



# Pre-MBA Student Handbook

Fall 2023 - Winter 2024

## Director's Welcome

Dear Pre-MBA Students,

Welcome to Saint John College at the University of New Brunswick, Saint John. We're so pleased that you have chosen us to be the first step in your journey towards achieving your MBA degree and we are confident that you have made an excellent choice by enrolling in our Pre-MBA Program. This program is rigorous and demanding but success is achievable if you are prepared to work hard. In the Pre-MBA Program, you will not only improve your English language abilities and solidify your knowledge of key business concepts, you will also form lasting friendships and create close bonds with your peers and instructors.

As the first institution in Canada to offer a Pre-MBA Program, Saint John College has developed a solid and thorough preparation program for graduate students over the last 12 years. In fact, we've been providing top-quality language and academic preparation training to students from around the world since 1994. As such, we have many stories to share about the successes of our graduates. You too will soon join the ever-growing list of accomplished Saint John College and UNB alumni.

While the past 2 years have presented some unique challenges with respect to program delivery, due to COVID-19, we are pleased to say that the Pre-MBA Program has mostly returned to normal with most students joining the program in person from the outset or very shortly thereafter.

Once again, we welcome you to our university and our family and we wish you every success during your time with us. Our instructors and staff are eager to get you started on this journey and are here to offer support and assistance when you need it.

All the best,



Lindsay Taylor Doiron  
Director, Saint John College

## Mission, Vision, & Values

### Mission

- ◆ Our mission is to provide quality language and professional development training for both the international and domestic communities.
- ◆ We will add value to UNB's mission by focusing on quality, diversity, and customer service.
- ◆ We will foster an environment that inspires, empowers, and prepares students to succeed.
- ◆ We will collaborate with internal and external partners to build relationships that enable us to grow.

### Vision

- ◇ Our vision is to be a market leader in language and professional development training, known for delivering an innovative and accessible educational experience.

### Values

- ◆ We respect and value our students and staff and the contributions they make to the educational environment.
- ◆ We hold high standards and expectations for our students and ourselves while fostering a supportive environment in which goals can be achieved.
- ◆ We approach our work with compassion and integrity, helping students to succeed without sacrificing standards.

## Table of Contents

Director's Welcome	1
Mission, Vision, & Values	2
Contents	3
Purpose	4
Pre-MBA Courses	5
Pre-MBA General Information	6-9
FAQs	10
How to be Successful	11
To Do List During Orientation Period	12 +13
Environmental Services, Safety, and Security	14
Adjusting to Studying in Canada	15
Student Resources/Contacts	16

Saint John College  
 100 Tucker Park Road  
 Saint John, New Brunswick  
 E2L 4L5

## Purpose of Pre-MBA Program

The Saint John College (SJC) Pre-MBA Program is an intensive English second language and business program designed to prepare you for success in your MBA studies at the University of New Brunswick, Saint John. The Pre-MBA Program consists of two 14-week modules of both academic/professional ESL and non-credit foundational business courses.

The Pre-MBA Program prepares students who have an undergraduate degree and previous work experience to meet the entry requirements of the UNB Saint John one-year MBA Program. The Pre-MBA Program emphasizes the development of North American academic and professional communication skills while enhancing knowledge of fundamental business concepts.

To join the Pre-MBA Program, you must apply to the UNB Saint John MBA Program and receive a conditional acceptance. After completing the Pre-MBA, you must demonstrate that you meet all of the admission requirements for a full acceptance to the MBA Program as described on the *Admissions Requirements* chart below.

Criteria	Pre-MBA	MBA
<b>4-year undergraduate degree with B average (CGPA 3.0/4.3)</b>	Yes	Yes
<b>GMAT score 550 or CGPA 3.2/4.3</b>	No	Yes
<b>Test of English Score</b>	50 CAEL 6.0 IELTS Duolingo 95-110 61+ TOEFL IBT	60 CAEL 7.0 IELTS 93 TOEFL IBT Duolingo 130 Successful completion of Pre-MBA (3.0 CGPA)
<b>Work Experience (post-undergraduate)</b>	1 year	2 years or 1 year + <b>successful completion of Pre-MBA (3.0 CGPA)</b>
<b>Personal Statement: why you want to study for an MBA</b>	Yes	Yes
<b>References (3) and Resumé</b>	Yes	Yes
<b>Application fee</b>		\$125 CAD

## Courses

The following courses are being offered in 2023-2024:

Module I (In-Person and Online) (Fall 2023)	Module II (Winter 2024)
<b>NCPM 1300</b> Math Foundations <i>4 hrs per week</i>	<b>NCPM 1303</b> Academic Writing and Research <i>8 hrs per week</i>
<b>NCPM 1301</b> Academic Listening and Note Taking <i>6 hrs per week</i>	<b>NCPM 1306</b> Business English and Culture II <i>6 hrs per week</i>
<b>NCPM 1302</b> Academic Vocabulary and Critical Reading <i>8 hrs per week</i>	<b>NCPM 1311</b> Organizational Behaviour <i>3 hrs per week</i>
<b>NCPM 1304</b> Business English and Culture I <i>6 hrs per week</i>	<b>NCPM 1314</b> Accounting for Managers I <i>3 hrs per week</i>
<b>NCPM 1318</b> Intensive English I <i>4 hrs per week</i>	<b>NCPM 1317</b> Math Tools for MBA <i>3 hrs per week</i>
	<b>NCPM 1318</b> Intensive English II <i>4 hrs per week</i>
	<b>NCEL 1250</b> GMAT Preparation <i>4 hrs per week</i>

## General Information

### 1. Placement

All students will be required to provide an official English test score before being permitted to begin the Pre-MBA Program. Saint John College accepts the following tests and scores for entry to the Pre-MBA Program: IELTS 6.0, Duolingo 95-110, TOEFL IBT 61+, or CAEL 50.

### 2. Program Dates

SJC Pre-MBA Dates for 2023-2024

<b>Orientation</b>	September 1 <sup>st</sup> , 2023 (in person and online)
<b>Module I Classes</b>	September 6 <sup>th</sup> – December 8 <sup>th</sup> , 2023
<b>Holidays</b>	September 4 <sup>th</sup> – Labour Day October 9 <sup>th</sup> – Thanksgiving Day
<b>Fall Reading Week</b>	November 6 <sup>th</sup> to 10 <sup>th</sup> , 2023
<b>Module I Exams</b>	December 11 <sup>th</sup> to 13 <sup>th</sup> , 2023
<b>CHRISTMAS BREAK</b>	December 14 <sup>th</sup> , 2023 to January 5 <sup>th</sup> , 2024
<b>Module II Classes</b>	January 8 <sup>th</sup> to April 12 <sup>th</sup> , 2024
<b>Holidays</b>	February 19 <sup>th</sup> – NB Family Day March 29 <sup>th</sup> – Good Friday April 1 <sup>st</sup> – Easter Monday
<b>Reading Week</b>	March 4 <sup>th</sup> to 8 <sup>th</sup> , 2024
<b>Module II Exams</b>	April 15 <sup>th</sup> to 18 <sup>th</sup> , 2024
<b>Final Grades Available On</b>	Friday, April 26 <sup>th</sup> , 2024
<b>UNBSJ MBA Start Date</b>	September 23 <sup>rd</sup> , 2024 (subject to change)

## General Information

### 3. Payment of Fees

Fees for the 2023-2024 Pre-MBA Program will be collected over 2 semesters in the following amounts:

Fall 2023 - \$9,750.00 (half of total program fees of \$19,500.00 CAD)

Winter 2024 - \$9,750.00 (half of total program fees of \$19,500.00 CAD)

#### Health Insurance Fees:

All international students studying on the UNB Saint John campus MUST purchase the Emergency Health Insurance Plan which costs \$200.00 CAD per semester. This fee is in ADDITION to the Pre-MBA Program fees.

For questions on how to pay your fees or enroll in the international health insurance plan, please see Miranda in the Saint John College Office located in Hazen Hall G038.

Fees for all modules are due by the first Friday of each semester. For Fall 2022, fees will be due by Friday, September 8<sup>th</sup>, 2023 while fees for the Winter 2023 semester will be due by Friday, January 13<sup>th</sup>, 2024. Students who have not paid their fees by these dates will be removed from class and will not be permitted to study until payment is made.

Please note that you may lose access to your *MyUNB Intranet* account or any of the related services therein (e.g. D2L, Microsoft Teams) until fees are paid.

### 4. Attendance

Students in the Pre-MBA Program must attend all classes. Going to class is the best way to learn and improve your English. Students are expected to attend ALL classes at the designated times, whether they are studying in person or online. Online students should also be aware that classes will be scheduled according to Atlantic Standard Time (AST) which may result in Pre-MBA classes being held at inconvenient times in their home countries.

The following guidelines regarding class attendance are the standard in Canadian Universities.

- A. Being late for class is unacceptable.
- B. Entering a class once it has begun is disruptive and individual instructors will inform you of their course policy regarding late arrival.
- C. It is important to email instructors **before** a class if you are going to be absent.
- D. If you miss a test or graded assignment, your instructor will decide whether you will be permitted to complete the missed assignment at another time. In addition, whenever possible, it is necessary to inform the instructor and your team members that you will be absent **before** the test or assignment.

## General Information

### 5. Pre-MBA Grading Scale

The Pre-MBA Program uses the following grade scale to assess its students in ALL its courses:

Letter Grade	Percentage	GPA
A+	95-100	4.3
A	90-94	4.0
A-	85-89	3.7
B+	80-84	3.3
<b>B</b>	<b>75-79</b>	<b>3.0</b>
B-	70-74	2.7
C+	65-69	2.3
C	60-64	2.0
D	55-59	1.0
F	50 and below	fail

### 6. Completion of Pre-MBA

The following requirements must be met for students to successfully complete the Pre-MBA Program:

- A final CGPA of 3.0 in the Pre-MBA Program (*not in each individual course*)
- A grade of B (3.0) in NCPM 1317: Math Tools for MBA (*Module II*)
- A grade of B in NCPM 1318 (Intensive English I and II) (**a grade of B must be achieved in both part I and part II**)
- GMAT score of 550 with a verbal reasoning score in the 40<sup>th</sup> percentile (or better) (*only required for students who have not had their GMAT requirement waived upon conditional admission to the MBA Program*)

Students who fail to achieve program requirements will not receive a *Certificate of Successful Completion* and may not be permitted to enter the MBA Program in the Fall of 2024.

### 7. Moving from Pre-MBA to MBA

After successfully completing the Pre-MBA Program, students may enter the UNB Saint John MBA Program if they have met all the conditions listed on their *Certificate of Acceptance* from the MBA Program.

## General Information

When you have completed the Pre-MBA Program and have met all the requirements to enter the MBA, be sure to request a final, unconditional acceptance letter from Mrs. Tammy Morin ([tmorin@unb.ca](mailto:tmorin@unb.ca)), the UNB Saint John MBA Admissions Coordinator. You will need this letter to apply to renew your Canadian study permit and/or visa or to re-enter Canada if you return home during the break between Pre-MBA and MBA.

### 8. Language

It is expected that you will take every opportunity to speak English at all times. Strong skills in English will help you to achieve success in your studies.

### 9. Academic Offences

Plagiarism and cheating are serious offences and will result in a grade of 0 on an assignment. Please see the following link for additional information.

<https://www.unb.ca//gradstudies/current/resources/regulations-and-guidelines/regulations/academic-offenses.html>

### 10. Appointments

It is expected that students will use email to request an appointment with instructors and other university personnel. When sending an email to an instructor please remember to use your UNB email account and to always include your full name and UNB student number.

## Frequently Asked Questions

**1. I need to get an official letter (transcript/enrollment/etc.). What do I do?**

Send an e-mail to Miranda at SJC ([sjcol@unb.ca](mailto:sjcol@unb.ca)) to request the document or visit her in the SJC office in Hazen Hall Room G038

**2. I don't agree with one of my assignment/test grades. What do I do?**

Speak to your instructor.

**3. I am sick and cannot go to class. What do I do?**

Contact your instructor **before** the class and let her know. It is your responsibility to find out about the work you have missed.

**4. I need to withdraw from the Pre-MBA Program. What do I do?**

Contact SJC's Director, Lindsay Taylor Doiron ([ltaylor1@unb.ca](mailto:ltaylor1@unb.ca)) to discuss the matter and other possible options.

**5. What if I do not achieve a CGPA of 3.0?**

Request a *Certificate of Participation* in the Pre-MBA Program, rather than a *Certificate of Successful Completion*.

**6. How do I get extra help?**

Speak to your instructor and/or SJC's Director

**7. How do I check my grades?**

Check D2L, which can be accessed through your MyUNB Intranet account. Note: Some instructors will report your grades directly to you rather than on D2L.

## How to be successful in Pre-MBA

**The following suggestions will help you achieve academic and personal/professional success in Canada.**

- ✓ Know the rules and procedures of Saint John College and the policies of the Pre-MBA Program.
- ✓ Attend all classes.
- ✓ Take care of your body: eat, sleep, exercise and/or participate in social activities.
- ✓ Make friends with students from other cultures in your class and on campus.
- ✓ Use a calendar to keep track of assignments and tests.
- ✓ Keep all handouts and completed assignments and tests neatly in a binder for each individual course.
- ✓ If you have questions, meet with your teachers outside of class time to ask for assistance.
- ✓ Use the resources available to you as a student at UNB (see p. 15-16).
- ✓ Participate in activities whenever possible (see p. 14).
- ✓ As soon as you start having difficulties, meet with your teacher.
- ✓ Challenge yourself to live in English, even outside of class.

## To Do List During Orientation Period

### Activating Your MyUNB Intranet Account

Once you have paid your program fees, you will need to activate your **MyUNB Intranet** account so that you will have access to all the online services you will need to fully participate in your Pre-MBA courses.

These services include:

- Your UNB Email Account
- Desire to Learn Brightspace (D2L)
- Office 365
- MS Teams
- Access to your Student Financial Account
- Access to your course timetables

To activate your MyUNB Intranet account, you will need to know your UNB student as well as your UNB login ID and your date of birth.

Click on this link to go to the MyUNB Intranet Account Activation page: <https://es.unb.ca/apps/activate/>

In addition to activating your MyUNB Intranet account, you will also need to download the Multi-Factor Authentication (MFA) app on your phone or tablet so that you can access many of the services you will need in Office 365. For more information on the MFA and how to download and use the app, click [here](#).

If you are studying outside of Canada, please install the **UNB Virtual Private Network (VPN)** on your computer so that you can better access the UNB network. For details on downloading and using the VPN, click [HERE](#).

**Specific questions about your MyUNB Account should be directed to the UNB Saint John Student Technology Centre:**

**Location:** Main floor of Hans W. Klohn Commons Building

**Phone:** 506-657-2222

**Email:** [itservicedesk@unb.ca](mailto:itservicedesk@unb.ca)

### **UNB Student ID card**

When you arrive on the UNB Saint John campus, you will need to get a UNB ID card. UNB ID cards are used to give students access to the library and gym and can also be used to pay for food/drink at on-campus restaurants and in the cafeteria.

Student ID cards are available at the Safety and Security Office, located in Room 121 of the G. Forbes Elliot Athletic Centre. Your first card is free but if you lose it and need a replacement, the cost is \$15.00.

You can visit the Security Office to get your UNB ID card Monday to Friday from 8:00am - 4:30pm. You can go to have your ID photo taken any time during office hours. Please bring a government-issue ID and know your UNB Student number when you visit the office to get your UNB ID Card.

### **UNB Saint John Campus Store**

Located in the **G. Forbes Elliot Athletics Centre, Room 112**, the store will stock a range of UNB branded clothing and gifts, small tech items, stationary, school supplies and bus passes. **Open Monday to Friday, 9 a.m. - 4 p.m.**

### **Buying Textbooks**

You can purchase your textbooks at The UNB Saint John campus store, which is in the **G. Forbes Eliot Athletics Centre, Room 112**.

Some of your course textbooks will also be available to purchase on the Canadian Amazon.ca website or may be available to purchase directly through the book publisher's website (this is especially true for electronic copies of books).

## Environmental Health, Safety, and Security

Campus Security Services are available 24 hours a day, seven days a week, 365 days a year. A 24-hour Security Line is available by calling (506) 648-5675. For payphones on campus please pick up the receiver and push the Security button, no coin required.

The Environmental Health, Safety and Security Department provides the following services:

- Campus patrols
- Emergency response
- Parking/traffic control
- Investigations
- Safe walks
- Key/Card Access Control
- Lost and found
- Identification cards
- Emergency notification registration
- Health and safety
- General information

Immediately report emergencies, incidents, or suspicious activity to Campus Security.

### Parking

All vehicles on campus are required to have a valid parking permit. Student parking permits can only be purchased ONLINE at <https://www.unb.ca/saintjohn/security/parking.html>

Various options are available (note prices are subject to change without prior notice):

- Day pass available from Pay & Display Machine - \$5
- One-month student permit - \$46
- One-term student permit - \$94
- Two terms student permit - \$136
- Annual student permit - \$201

## Adjusting to Studying in Canada

### What is expected of you in the Canadian academic environment?

#### ***Punctuality:***

You are expected to arrive on time for classes and appointments. You are also expected to hand in your assignments on the due date. Being late is considered disrespectful. Handing in assignments late may result in a mark of zero.

#### ***Texts and other supplies:***

You are expected to come to class with the required textbooks and your own paper (lined A4-size). You may not copy or share textbooks unless you have permission from your instructor to do so.

#### ***Cell phones:***

Cell phones should be turned off while in class. No electronic dictionaries/translators are permitted in class.

#### ***Laptops:***

Many of your instructors will encourage you to bring your personal laptop to class. Please consult your instructors for individual policies on laptop use.

#### ***Interaction with your instructors:***

If you have a problem with the class, it is expected that you discuss this first with your instructor. It is not usual to go to the program coordinator with a problem before you have discussed it with your instructor.

It is not unusual for students, particularly at the graduate level, to address their instructors by their first names. However, wait for your instructor to give you permission to do this.

Otherwise, you may refer to your instructor by a title (Dr./Professor/Mrs./Mr.) followed by their family name.

#### ***Making Appointments with Instructors:***

Please arrange appointments in advance. When not teaching, your instructors are often busy marking, preparing classes, or having meetings, so it is polite to allow them to schedule time to speak with you.

## Student Resources/Contacts

<b>Tuition Payments/Registration Questions</b> Miranda MacDougall <a href="mailto:sjcol@unb.ca">sjcol@unb.ca</a> (506)648-5599	<b>Director/Pre-MBA Program Coordinator</b> Lindsay Taylor Doiron <a href="mailto:ltaylor1@unb.ca">ltaylor1@unb.ca</a> (506)648-5935
<b>Registrar's Office</b> Oland Hall 141 <a href="mailto:unbsjreg@unb.ca">unbsjreg@unb.ca</a> (506) 648-5670	<b>MBA Academic Programming and Student Development</b> Hana Qiu <a href="mailto:Hana.qiu@unb.ca">Hana.qiu@unb.ca</a>
<b>Student Health Centre</b> Annex B <a href="mailto:Behealthy@unb.ca">Behealthy@unb.ca</a> (506) 648-5656	<b>Pre-MBA and MBA Admissions</b> Tammy Morin <a href="mailto:tmorin@unb.ca">tmorin@unb.ca</a> (506) 648-5746
<b>Campus Security/Athletics Centre</b> AC Room 114 <a href="mailto:securesj@unbsj.ca">securesj@unbsj.ca</a> (506)648-5675	<b>International Student Advisor</b> Ase Kelly-Berg Oland Hall, G14 <a href="mailto:akberg@unb.ca">akberg@unb.ca</a> (506) 648-5618

### UNB Saint John Counseling

Counselling Services Philip W. Oland Hall, Rms G18/19 +1 506 648 2309 <a href="mailto:sjcounsellor@unbsj.ca">sjcounsellor@unbsj.ca</a>
--

### More Mental Health Resources for Students

**Real Campus:** Real Campus is a service that is provided to all UNBSJ students that is an extension of student services. It allows students to have 24/7 support and professional care that is instantly accessible. Services include but are not limited to mental health counselling, crisis counselling, personal counselling, career, and life coaching, virtual group counselling and mindfulness programs.

Services can be accessed by:

- Email [hello@realcampus.ca](mailto:hello@realcampus.ca)
- Phone 1-877-390-7325 (REAL)
- Online at [www.realcampus.ca/unb](http://www.realcampus.ca/unb)
- Real Campus blog: <https://realcampus.ca/articles/>

Outside normal operating hours, or in situations requiring immediate assistance, help with a crisis or an emergency is available through:

- CHIMO Help Line Inc. (Crisis Line 1-800-667-5005)
- Mobile Mental Health Crisis Services (1-888-811-3664)