REGISTRATION PROCEDURES
Spring 2017 – Module II

Spring 2017 Module II Term Dates: March 6 – April 28

REGISTRATION PER CLASS

EAMBA 29: Each student must register online for two electives in the spring 2017 module II. Students will be automatically registered for DBC 510 and INTG 605.

AMP (3/2) students will not register online. AMP’s must email their course selections to their advisor after 12:00 noon on Monday, November 28. The registrar’s office will register AMP’s for their selected courses.

ONLINE REGISTRATION DATES for Elective Courses

EAMBA 29 Students: 12 noon Monday, November 28 through 5 p.m. Friday, December 9

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.

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.

Spring 2017

Drop/Add Period: 12 noon Monday February 20 through 5 p.m. Friday, March 10

Spring 2017 drop requests submitted after 5 p.m. on March 10 will be a withdrawal.

REFUND POLICY (full term courses)

Spring 2017

Last day for 100% refund: By 5 p.m. on January 27
Last day for 75% refund: By 5 p.m. on February 3
Last day for 50% refund: By 5 p.m. on February 10

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.

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/ 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.