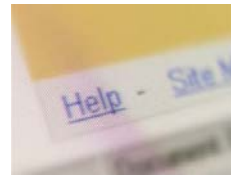




MBA Online Program

Online chat schedule and registration information



Priority registration for online students for Fall 2014 begins on March 24, 2014. Please read the information below regarding when to register for online courses.

Online students Priority Registration Date:	
March 24 – April 6	Only fully online students can register for Fall 2014
NOTE: (Note: this period is <u>exclusively</u> for fully online students and it begins prior to the University’s priority registration on April 7 th .)	

Suffolk University priority registration:	
April 7, 2014	Fall 2014 online courses open to campus students (with the exception of SBS 600 [formerly MBA 600], MBA 780, MBA 800).

Note: Summer 2014 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.

Summer 2014	
MBA 001 <u>W1</u>	MBA 001 <u>W2</u>
Tuesday, May 27, 2014	Thursday, May 29, 2014
6:00-7:00PM (EST)	7 -8:00PM (EST)

Fall 2014	Fall 2014
MBA 001 <u>W1</u>	MBA 001 <u>W2</u>
Tuesday, August 26	Thursday, August 28
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 log on to OneSource at:

<http://www.suffolk.edu/offices/5768.html#anchor5856>

Summer 2014 (Module 3)	
Start Date:	June 2, 2014
End Date	August 7, 2014
10 week session	

SUMMER 2014 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 27	06:00PM 07:00PM	Potvin, M	N/A
MBA-001-W2	NSO First-Time Online Users	Thursday, May 29	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	Staff, F	Module 3
MBA-640-W1	Corp Financial Reporting & Ctr	Monday	08:30PM 10:00PM	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 Envt	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
Finance					
FIN-801-W1	Money & Capital Markets	Monday	08:30PM 10:00PM	Staff, F	Module 3
MGT: Organizational Behavior/Entrepreneurship					
MGES-802-W1	Corporate Entrepreneurship	Monday	06:50PM 08:20PM	Staff, M	Module 3
MGES-848-W1	Green and Sustainable Business	Wednesday	06:50PM 08:20PM	Bean, W	Module 3
MGT: Strategy/International Business					
MGSM-833-W1	Corporate Innovation	Tuesday	06:50PM 08:20PM	DeFillippi, R	Module 3
Marketing					
MKIB-817-W1	International Marketing	Tuesday	08:30PM 10:00PM	Curran-Kelly, C	Module 3

EXCEPTION: Tax 801W and ACCT 825W will meet on Summer Module 1: May 19 – July 3.

Section	Section Title	Module 1 Dates	Chat days	Chat Time	Instructor
TAX-801-W1	Issues in Federal Taxation	May 19- July 3	Monday/Wednesday	06:50PM - 08:20PM	Angelini, J
ACCT-825-W1	Corp Fin Planning & Control	May 19- July 3	Tuesday/Thursday	06:50PM - 08:20PM	Petacchi, P

NOTE: These courses meet twice a week; for 7 weeks.

Fall 2014	
Start Date:	September 2, 2014
End Date:	December 4, 2014
Finals Week:	December 8-13

Fall 2014 MBA Online Chat Schedule

Course Section	Section Title	Chat Day	Chat Time	Instructor
New Student Orientation				
MBA 001 W1	NSO First-time online users	Tuesday, August 26	06:00PM 07:00PM	Potvin, M
MBA 001 W2	NSO First-time online users	Thursday, August 28	07:00PM 08:00PM	Potvin, M
Core and 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	Staff
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
MBA-670-W1	Info Mgt for Compet Advantage	Wednesday	06:50PM 08:20PM	Kahn, B
MBA-680-W1	Managing in Ethical & Lgl Envt	Tuesday	08:30PM 10:00PM	Staff
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 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	06:50PM 08:20PM	Petacchi, P
ACCT-865-W1	Technology & Fin Info Systems	Tuesday	08:30PM 10:00PM	Staff, A
ACIB-872-W1	Multintl Fin Analy & Control	Thursday	06:50PM 08:20PM	Andrade, D
TAX-801-W1	Issues in Federal Taxation	Monday	06:50PM 08:20PM	Angelini, J
Business Law				
BLLS-800-W1	Business Law	Monday	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
FIN-810-W1	Investment Analysis	Monday	06:50PM 08:20PM	Staff
FIN-814-W1	Options and Futures	Wednesday	06:50PM 08:20PM	Staff
MGT: Organizational Behavior/Entrepreneurship				
MGES-800-W1	Business Startups	Tuesday	06:50PM 08:20PM	Cannon, R
MGES-844-W1	Small Business Problem Solving	Wednesday	06:50PM 08:20PM	Lopez, D
MGT: Strategic/International Business				
MGSM-833-W1	Corporate Innovation	Thursday	06:50PM 08:20PM	DeFillippi, R
Marketing				
MKIB-817-W1	International Marketing	Wednesday	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/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