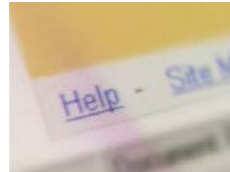




MBA Online Program

Online chat schedule and registration information



Priority registration

Priority registration is a time designated by Suffolk University to allow students the opportunity to register for courses without making an initial deposit. Once the period is over, the Student Accounts/Bursar's Office will mail out tuition bills to students.

The Online Program has reserved 2 weeks prior to the University priority registration exclusively for online students to register for online courses.

What does this mean to you?

It means that you can register for an online course without the worry or concern of a course filling up. It is highly recommended that you use the exclusive priority period for online students and register for course(s).

After the first two weeks, online courses will open to the rest of the campus community with the exception of SBS 600, MBA 780 and MBA 800. You may continue to register for online course, however, please note that online courses are popular among campus students and they may fill up quickly.

Fully Online Student Priority Registration Period for Summer 2015

January 12 – January 27	Only fully online students can register for Summer 2015 online courses
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Suffolk University Priority Registration Period for Summer 2015

January 28	Summer 2015 online courses available to campus students (with the exception of MBA 780, 800).
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Registration Exceptions (online students):

The following courses are available online **ONLY** to fully Online MBA students. (*Can be taken online with special permission from Assistant Dean, Heather Hewitt)

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

New Student Orientation (NSO):

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

The NSO is offered 2 times the week prior to the semester start date. Below are the dates for Summer 2015. Please note that you only attend the session that best fits your schedule.

Summer 2015	
MBA 001 <u>W1</u>	MBA 001 <u>W2</u>
Tuesday, May 12, 2015	Thursday, May 14, 2015
6:00-7:00PM (EST)	7 -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: <http://www.suffolk.edu/offices/5768.html#anchor5856>

Summer 2015 (Module 3)

Start Date: May 18, 2015

End Date: July 23, 2015

10 weeks session

SUMMER 2015 MBA Online Chat Schedule

Course Section	Course Title	Chat day	Chat time	Instructor	Module
New Student Orientation					
MBA-001-W1	NSO First-Time Online Users	Tuesday, May 12	06:00PM 07:00PM	Potvin, M	N/A
MBA-001-W2	NSO First-Time Online Users	Thursday, May 14	07:00PM 08:00PM	Potvin, M	N/A
Core and Required					
MBA-610-W1	Organizational Behavior	Monday	08:30PM 10:00PM	Detjen, J	Module 3
MBA-630-W1	Economic Analysis for Managers	Tuesday	06:50PM 08:20PM	Beliaeva, N	Module 3
MBA-640-W1	Corp Financial Reporting & Ctr	Monday	08:30PM 10:00PM	Tevet-Markelevich, A	Module 3
MBA-650-W1	Value Based Financial Mgmt	Thursday	08:30PM 10:00PM	Staff, F	Module 3
MBA-660-W1	Mkting: Challenge of Mging Val	Thursday	08:30PM 10:00PM	Curran-Kelly, C	Module 3
MBA-680-W1	Managing in Ethical & Lgl Eenvt	Wednesday	08:30PM 10:00PM	McCoy, J	Module 3
MBA-780-W1	Managing in Global Environment	Monday	06:50PM 08:20PM	Sheehan, M	Module 3
MBA-800-W1	Strategic Management	Wednesday	06:50PM 08:20PM	Aylward, T	Module 3
Accounting					
ACCT-804-W1	Cost Info, Decision & Control	Tuesday	06:50PM 08:20PM	Rahman, M	Module 3
ACCT-805-W1	Auditing and Assurance Svcs	Wednesday	08:30PM 10:00PM	Fuerman, R	Module 3
ACCT-865-W1	Technology & Fin Info Systems	Tuesday	08:30PM 10:00PM	Gupta, K	Module 3
TAX-801-W1	Issues in Federal Taxation	Monday	06:50PM 08:20PM	Angelini, J	Module 3
Finance					
FIN-801-W1	Money & Capital Markets	Monday	08:30PM 10:00PM	Atherton, C	Module 3
MGT:Organizational Behavior/Entrepreneurship					
MGES-800-W1	Business Startups	Monday	06:50PM 08:20PM	Cannon, R	Module 3
MGSM-834-W1	Mergers and Acquisitions	Saturday	09:00AM 10:30AM	Belousova, S	Module 3
Marketing					
MKIB-817-W1	International Marketing	Tuesday	08:30PM 10:00PM	Curran-Kelly, C	Module 3

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 Mange 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 nextto 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