

Part-Time MBA Fall 2025 Registration Information

If you are graduating this Spring or Summer, feel free to ignore this email!

Greetings from the Graduate Program Office! We hope this email finds you well. Below you will find important dates, policies and procedures related to Fall 2025 course registration. This email is lengthy as it contains important information to prepare you for fall registration. *Please take the time to read this email in its entirety.* A copy of this email will also be available [here](#).

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

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 2025 semester will open Friday, April 4th 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, March 31.
- 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 2025
 - First day of classes: Monday, August 25
 - Add/Drop deadline: Wednesday, September 3
 - Last day to withdraw from a course with a “W”: Monday, November 24
 - Last day of term: Friday, December 5 (including finals)

IMPORTANT POLICIES & PROCEDURES

- **EagleApps:** Fall 2025 registration will take place in the EagleApps Registration & Planning 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 in the Courses and Grades link to be sure that it is accurate for when you plan to complete your program. 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.
- **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 Program 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/Time Away from BC:** Students who are on a leave of absence or 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:** If you need a copy of your personalized worksheet, please submit the [Degree Audit Request Form](#).
- **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). If you register for a course without having completed the prerequisite(s), you will be dropped from the course.
- **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 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 4**) and will CLOSE at 12:00 NOON ONE WEEK after registration on **Friday, April 11**.
 - 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 the waitlist forms below. Once the waitlist forms close, students should email gsomstsv@bc.edu to inquire about a closed course.
 - [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. 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 in the coming weeks 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:

- Wednesday, March 26th, 9:30-10:30am
 - Friday, March 28th, 12:00-1:00pm
 - Tuesday, April 1st, 4:00-5:00pm
 - Thursday, April 3rd, 12:00-1:00pm
- 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](#)

Thank you for reading this email in its entirety! Best wishes for continued success this semester and throughout your program.