**Sent 10/9/24**

## Spring 2025 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.

<span style="color:red">**IMPORTANT DATES**</span>

- 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 at 12:30 PM** 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 which will become visible in early November.
- As a reminder, please sign up for one of the two **REQUIRED** registration workshop sessions we will be holding at the end of the month. In this workshop, you will learn how to navigate EagleApps, and understand the course registration process. There will also be time for general questions about registration and scheduling.
- Workshop Session Details:
  - **In Person**
    - Wednesday, October 23rd from 9:30am - 10:30am
    - Location: Fulton Hall 130
    - We have recently been approved to offer breakfast during our in-person session! Please join us for a light breakfast of coffee, bagels, and fruit.
  - **Virtual**
    - Friday, October 25th from 10:00am - 11:00am over Zoom
    - Zoom Link: https://bccte.zoom.us/my/gsomstsv

- Important Dates for Spring 2025. These dates are also updated in the First Year Guide
  - ❖ Term 1 Begins: Monday, January 13th
  - ❖ Term 1 Add/Drop Deadline: Wednesday, January 22
  - ❖ Term 1 Withdrawal Deadline: Thursday, February 20
  - ❖ Term 1 Ends: Thursday, May 27

  - ❖ Spring Break: Monday, March 3 - Friday, March 7

  - ❖ Term 2 Begins: Monday, March 10
  - ❖ Term 2 Add/Drop Deadline: Tuesday, March 18
  - ❖ Term 2 Withdrawal Deadline: Tuesday, April 15
  - ❖ Term 2 Ends: Thursday, May 1

## IMPORTANT POLICIES & PROCEDURES

- **EagleApps**: Spring 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 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.**

- **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).

## IMPORTANT ACADEMIC PLANNING INFORMATION & RESOURCES

- **Curriculum Requirements:** First year full-time MBA students typically take 4 electives in addition to the 3 core courses in the Spring semester. For your remaining core courses, you are required to register for the section you were assigned to in the fall. Section assignments are found in the First Year Guide. Seats in your required core course sections have been reserved for you and seats in the 2-credit half-semester electives have been restricted to full-time MBA students. The general curriculum requirements are available here:
  - Full-time MBA curriculum

- **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](). Please see the following list of 2-credit half-semester core courses and elective options available to you in Spring 2025: [First Year Full-Time MBA Courses - Spring 2025]().

- **Prerequisites**: Do not register for a course(s) for which you do not have the listed prerequisite(s) found 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**. Please see the following list of 2-credit half-semester elective options available to you in Spring 2025: [First Year Full-Time MBA Courses - Spring 2025]().

- **Course Overload:** Full-time students are able to register for a maximum of **15 credits (5 classes)**. Students who wish to enroll in more than 15 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 name

- **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]()
    - [Marketing Waitlist Form]()
    - [Management & Organization 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.
- Advisors are also available to assist you with questions about the curriculum, academic policies and procedures, adjustments and personal challenges, and available resources and services.
    - Meghan Mogan, Assistant Dean, Graduate Student Services and Advising, advises **Full-Time MBA** students, class of '25 and '26. To make an appointment with Meghan, click HERE.  *If you have issues accessing the appointment scheduler in Navigate, please email Meghan directly to set up an appointment.*

    - If you have quick questions, Meghan also offers in-person drop-in hours on Wednesdays from 4:00-5:00pm, in Carney 175.


Thank you for reading this email in its entirety!

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