REGISTRATION PROCEDURES
Fall 2016 – Spring 2017

**Fall 2016 Term Dates: September 12 – December 16**
Project Period: October 24 – November 1

**Spring 2017 Term Dates: January 23 – April 21**
Project Period: March 6 - 11

**REGISTRATION PER CLASS**

**EAMBA 27 & 28:** Each student must register online for electives in the fall 2016 and spring 2017 terms. You will also register for your capstone course MGT 612 – Strategic Leadership of the Organization in the spring term. Students will be automatically registered for INTL 613 (EA 27 only) and MBA 506.

AMP (3/2) students will not register online. AMP’s must email their course selections to their advisor by Friday, May 13. The registrar’s office will register AMP’s for their selected courses.

**EAMBA 29:** Will be automatically registered for core courses in the fall & spring terms. Each student is responsible for registering online for TWO electives in the spring 2017 term.

**PMBA Class 51:** Each student must register online for TWO elective courses in the fall 2016 term.

**PMBA Class 52:** Each student must register online for ONE elective course in the fall 2016 term and TWO elective courses in the spring 2017 term.

**PMBA Class 53:** Each student must register online for TWO elective courses in the spring 2017 term.

**PMBA Class 54:** Will be automatically registered for core courses in the fall & spring terms.

**ONLINE REGISTRATION DATES for Elective Courses**

**PMBA Students:** 12 noon Monday, May 9 through 5 p.m. Friday, May 20

**EAMBA Students:** 12 noon Wednesday, May 11 through 5 p.m. Friday, May 20

Registration is not continuous and will close at 5 p.m. on dates indicated above.

Online registration is for students eligible for elective courses ONLY.

MBA 611 Domestic Consulting Project and INTL 604 Global Consulting Project are not available for online registration. Please see page 3 for consulting project registration instructions.

**DROP/ADD DATES**

All drop/add requests require advisor approval before changes can be made. Requests must be submitted directly to the Student Services office during the published drop/add dates and times listed below. Special circumstances requiring schedule changes outside the published registration and drop/add dates will be considered on a case-by-case basis.

**Fall 2016**

Drop/Add Period: 12 noon Monday, August 29 through 5 p.m. Friday, September 16.

Fall 2016 drop requests submitted after 5 p.m. on September 16 will be a withdrawal.

**Spring 2017**

Drop/Add Period: 12 noon Monday January 9 through 5 p.m. Friday, January 27

Spring 2017 drop requests submitted after 5 p.m. on January 27 will be a withdrawal.
**REFUND POLICY (full term courses)**

<table>
<thead>
<tr>
<th>Term</th>
<th>100% Refund</th>
<th>75% Refund</th>
<th>50% Refund</th>
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<tbody>
<tr>
<td>Fall 2016</td>
<td>By 5 p.m. on September 16</td>
<td>By 5 p.m. on September 23</td>
<td>By 5 p.m. on September 30</td>
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<tr>
<td>Spring 2017</td>
<td>By 5 p.m. on January 27</td>
<td>By 5 p.m. on February 3</td>
<td>By 5 p.m. on February 10</td>
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**TUITION**

Tuition payment is due prior to the start of each term. Late fees will be assessed each month payment is not received, and your account will be placed on bursar’s hold.

**DEFERMENT FORMS - PMBA PROGRAM ONLY**

A deferment form is due prior to the start of each term. Please fax all deferment forms to 407 646 2360 (*no cover sheet required*). If tuition is not paid or a deferment form is not submitted, late fees will be assessed each month and your account will be placed on bursar’s hold.

**GRADES**

Grades are available within two weeks after each term has ended and can be viewed in FoxLink. *Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.* Term grade reports will be mailed to students who have a deferment form on file.

**INCOMPLETE GRADES**

Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes not graded by the midpoint of the following term will be changed to an F.

**STANDARD BOOKSTORE HOURS**

Bookstore hours are posted at: [http://www.rollins.edu/bookstore/](http://www.rollins.edu/bookstore/) or call 407-646-2133.

**TRANSCRIPTS**

Official transcript requests must be made via a signed, written request and submitted to the Crummer student records office via mail, fax or walk-in. Unofficial transcripts are available via FoxLink.

**COURSE DESCRIPTION/CONCENTRATIONS**

Official course descriptions and a list of what courses can apply toward each concentration are located at [http://www.rollins.edu/business/student-services/student-academics/index.html](http://www.rollins.edu/business/student-services/student-academics/index.html).

**WEBSITE**

The Crummer student records website is located at [http://www.rollins.edu/business/student-services/](http://www.rollins.edu/business/student-services/). Course schedules, registration procedures and forms are located on this page for your convenience.

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**DOMESTIC AND GLOBAL CONSULTING PROJECT REGISTRATION**

Students must apply and be accepted to consulting projects.

Consulting projects will be posted on Blackboard approximately two weeks before the start of each term, as projects become available. All eligible students will have access to view the projects, application procedures, etc., but please note that this is for informational purposes only and therefore does not indicate that you are registered for a project.

Once you are officially registered for a consulting project, you will be notified via Rollins email.

If you will be dropping one of your classroom based electives once you are accepted to a project, you must submit your drop request form to the Student Services office by 5 p.m. by the end of the first week of class. Please note that acceptance into a consulting project does NOT give you approval to overload without advisor consultation.