

The logo for HEC Montréal, featuring the text "HEC" above "MONTRÉAL" in white, sans-serif font on a dark blue square background.

HEC
MONTRÉAL

Exchange course registration



Guideline

How to register to a business course

- Connect to [HEC en ligne](#)
- Follow this step by step guideline

Before you start

- Courses are assigned on a first come first served basis. All incoming students are advised to be as flexible as possible with their course selection. We aim to register students for preferred courses, but we cannot guarantee course placement.
- [Add and drop period: deadline is available on the academic calendar](#)
- [Make sure you meet the prerequisites \(*préalable in French*\) prior to registering to a course](#)
- Languages of instruction: French, English and Spanish:
 - Codes for English courses end with the letter A (ex: 10100A)
 - Codes for French courses don't have a letter at the end (ex: 10100)
 - Codes for Spanish courses end with the letter E (ex: 10100E)
- [Waitlist: you are allowed one course on the waitlist](#)
- [Where can I find a course outline?](#)

All the information regarding HEC Montréal courses can be found on our website:

[Business Courses – Q&A](#)

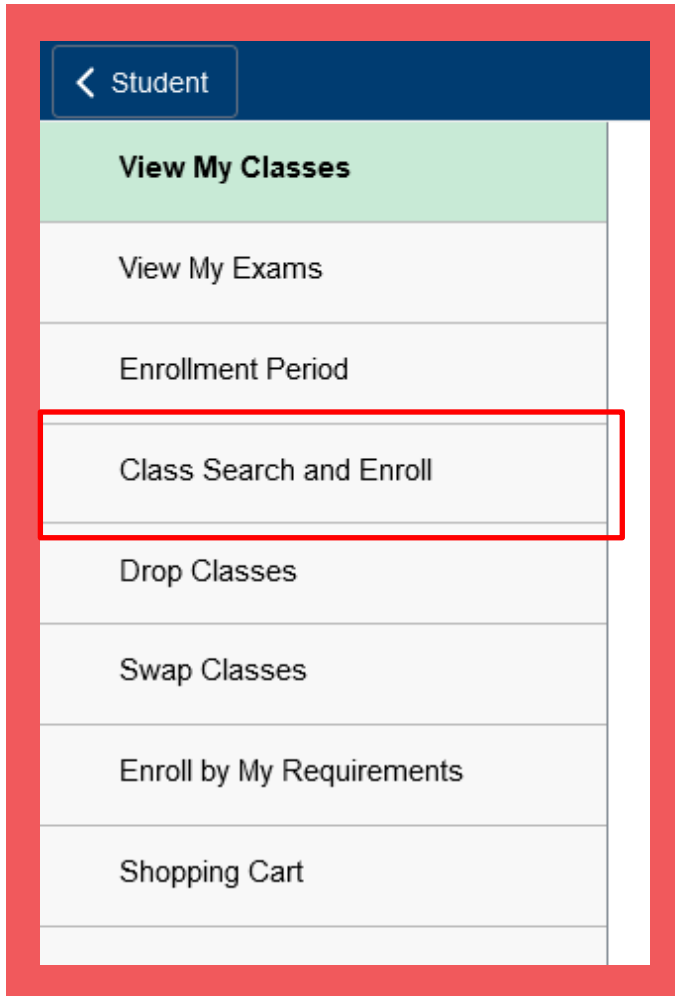
1. Add courses to you cart

Step 1.1

The screenshot shows the HEC EN LIGNE student dashboard. At the top left, the logo "HEC EN LIGNE" is displayed. Below it, the user is identified as "Student" with a dropdown arrow. The dashboard features a grid of functional tiles:

- Messages:** Contains a notification: "Cancelling a course may have consequences if you lose full-time student status. It can also generate change fees."
- Academic Progress:** Represented by an icon of a person climbing a bar chart.
- Manage Classes:** Represented by a calendar icon. This tile is highlighted with a red border.
- Academic Records:** Represented by a document icon with a checkmark.
- Tuition Fees:** Represented by a dollar sign icon.
- Profile:** Represented by a person icon and a pencil. The ID number "11289438" is visible below the icon.
- Documents:** Represented by an icon of two overlapping documents.
- Tasks:** Represented by a clipboard icon with a checkmark. Below the icon, it says "No current tasks".
- Services and Tools:** Represented by an icon of a person and gears.
- Forms:** Represented by an icon of a document with a pencil.

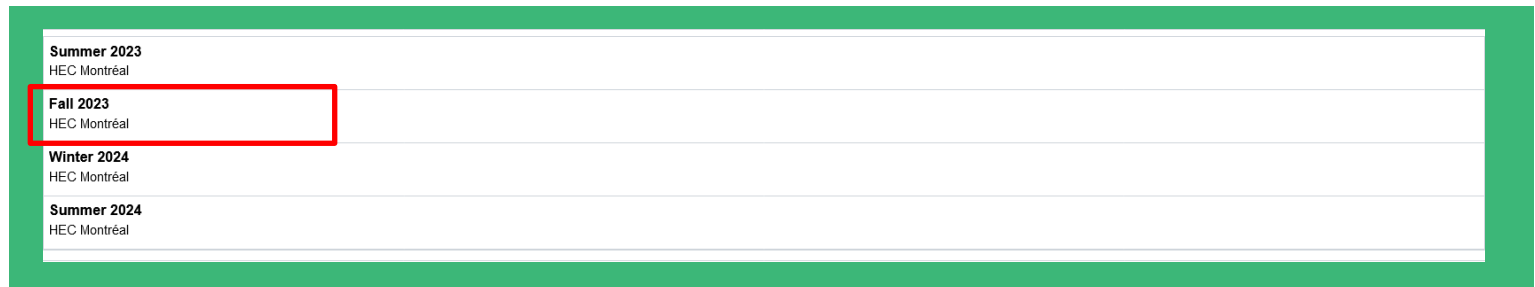
Step 1.2



A screenshot of a student menu interface. The menu is titled "Student" and contains several options. The option "Class Search and Enroll" is highlighted with a red rectangular border. The other options are "View My Classes", "View My Exams", "Enrollment Period", "Drop Classes", "Swap Classes", "Enroll by My Requirements", and "Shopping Cart".

< Student
View My Classes
View My Exams
Enrollment Period
Class Search and Enroll
Drop Classes
Swap Classes
Enroll by My Requirements
Shopping Cart


Step 1.3



A screenshot of a semester selection interface. The list contains four entries: "Summer 2023", "Fall 2023", "Winter 2024", and "Summer 2024". Each entry is followed by "HEC Montréal". The "Fall 2023" entry is highlighted with a red rectangular border.

Summer 2023 HEC Montréal
Fall 2023 HEC Montréal
Winter 2024 HEC Montréal
Summer 2024 HEC Montréal

Step 1.4

Search For Classes 

Enter a course code : subject and/or catalog number (e.g. MNGT 30400)

▶ **Favorites**

▶ **Recently Viewed**

Step 1.5

View Search Results

2 Courses with keyword: 10430

MNGT 10430
Strategic Management in Organizations
9 Class Options Available

MNGT 10430A
Strategic Management in Organizations
3 Class Options Available

Step 1.6

MNGT 10430A
Strategic Management in Organizations

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option ⓘ Selected Filters 3 options

Option	Status	Session	Class	Start/End Dates	Days and Times	Instructor	Seats
1	Closed	Regular Academic Session	A01 - 3447	2023-08-26 - 2023-12-21	Thursday 08:30 to 11:30 More class meetings available	To be Announced	Closed >
2	Closed	Regular Academic Session	B01 - 3637	2023-08-26 - 2023-12-21	Monday 08:30 to 11:30 More class meetings available	To be Announced	Closed >
3	Closed	Regular Academic Session	A02 - 3773	2023-08-26 - 2023-12-21	Thursday 08:30 to 11:30 More class meetings available	To be Announced	Closed >

Step 1.7

[Next >](#)

Step 1 of 3: Review Class Selection

You have selected

MNGT 10430A Strategic Management in Organizations

Option Status: Closed

Class	Session	Meeting Dates	Days and Times	Seats
A01 - 3447	Regular Academic Session	2023-08-31 - 2023-08-31	Thursday 08:30 to 11:30 More class meetings available	Closed

Step 1.8

If you want to be on the waitlist, you can select YES at the center of the page before accepting.

Fall 2023
B.B.A.
HEC Montréal

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

ECON 10804A The macroeconomic environment of the firm
A01 - 3607 - Wait List

Add to waitlist if class is full? No

Accept

Step 1.9

Fall 2023
B.B.A.
HEC Montréal

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Complete

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

ECON 10804A The macroeconomic environment of the firm




Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
A01 - 3607	Regular Academic Session	2023-08-28 - 2023-08-28	Monday 08:30 to 11:30 More class meetings available	Waitlist Available Places 5 of 5

► Class Preferences

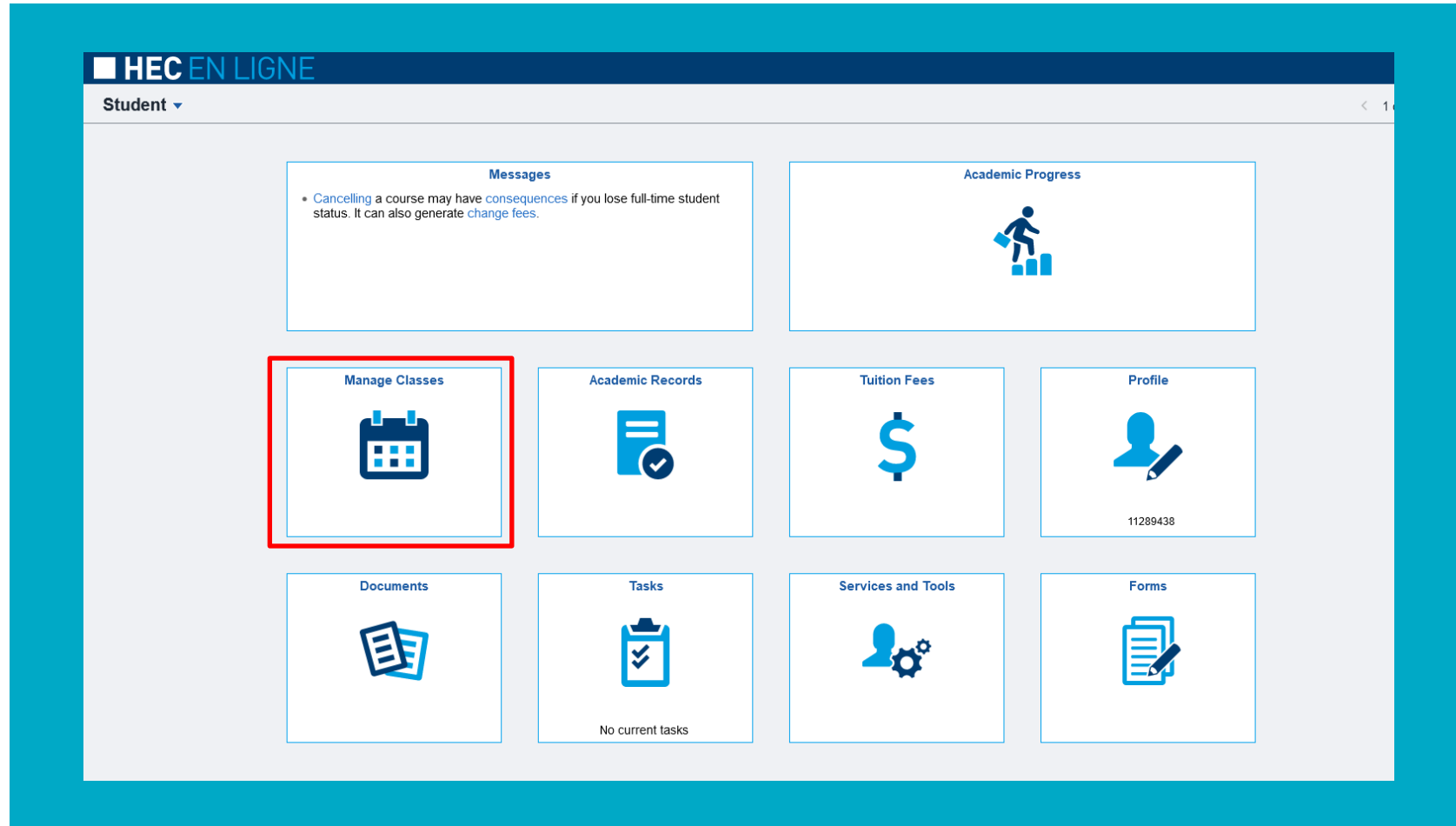
Submit

Step 1.10

Fall 2023 B.B.A. HEC Montréal	
View My Classes	
View My Exams	
Enrollment Period	
Class Search and Enroll	 ECON 10804A - The macroeconomic environment of the firm Class has been added to your Shopping Cart.
Drop Classes	 Return to Class Search Results
Swap Classes	 Return to Keyword Search Page
Enroll by My Requirements	
Shopping Cart	

2. On course enrollment day, you'll have the possibility of selecting and submitting all the courses in your shopping cart.

Step 2.1



Step 2.2

Fall 2023
B.B.A.
HEC Montréal

- View My Classes
- View My Exams
- Enrollment Period
- Class Search and Enroll
- Drop Classes
- Swap Classes
- Enroll by My Requirements
- Shopping Cart**

Step 2.3

Fall 2023
B.B.A.
HEC Montréal

View My Classes

View My Exams

Enrollment Period

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Building, Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	A01 - 3607	ECON 10804A Macroeconomic environment	Regular Academic Session	Monday 08:30 to 11:30 More class meetings available	Côte-des-Neiges, To be Announced	To be Announced	3.00	Waitlist Available Places 5 of 5	Change Preferences

Shopping Cart