BBA PRE-REGISTRATION FOR SPRING SEMESTER 2011

Step One:
Review your financial account on OPUS and make sure you are up to date on all payments. The Student Financials Office will place enrollment holds on all students with outstanding balances.

Step Two:
CHECK your advisor conference for information about when and how to sign up for advising sessions. **Advisement is currently in process and should be completed by October 25th.** NOTE: advisement is a requirement of the BBA Program.

Step Three:
Access the BBA Spring 2011 Class Schedule on your class conference in First Class. Schedule updates will be sent to the conference, so please review this frequently.

Step Four:
Pre-Registration will be on-line with the OPUS bidding system. You will enter your schedule requests (BUS and UCOL classes) and bid points **between 7:00 am on October 25th and 11:59pm on Wednesday, November 3rd.** Detailed instructions for the OPUS bidding system are on the attached sheet. **Priority Student (ODS & SCHOLARS) deadline is October 25th, 2:00 pm.** Forms are outside the door to room 453.

If there is a problem upon completion of pre-registration, you may be able to resolve it during the drop/add period. Drop/add will begin November 22, 7:00am.

**ADDITIONAL REMINDERS**
BBA students must take 2 hours of Junior Seminar and 2 hours of Senior Seminar in order to graduate. You are also required to take 1 international elective course. This may be satisfied by taking any of the following Business courses: BUS 427G, 435G, 487G, 450G (other Bus classes designated with the G). You may request approval of College courses to satisfy this requirement. The College course should not be a language course, should have a multi-national content, and must be approved by Andrea Hershatter, Associate Dean of the BBA Program.

College Junior & Senior schedules will be posted before, our Business School schedules, so they do have priority over college electives. You will not be able to see the spaces that the Juniors took in college classes. Their schedules are posted just before, we post the BBA schedules.

S/U: The only time you may take a course S/U is if you are taking a college course at the 300 level or above. **No business courses may be taken S/U, except for Seminars, which are automatically designated S/U.** Business School students may take a maximum of 8 hours of college classes graded S/U while enrolled in the Business School. The total number of S/U hours taken while at Emory may not exceed 20.

Bills for the spring term will be available in OPUS in early in December. Make sure your parents or etc that take responsibility for your charges are given guest access to your tuition bill on OPUS. It is your responsibility to make sure they receive the bill details necessary to insure your payments are made on time. The payment deadline should be listed as your “due date”. **If your payment is not received by the deadline on OPUS, you will be required to pay a $150 late fee and may have your class schedule canceled.**

**YOUR CLASS SCHEDULE WILL BE AVAILABLE ON OPUS November 5th, late afternoon.**