



Fall 2024 Registration Information for Part-Time MBAs

Registration appointments are generated based on expected graduation term so please take the time now to check that your graduation term is accurate. More details below.

IMPORTANT DATES

- Fall course offerings are now available in EagleApps Course Information & Schedule. The Planning and Registration module is also available to begin drafting your fall schedule.
- Registration for the Fall 2024 semester will open **Friday, April 5th** 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 around **Monday, April 1.**
- Academic advisors will be holding drop-in academic advising sessions prior to registration day. Please see below for the dates and Zoom link.
- Important Dates for Fall 2024
 - ❖ First day of classes: Monday, August 26
 - ❖ Add/Drop deadline: Wednesday, September 4
 - ❖ Last day to withdraw from a course with a “W”: Monday, December 2
 - ❖ Last day of term: Friday, December 6

IMPORTANT POLICIES & PROCEDURES

- **EagleApps:** Fall 2024 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 correct graduation term **by Thursday, March 28.**

- **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 or 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.

IMPORTANT ACADEMIC PLANNING INFORMATION & RESOURCES

- **Curriculum Requirements:** The general curriculum requirements are available here:
 - [Part-time MBA curriculum](#)
- **Worksheets:** 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 Fall registration, please submit your request by **Monday, April 1**.
- **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](#).
 - NOTE: The Information Systems and Business Analytics departments have merged so now all ISYS courses have been updated to BZAN. A few course numbers have changed:
 - Data Analytics 2: Management & Data Skills is now BZAN7707 (PT MBA)/7717 (FT MBA)
 - Data Analytics 3: In Practice is now BZAN7708 (PT MBA)/7718 (FT MBA)
 - *DO NOT ENROLL IN A BZAN COURSE THAT YOU PREVIOUSLY COMPLETED AS AN ISYS COURSE. You will not receive credit for the duplicate course. For example, if you completed ISYS6655 Introduction to Blockchain and its Business Applications, do NOT enroll in BZAN6655 Introduction to Blockchain and its Business Application as they are the same course.*
- **Prerequisites:** Do not register for a course(s) for which you do not have the listed prerequisite(s). If you register for a course without having completed the prerequisite(s), you will be dropped.
- **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 (**Friday, April 5**) and will CLOSE at 12:00 NOON roughly two weeks after registration on **Friday, April 19**. Once the waitlist forms close, we will work with academic departments to accommodate as many students in their first-choice courses as possible.
 - 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 (opening 12:00 Noon Friday, April 5th):
 - [Accounting Waitlist Form](#)
 - [Business Analytics Waitlist Form](#)
 - [Business Communications Waitlist Form](#)
 - [Business Law Waitlist Form](#)
 - [Finance Waitlist Form](#)
 - [Information Systems 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. We cannot guarantee a prompt response to any registration-related emails that are sent to personal staff emails or other BC email accounts.
 - We 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:
 - Thursday, March 21. 11:30 AM - 12:30 PM
 - Tuesday, March 26. 9:30 - 10:30 AM
 - Wednesday, April 3 4:00 - 5:00 PM
 - 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:
 - MBA students with LAST NAME A - Le
Meghan Mogan (Assistant Dean, Student Services & Academic Advising)
Schedule an appointment [HERE](#)

MBA students with LAST NAME Li - Z

Lauren Shea (Assistant Director, Student Services & Academic Advising)

Schedule an appointment [HERE](#)