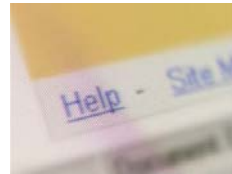


MBA Online Program

Online chat schedule and registration information



Priority registration for online students for Fall 2015 begins on March 27, 2015. Please read the information below regarding when to register for online courses.

Online students Priority Registration Date:	
March 27- April 5	Only fully online students can register for Fall 2015
NOTE: (Note: this period is <u>exclusively</u> for fully online students and it begins prior to the University's priority registration on April 6 th .)	

Suffolk University priority registration:	
April 6, 2015	Fall 2015 online courses open to campus students (with the exception of SBS 600 [formerly MBA 600], MBA 780, MBA 800).

Note: Summer 2015 registration is still open.

Registration Exceptions (online students):

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

1. SBS 600W (formerly MBA 600W)
2. MBA 780W*
3. MBA 800W*

(*Can be taken online with special permission from Assistant Dean, Heather Hewitt)

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. It is offered twice however, students only need to attend one session. Choose either the Tuesday or Thursday offering that best fits your schedule.

Fall 2015	
MBA 001 W1	MBA 001 W2
Tuesday, September 1	Thursday, September 3
6:00 – 7:00PM (EST)	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 visit the following site:

<http://www.suffolk.edu/explore/24051.php>

Fall 2015	
Start Date:	September 8, 2015
End Date:	December 14, 2015
Finals Week:	December 15-18

Fall 2015 MBA Online Chat Schedule

Course Number	Course TITLE	Chat Day	Chat Time	Instructor
New Student Orientation				
MBA-001-W1	NSO First-Time Online Users	Tuesday, September 1	06:00PM 07:00PM	Potvin, M
MBA-001-W2	NSO First-Time Online Users	Thursday, September 3	07:00PM 08:00PM	Potvin, M
Core and Required				
MBA-610-W1	Organizational Behavior	Monday	08:30PM 10:00PM	Detjen, J
MBA-630-W1	Economic Analysis for Managers	Monday	06:50PM 08:20PM	Staff, F
MBA-640-W1	Corp Financial Reporting & Ctr	Wednesday	06:50PM 08:20PM	Tevet-Markelevich, A
MBA-650-W1	Value Based Financial Mgmt	Thursday	06:50PM 08:20PM	Staff, F
MBA-660-W1	Mkting: Challenge of Mging Val	Wednesday	08:30PM 10:00PM	Twomey, S
MBA-670-W1	Info Mgt for Compet Advantage	Tuesday	06:50PM 08:20PM	Staff, I
MBA-680-W1	Managing in Ethical & Lgl Envt	Tuesday	08:30PM 10:00PM	Peterson, J
MBA-780-W1	Managing in Global Environment	Wednesday	08:30PM 10:00PM	Arce, P
MBA-800-W1	Strategic Management	Thursday	06:50PM 08:20PM	Bhatia, S
Accounting				
ACCT-801-W1	Grad Financial Accounting II	Thursday	06:50PM 08:20PM	Potvin, M
ACCT-802-W1	Grad Financial Accounting III	Thursday	08:30PM 10:00PM	Potvin, M
ACCT-804-W1	Cost & Managerial Accounting	Wednesday	08:30PM 10:00PM	Rahman, M
ACCT-805-W1	Auditing and Assurance Srvc	Monday	08:30PM 10:00PM	Fuerman, R
ACCT-825-W1	Corp Fin Planning & Control	Wednesday	06:50PM 08:20PM	Petacchi, P
ACCT-865-W1	Accounting Information Systems	Tuesday	08:30PM 10:00PM	Gupta, K
ACIB-872-W1	International Accounting	Thursday	06:50PM 08:20PM	Andrade, D
TAX-801-W1	Federal Taxation I	Monday	06:50PM 08:20PM	Angelini, J
Business Law				
BLLS-800-W1	Business Law for Accountants	Tuesday	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	Staff, F
FIN-810-W1	Investment Analysis	Monday	06:50PM 08:20PM	Staff, F
MGT: Organizational Behavior/Entrepreneurship				
MGES-842-W1	Glob Innov & New Prod Vir Team	Monday	08:30PM 10:00PM	Golden, S
MGES-844-W1	Small Business Problem Solving	Wednesday	06:50PM 08:20PM	Cannon, R
Marketing				
MKIB-817-W1	International Marketing	Tuesday	08:30PM 10:00PM	Curran-Kelly, C

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/explore/24051.php>

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