

Sent 10/9/24

Spring Registration

Greetings from the Graduate Programs Office! We hope this email finds you well. Below you will find important dates, policies, and procedures related to Spring 2025 course registration. Please take the time to read this email in its entirety.

IMPORTANT DATES

- Spring course offerings are now available in EagleApps Course Information & Schedule. The Planning and Registration module is also available to begin drafting your spring schedule, starting around October 16th. Registration for the Spring 2025 semester will open **Wednesday, November 13th** and will be available through the add/drop deadline. Please view your assigned appointment time in the blue context header in the EagleApps Planning & Registration module. This time will become available in early November.
- Important Dates for Spring 2025
 - ❖ First day of classes: Monday, January 13th
 - ❖ Add/Drop deadline: Wednesday, January 22nd
 - ❖ Last day to withdraw from a course with a “W”: Tuesday, April 22nd
 - ❖ Last day of term: Friday, May 2nd

IMPORTANT POLICIES & PROCEDURES

- **EagleApps:** Spring 2025 registration will take place in EagleApps Planning & Registration tab. Students must be logged into the VPN in order to use EagleApps from off-campus. Instructions can be found on the [ITS Support website](#). If you need further assistance, please contact the [ITS Help Desk](#).
- **EagleApps Resources:** Resources for using EagleApps can be found on the [EagleApps Student Resources website](#) (BC login required). A brief guide for using EagleApps Course Information & Schedule and EagleApps Planning & Registration is linked [here](#).
- **Graduation Term:** Please check your graduation term in [Agora](#) under the “Courses and Grades” link to be sure that it is accurate for when you plan to complete your program. **Registration appointments are generated based on expected graduation term so please take the time now to check that your graduation term is accurate.** If your listed graduation term is not when you plan to graduate, please email gsomstsv@bc.edu with your Eagle ID number and updated graduation term **by Friday, October 18th**.
- **Immunization Requirements:** All students registered for 9 or more credits are considered full-time and therefore must abide by the [University’s immunization requirements](#). Failure to comply will result in a hold on your account and a potential fine.

- **Account Holds:** Please be sure that there are no active holds on your account at the time of registration. If you have a Student Account, Immunization or any other administrative hold, you will not be able to register. The Graduate Programs office is not able to override holds. Financial Services Information can be found [here](#) (for financial holds) and University Health Services information can be found [here](#) (for immunization holds).
- **Leave of Absence/Away from BC:** Students who have not been registered for semesters prior to this one need to contact our office to have their record reactivated. Failure to do so will mean you do not have access to register at the time registration opens. If your record needs to be reactivated, please email Graduate Student Services (gsomstsv@bc.edu) for assistance no later than November 1, 2024.

IMPORTANT ACADEMIC PLANNING INFORMATION & RESOURCES

- **Curriculum Requirements:** The general curriculum requirements are available here:
 - [Part-time MBA curriculum](#)
 - **IMPORTANT:** Some core courses are not offered in the summer term. If you are graduating this summer and planning to take a core course in your final semester, be sure to speak with your academic advisor prior to registration on November 13th.
- **Degree Audit:** Please refer to your individual course worksheet for more detailed information about curriculum requirements. If you need a new copy of your personalized worksheet, please submit the [Degree Audit Request Form](#). In order to receive your degree audit prior to the start of Spring registration, please submit your request by **Friday, November 1st**.
- **Course Information:** View course descriptions, prerequisites, and schedules in EagleApps Course Information and Schedule, linked in the [Agora Portal](#). Those who do not have access to the VPN can view the schedule in the public view, linked [here](#).
- **Prerequisites:** Do not register for a course(s) for which you do not have the listed prerequisite(s) in the course description. If you register for a course without having completed the prerequisite(s), you will be dropped automatically.
- **Electives:** Students in the MBA program may take any 6000 or 8000 level courses offered in the Carroll School to fulfill elective requirements. **7000 level courses are core courses and will not be counted towards the degree as electives.**
 - Note: 6000 level courses are also open to select undergraduate students and therefore, not all seats in a 6000 level course are designated for graduate students.
- **Course Overload:** Part-time students are able to register for a maximum of **9 credits (3 classes)**. Students who wish to enroll in more than 9 credits will need to submit a request to overload via email to gsomstsv@bc.edu. The Graduate Student Services team is only able to approve

overload requests for courses with seats available. If a class is closed, we will not be able to approve your request.

- Subject your email “Overload Request”
 - Include your name, Eagle ID #, the course number, the section number, and the course title.
- **Waitlists:** The waitlist forms will OPEN at 12:00 NOON on registration day (**Wednesday, November 13th**) and will CLOSE at 12:00 NOON two weeks after registration on **Wednesday, November 27th**. Once the waitlist forms close, we will work with academic departments to accommodate as many students in their first-choice courses as possible. Please note that being on a waitlist for a course does not guarantee that you will get a seat in the course.
 - We encourage you to plan your courses and have alternates in mind. However, if you would like to be placed on the waitlist for a closed course, please fill out a waitlist form below.
 - [Accounting Waitlist Form](#)
 - [Business Analytics Waitlist Form](#)
 - [Business Communications Waitlist Form](#)
 - [Business Law Waitlist Form](#)
 - [Finance Waitlist Form](#)
 - [Management & Organization Waitlist Form](#)
 - [Marketing Waitlist Form](#)
- **Advising:** Please contact the Graduate Student Services team at gsomstsv@bc.edu with any general questions that you may have. This email account is monitored regularly and we strive to respond to emails promptly during normal business hours.
 - Academic advisors will be hosting virtual drop-in academic advising hours to help with any brief questions that may not require an advising meeting.
The Zoom link is: <https://bccte.zoom.us/my/gsomstsv>
The dates are as follows:
 - Monday, November 4th, 9:30am-10:30am
 - Tuesday, November 5th, 11:30am-12:30pm
 - Thursday, November 7th, 12:00pm-1:00pm
 - Friday, November 8th, 10:00am-11:00am
 - Monday, November 11th, 4:00pm-5:00pm
 - Tuesday, November 12th, 11:30am-12:30pm
 - For more specific questions, advisors are available to assist you with questions about the curriculum, academic policies and procedures, adjustments and personal challenges, and available resources and services. Advisors are assigned to MBA students by student last name:
PT MBA students with LAST NAME A-C

Meghan Mogan (Assistant Dean, Student Services & Academic Advising)
Schedule an appointment [HERE](#)

PT MBA students with LAST NAME D-Z

Lane Mehlretter (Assistant Director, Graduate Student Services)
Schedule an appointment [HERE](#)

If you have issues accessing the appointment scheduler in Navigate, please email your advisor directly to set up an appointment.

Thank you for reading this email in its entirety!

Best wishes for continued success this semester and throughout your program.