible for your own transit during the summer months.

• Parking passes can be purchased through the Parking Services Office or online at brocku.ca/parking. Parking passes sell out quickly. Purchasing a parking pass does not exempt you from the U-Pass program.
Health and dental plan

• The Graduate Students’ Association offers full- and part-time graduate students a comprehensive health, vision and dental plan through Student VIP. The benefit year runs from Sept. 1 to Aug. 31. See brocku.ca/graduate-students-association/gsa-services/health-dental for details, including premium rates, claim forms, opt-in/out information and more. If you have questions about the graduate student benefit plans that are not answered, please email gsahealth@brocku.ca.

• Student Health Services is available to all Brock students during the Fall and Winter terms and is located in Harrison Hall across from Walker Complex. You can book an appointment by calling 905-688-5550 x3243.

Student Development Centre

The Student Development Centre (SDC) is located on the fourth floor of the Schmon Tower and focuses on enhancing student development through workshops, services and partnerships.

Some of the SDC services include:

• Aboriginal Student Services: An advocate centre that works on your behalf as a liaison between the student and the faculty or administration, and encourages peer support.

• Learning Skills: Provides free academic support for all Brock students to help you achieve your full potential in University and beyond. Drop-in help is available at the Learning Centre in the Learning Commons with essay writing, math/science skills, exam preparation and more.

• Workshops: Offered in topics such as determining your learning style, quoting and paraphrasing and ASA-style annotations.

• Services for Students with Disabilities: Provides services and support to students with a documented disability. Be sure to visit brocku.ca/student-development-centre for more information as well as hours of operation.
Counselling Services
The counselling staff offers services for students who are experiencing personal/social difficulties while studying at Brock. Confidential personal counselling is available to Brock students at no cost. To make an appointment, call 905-688-5550 x4750 during regular office hours (8:30 a.m. to 12 noon, 1 to 4:30 p.m.) or you can go to the Student Development Centre (ST400) during office hours and make the call from there. In a crisis situation, please call x3240 for immediate assistance.

International Student Services
Although the culture here will be different from what you know to, we hope the transition will be easy and fun.

As an international student, there are many resources available to you.
• Check out brocku.ca/international-services/student-services/international-student-guide for more information about permits and visas, Canadian culture, health insurance, accommodation and much more. You can also join the Facebook group of International Services, Brock University to connect with other international students.
• The International Student Centre is located beside East Academic and the main office is GLN210.
Extracurricular information

- Beta Gamma Sigma
- International exchange programs
- Graduate Business Council
- Student clubs
- Student Life and Community Experience
- Foundations in Leadership
Beta Gamma Sigma (BGS)
The Goodman School of Business is one of only a few Canadian universities to have a chapter in the Beta Gamma Sigma International Honours Society. With more than 415 chapters worldwide, BGS celebrates academic excellence in undergraduate and graduate business studies. Membership in BGS is for life and is the highest recognition a business student anywhere in the world can receive. Graduate students who are in the top 20 per cent of their graduating class are invited to become lifetime members of BGS.

International Exchanges for MBA and MBA (ISP)
Participating in an exchange can give you an added dimension when you apply for a job after graduation. Employers will be interested in your international exposure. You will experience a different culture, new ways of learning and have the opportunity to travel. Tuition is paid to Brock so there is no additional cost in tuition fees, and credits earned at the host school will count towards your Brock degree.

Accommodation and living expenses at most partner schools will be much the same as living in St. Catharines. For more information, visit [goodman.brocku.ca/international/exchange-programs/br...](goodman.brocku.ca/international/exchange-programs/br...)

Short-term (2-6 weeks) international study options are also available at select partner schools. For more information, visit [goodman.brocku.ca/international/international-summer-programs](goodman.brocku.ca/international/international-summer-programs)
The Goodman School of Business is home to several undergraduate student clubs that hold events and provide services to Goodman undergraduate students throughout the year, some of which are also open to Goodman graduate students. Relevant event details will be on the Goodman Career Event Calendar on CareerZone (careerzone.brocku.ca) and will be emailed to your student account when applicable.

**Goodman Graduate Business Council (GBC) at Brock University**

The Goodman Graduate Business Council (GBC) is the representative student body for both full- and part-time students enrolled in graduate business studies at Goodman. The GBC offers several services and runs numerous events including social events, professional networking events, inter-collegiate business competitions and community outreach programs. [goodmangbc.com](http://goodmangbc.com)

**Goodman Business Students’ Association at Brock University**

The Goodman Business Students’ Association is the umbrella organization for seven other Goodman student clubs. They strive to improve Goodman students’ the lives of students at the Goodman School of Business through networking opportunities, competitions and conferences, training sessions, clothing and business cards, and formal events held throughout the year. [goodmanbsa.com](http://goodmanbsa.com)
Brock Finance and Investment Group (BFIG) at Goodman

The Brock Finance and Investment Group (BFIG) at Goodman is a student-run organization of focused students who actively manage a portfolio in excess of $15,000, compete in finance competitions and attend conferences and events throughout Canada and the United States.

goodmanbfig.com

Brock Marketing Association (BMA) at Goodman

The Brock Marketing Association at Goodman allows students to gain real marketing experience by creating and executing campaigns for organizations within the Niagara community. BMA also provides internal and external marketing competition opportunities to students.

goodmanbma.com
Goodman Accounting Students’ Association (ASA)

The Goodman Accounting Students’ Associations provides opportunities for students interested in accounting to get involved through conferences and competitions such as the Brock University Accounting Conference (BUAC) supported by CPA Ontario, and networking opportunities with peers and employers including large accounting firms.

goodmanasa.com

Brock Innovation Group (BIG) at Goodman

The Brock Innovation Group at Goodman supports entrepreneurship by collaborating with entrepreneurial students. Home to the popular internal competition Monster Pitch, BIG helps students execute their business ideas.

goodmanbig.com
Goodman Human Resource Management Association (HRMA)

The Goodman Human Resource Management Association encourages students with an interest in human resources to learn about the industry by networking with professionals, attending HR-focused events and participating in HR Service-Learning projects.

goodmanhrma.com
Student Life and Community Experience

Student Life and Community Experience provides a broad range of community programs, events, and volunteer opportunities to members of the Brock community. Students also are encouraged to become more involved within the Niagara region.

**Six reasons to get involved**

1. Enrich your University experience and enhance your Brock school spirit.
2. Meet new people and network.
3. Find out what’s going on.
4. Build your résumé.
5. Be recognized by your University.
6. Give back to your community.

- For more information, [brocku.ca/student-community-outreach](http://brocku.ca/student-community-outreach)

Foundations in Leadership

The Foundations in Leadership series is a leadership-training program designed to give you self-awareness and many of the basic skills used by effective leaders.

The Series consists of four separate levels:

- **Bronze**
  - Foundations in Interpersonal Communications
- **Silver**
  - Foundations in Problem Solving and Conflict Management
- **Gold**
  - Foundations in Group Work
- **Platinum**
  - Foundations in Leadership Style

Each level takes about six weeks to complete. Each week consists of a two-hour training session and up to one hour of between-session tasks.

For more information and to register, please contact, [leadership@brocku.ca](mailto:leadership@brocku.ca) or visit our website at [brocku.ca/sdc/leadership](http://brocku.ca/sdc/leadership)
Student life

- Life in Niagara
- Residence and living off campus
- Arts and Culture
- Best places to study on campus
- Athletics and recreation
STUDENT LIFE

Life in Niagara
Brock University is located in the heart of the Niagara region and in close proximity to Toronto and Buffalo, N.Y. St. Catharines and Niagara are part of the Golden Horseshoe region of Ontario, an area that contains more than a quarter of Canada’s population and boasts a large number of industries and corporate head offices.

There is much to enjoy in the Niagara region — it’s a major Canadian tourist destination where you can enjoy year-round festivals and events, diverse nightlife, theatre and fine dining.

St. Catharines is the ideal university town. Goodman students play a strong role by getting involved with local charities and community initiatives. Housing is affordable and available close to campus. Shops and services are varied and easily accessible. And the friendly size of the city means that you’re never far from your friends and classmates.

Residence and living off campus
Most graduate students choose to live off campus. A bus pass (U-Pass) is included in your student fees.

Students enrolled in the Business English Program will be given the opportunity to rent accommodations on campus for the month of August.

For students who are living off campus, go to brocku.ca/ocl for apartment and house listings, and information on tenant rights, subletting your room and other resources.

Go to brocku.ca/residence for residence FAQ, rules, important dates and the most up-to-date information.
Centre for the Arts

*FirstOntario Performing Arts Centre*

As a student, you are eligible for discounted tickets to select shows at the FirstOntario Performing Arts Centre in downtown St. Catharines. Check out firstontariopac.ca for a full schedule.

*Marilyn I. Walker School of Fine and Performing Arts*

Located in downtown St. Catharines, Brock’s Marilyn I. Walker School of Fine and Performing Arts (MIWSFPA) hosts both professional and student events ranging from theatre, music, visual arts. Check out miwsfpa.brockubeta.ca for a full schedule.

**Best places to study on campus**

Graduate students in the Goodman School of Business have access to two common areas in Taro Hall: the third-floor computer lab and the second-floor lounge. These lounges are open 24 hours and access is restricted to Goodman graduate students. Grad students can also use graduate study rooms in the library and the GSA Student Lounge in Mackenzie Chown. Wi-Fi internet access is available throughout campus.

**Athletics and recreation**

Students who are currently registered may use the track, the Zone fitness centre, gymnasium, studios, pool and whirlpool, shower rooms, sauna, squash courts and outdoor tennis courts at no extra charge. Also included are a selection of fitness activities, including fitness classes, aquafitness classes, spin classes, running programs and more. For more information visit brocku.ca/recreation-services
Important links and numbers
Important links and numbers

Brock phone number
905 688 5550

Graduate programs office
905 688 5550 x4156
Taro Hall fourth floor

Academics
Goodman graduate student portal
portal.bus.brocku.ca
Brock portal
my.brocku.ca
Sakai
lms.brocku.ca
Course calendar
brocku.ca/webcal/current/graduate

Services

Goodman Career
Contact us:
portal.bus.brocku.ca
Job postings, appointments and resources:
careerzone.brocku.ca

Campus Security
x4300 (day), x3200 (emergency/night), brocku.ca/campus-security

Personal Counselling Services
x4750 to book an appointment or x3240 for emergency

Student Health Services
x3243

International Student Services
brocku.ca/international-services
Goodman School of Business