

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.
- Please see below for important upcoming 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
- As a reminder, you are encouraged to attend a registration workshop in preparation for Spring 2025 course registration. In this workshop, you will learn how to navigate EagleApps and the course registration process as well as review MSA curriculum requirements. There will also be time for general questions. We are offering two sessions over Zoom and hope you will attend one:
  - Wednesday, October 30th, 10:00am-11:00am (<https://bccte.zoom.us/my/gsomstsv>)
  - Friday, November 8th, 12:00pm-1:00pm (<https://bccte.zoom.us/my/gsomstsv>)

### **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](mailto: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:** The general curriculum requirements are available here:
  - [MSA Curriculum](#)
- **Degree Audit:** If you need a 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). If you register for a course without having completed the prerequisite(s), you will be dropped automatically.
- **Electives:** Students in the MSA program may take any 6000 or 8000 level courses offered in the Carroll School to fulfill elective requirements, as long as prerequisites have been met. Please refer to your curriculum worksheet for your personal elective requirements.
  - 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:** 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](mailto: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](#)
- [Management & Organization Waitlist Form](#)
- [Marketing Waitlist Form](#)

- **Advising:** For questions about the MSA curriculum and course selection, please contact the MSA Faculty Advisor, Professor Gil Manzon ([gil.manzon@bc.edu](mailto:gil.manzon@bc.edu)). For questions about academic policies or procedures, please contact the Graduate Student Services team ([gsomstsv@bc.edu](mailto:gsomstsv@bc.edu)).

Thank you for reading this email in its entirety!

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