

REGISTRATION PROCEDURES

Fall 2017 – Spring 2018

Fall 2017 Term Dates: August 19 – December 16

Spring 2018 Term Dates: January 6 – April 28

REGISTRATION PER CLASS

EAMBA 29 & 30: Each student must register online for elective courses in the fall 2017 and spring 2018 terms. Students will be automatically registered for INTG 605 (EA 29 only) and FDN 506. Registration for the Integrative Capstone Experience is NOT a part of online registration.

AMP (3/2) students will not register online. AMP's must email their course selections to their advisor by Friday, May 19. The registrar's office will register AMP's for their selected courses.

PMBA Class 53: Each student must register for the 3 credit hour MGT 611 or TWO 2 credit hour electives in either fall 2017 or spring 2018.

PMBA Class 54: Each student must register online for TWO elective courses in fall 2017 – Module I, TWO elective courses in fall 2017 – Module II, and ONE elective course in spring 2018 – Module I.

PMBA Class 55: Each student must register online for ONE elective course in fall 2017 – Module II, TWO elective courses in spring 2018 – Module I, and TWO elective courses in spring 2018 – Module II.

EMBA Class 37: Each student must register online for TWO elective courses in fall 2017 – Module II, and TWO elective courses in spring 2018 – Module I.

ONLINE REGISTRATION DATES for Elective Courses

EMBA Students: 12 noon Monday, May 8 through 5 p.m. Friday, May 19

PMBA Students: 12 noon Wednesday, May 10 through 5 p.m. Friday, May 19

EAMBA Students: 12 noon Monday, May 15 through 5 p.m. Friday, May 19

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

DROP/ADD DATES

All drop/add requests require advisor approval before changes can be made. Requests must be submitted to the registrar's 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 2017 – Module I & II

Drop/Add Period: 12 noon Monday, August 7 through 5 p.m. Friday, August 25.

Fall 2017 – Module I drop requests submitted after 5 p.m. on August 25 will be a withdrawal.

Fall 2017 – Module II only

Drop/Add Period: 12 noon Monday, October 9 through 5 p.m. Wednesday, October 25.

Fall 2017 – Module II drop requests submitted after 5 p.m. on October 25 will be a withdrawal.

Spring 2018 – Module I & II

Drop/Add Period: 12 noon Monday, December 18 through 5 p.m. Friday, January 12.

Spring 2018 – Module I drop requests submitted after 5 p.m. on January 12 will be a withdrawal.

Spring 2018 – Module II only

Drop/Add Period: 12 noon Monday, February 26 through 5 p.m. Friday, March 9.

Spring 2018 – Module II drop requests submitted after 5 p.m. on March 9 will be a withdrawal.

REFUND POLICY (full term courses)

Fall 2017

Last day for 100% refund: By 5 p.m. on August 25

Last day for 75% refund: By 5 p.m. on September 15

Last day for 50% refund: By 5 p.m. on October 17

Spring 2018

Last day for 100% refund: By 5 p.m. on January 12

Last day for 75% refund: By 5 p.m. on February 2

Last day for 50% refund: By 5 p.m. on March 5

TUITION

Tuition payment is due on the Friday 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 & EMBA PROGRAM

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**) or email to lfindley@rollins.edu. 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 module 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 for employer reimbursement will be emailed to students upon request.

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/> or call at 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>.

WEBSITE

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

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. All eligible students will have access to view the projects and application procedures, etc. Once you have applied and been accepted to 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.