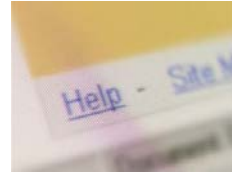




MBA Online Program

Online chat schedule and registration information



Priority registration for online students for Fall 2013 begins on March 25, 2013. Please read the information below regarding when to register for online courses.

Online students Priority Registration Date:	
March 25 – April 7	Only fully online students can register for Fall 2013
NOTE: (Note: this period is <u>exclusively</u> for fully online students and it begins prior to the University’s priority registration on April 8 th .)	

Suffolk University priority registration:	
April 8, 2013	Fall 2013 online courses open to campus students (with the exception of MBA 600, 780, 800).

Registration Exceptions (online students):

The following courses are available online **ONLY** to fully Online MBA students. They are not available to campus students.

1. MBA 600W
2. MBA 780W*
3. MBA 800W*

(*Can be taken online with special permission from Assistant Dean, Lillian Hallberg)

New Student Orientation (NSO):

If this is the first MBA Online course you are taking, you must register for **MBA 001 W1-NSO W1 First-Time Online Users** with the Registrar's Office. This is a 0-credit, 0-fee introductory course.

Fall 2013
Thursday, August 29, 2013
7:00 – 8:00PM (EST)

Closed course:

When a course reaches its cap (capacity), it will be closed for enrollments. We advise students to get on the waitlist for the closed course. Once a spot becomes available, the first student on the waitlist will be notified by the Registrar’s automated system. Please be sure to have access to your Suffolk email account.

Do not contact faculty directly. Students cannot be added to a closed online course by a faculty member. The Online Program adheres to the waitlist process in assisting students enroll in courses.

Registration information:

For step-by-step instructions on how to register and the waitlist process log on to OneSource at: <http://www.suffolk.edu/offices/5768.html#anchor5856>

Fall 2013	
Start Date:	September 3, 2013
End Date:	December 5, 2013
Finals Week:	December 9 - 14

Fall 2013 MBA Online Chat Schedule

Section	Title	Chat day	Chat time	Instructor
MBA-001-W1	New Student Orientation	Thursday, August 29, 2013	07:00PM - 08:00PM	Cheryl Cairra
Core & Required				
MBA-610-W1	Organizational Behavior	Monday	08:30PM - 10:00PM	Detjen, J
MBA-622-W1	Operations & Data Analysis	Thursday	06:50PM - 08:20PM	Marcus, B
MBA-630-W1	Economic Analysis for Managers	Monday	06:50PM - 08:20PM	Beliaeva, N
MBA-640-W1	Corp Financial Reporting & Ctr	Wednesday	06:50PM - 08:20PM	Markelevich, A
MBA-650-W1	Value Based Financial Mgmt	Thursday	06:50PM - 08:20PM	Han, K
MBA-670-W1	Info Mgt for Compet Advantage	Tuesday	06:50PM - 08:20PM	Kahn, B
MBA-680-W1	Managing in Ethical & Lgl Evt	Tuesday	08:30PM - 10:00PM	Segal, L
MBA-780-W1	Managing in Global Environment	Tuesday	08:30PM - 10:00PM	Staff, M
MBA-800-W1	Strategic Management	Thursday	06:50PM - 08:20PM	Staff, M
Accounting				
ACCT-801-W1	Grad Financial Accounting I	Thursday	06:50PM - 08:20PM	Potvin, M
ACCT-802-W1	Grad Financial Accounting II	Thursday	08:30PM - 10:00PM	Potvin, M
ACCT-804-W1	Cost Info, Decision & Control	Wednesday	08:30PM - 10:00PM	Rahman, M
ACCT-805-W1	Auditing and Assurance Svcs	Monday	08:30PM - 10:00PM	Fuerman, R
ACCT-825-W1	Corp Fin Planning & Control	Tuesday	08:30PM - 10:00PM	Petacchi, P
ACCT-865-W1	Technology & Fin Info Systems	Tuesday	06:50PM - 08:20PM	Gomaa, M
TAX-801-W1	Issues in Federal Taxation	Monday	06:50PM - 08:20PM	Angelini, J
Business Law				
*BLLS-800-W1	Business Law	Wednesday	06:50PM - 08:20PM	McCoy, J
BLLS-830-W1	Manage in Intrnl Legal Environ	Tuesday	08:30PM - 10:00PM	McCoy, J
Finance				
FIN-801-W1	Money & Capital Markets	Monday	08:30PM - 10:00PM	Atherton, C
FIN-810-W1	Investment Analysis	Monday	06:50PM - 08:20PM	Atherton, C
FIN-814-W1	Options and Futures	Wednesday	06:50PM - 08:20PM	Herbst, A
MGT: Entrepreneurship				
MGES-802-W1	Corporate Entrepreneurship	Wednesday	06:50PM - 08:20PM	Golden, S
MGES-842-W1	Glob Innov & New Prod Vir Team	Thursday	08:30PM - 10:00PM	Bhatia, S
Marketing				
MKIB-817-W1	International Marketing	Wednesday	08:30PM - 10:00PM	Curran-Kelly, C

FALL 2013

*NEW COURSE:

Course Number:	BLLS 800 W1
Course Title	Business Law
Credits:	3 credits
Instructor	John McCoy

Course Description

Examines the philosophy and practice of substantive law affecting the formation, operation and discharge of commercial transactions and contracts, and business associations, including agency, partnership, corporation and trust forms of association. Aspects of property law as well as international dimensions are considered.

APPENDIX

Following is a copy and paste registration instruction information from the Office of the Registrar's.

To access the registration information directly from the web, visit: <http://www.suffolk.edu/offices/5768.html>

Registration Instructions

Following is a copy and paste instructions from the Registrar's Office, you may get this information by logging on to: <http://www.suffolk.edu/offices/5768.html>

Logging in

- Access the Registration Login page at: <http://www.suffolk.edu/mysuffolk>.



- Enter User ID and Password (If you are new and do not know this information, click on “**What’s my Login ID?**” or contact Suffolk University Help Desk at 617-573-8000 x2002, between the hours 8:30AM to 8:00PM EST).
- Forgot your password? Click “**What’s My Password**” and a new one will be emailed to your SU email.
- Once successfully, logged in: Click “**Classes & Registration**” tab (top of the screen).



Registering

Registering for courses is as easy as 1-2-3.

- First, you must create a “wishlist” that includes the courses you intend to take for the appropriate semester. You may search for courses using the “Check Course Offerings” subtab.
- Second, during your assigned registration time, select the action you would like to take from the dropdown menu. You may add or remove courses until your intended schedule has been selected.
- Once you have your classes finalized, click submit and your registration is complete.

Please note that if you have any holds, need advising, or are registering for a course that requires faculty approval, you may not be eligible until those issues have been addressed.

Contact the Office of the Registrar at 617.573.8430 or stu.info@suffolk.edu should you encounter any of these situations.

Creating a Wishlist

In order to register for courses, each student must first create a “wishlist” of classes for the semester in which they are registering.

Please note: Selecting courses for your wishlist does not guarantee that you will be able to register for the course(s). Be sure to verify that you have completed the prerequisites before you begin the registration process.

- Enter the subject, course number, section (CAPS only), and term for the course(s) you would like to add
- Click Submit
- A new screen will display your preferred sections (wishlist) and your current semester courses
- To register for courses from your wishlist:
- Select an action for all of your preferred sections from the drop-down menu , or
- Individually select registration options for each course (Please note: If you wish to take a course as Pass/Fail or Audit, consult the Academic Catalog for policy information before choosing either of these options.)
- You may remove sections from your wishlist at anytime from this screen
- If you receive an error message at the top of the page stating "You are not eligible for registration at this time," please contact the Office of the Registrar at 617.573.8430 or stu.info@suffolk.edu
- Please print a copy for your records

Wait List

Certain courses fill quickly resulting in a waitlist (closed section). Should any of your preferred courses reach their capacity before you register, you may include them on your waitlist.

Please note: Only closed courses can be waitlisted. You may not be on a waitlist for a course if you are currently registered for another section of the same course. You must meet all student and course eligibility rules in order to be placed on a waitlist.

- Select the WL – Waitlist action from the drop-down menu next to the course
- The course will appear under the Waitlist section of the Registration Results screen
- View the number of students on the waitlist by selecting Manage My Waitlist from the Registration Options
- Should the course have an opening, you will receive an email indicating that you have two days to register for the course
 - It is extremely important that you check your Suffolk email for these notifications
 - If you miss the two day window, the opening will be offered to the next student on the waitlist
 - If you do not plan on registering for the course, please remove yourself from the waitlist so the next student on the list can be notified
- To register for waitlisted course sections, select Manage My Waitlist from the Registration Options menu. Choose RG – Register from the Action column next to the course. You can also remove yourself from the waitlist for a course from this screen by selecting an Action or RM - Remove.
- Results screen appears

Drop Class

- Use if you want to drop classes from your current schedule.
- Your preferred sections and your current registrations will appear.
- Check the box in the DROP column.
- Click Submit. Your results screen will appear.
- Please print a copy for your records.

Confirmation

- Confirmation is obtained by clicking on "My Class Schedule" and choosing the appropriate term.
- Use your browser's print function to print a hard copy confirmation of your course schedule by term.
- An email confirmation of registration activity is also sent to your Suffolk email account.
- For information regarding your Suffolk email account please visit www.suffolk.edu/email