Instructions for Requesting BBA courses as a College student (Fall 2016)

Requests will be accepted from 8:00am on Thursday, August 18 through 5:00pm on Wednesday, August 24th. Pending availability, enrollment in courses will take place from Friday, August 26 – Tuesday, August 30th.

We anticipate VERY LIMITED space in business school courses for non-business school students for the fall semester, so please do not assume that you will be enrolled in a class. The number of non-BBA students permitted to enroll will depend on the nature and structure of the class, as well as overall enrollment. Requests will be logged based on the order in which they are received. Priority will be given to non-BBA students in the following order: College seniors, juniors and then sophomores (freshmen are not permitted to enroll in UBUS cores or electives). Enrollment below the cap number reflected on OPUS does not necessarily mean that additional non-BBA students will be permitted to enroll in the course.

Business School faculty members do not have access to add students to their classes. Please do not contact faculty.

*Please note that college students can directly enroll in BUS 201, 210, 211, 220 and 350. You do not need to fill in the link in order to enroll in these classes, nor do you need to wait until August to enroll.

Please read the information below before submitting your form:

- All BBA classes must be taken as graded. Pass/Fail (S/U) is not an option for any BBA classes, under any circumstances.
- Emory College students may enroll in no more than 2 BBA courses in any given semester (this includes BUS 210, 350, 201, which are pre-requisite courses).
- College students are permitted to enroll in no more than 3 BBA core classes or 4 BBA classes total throughout their undergraduate career (excluding pre-requisites BUS 210, 350, 201).
- A grade of C- or below in a BUS class may result in exclusion from future BUS classes.
- Please make sure that the course you are requesting is not offered at the same time as a course on your schedule.
- We will not be able to add you to a course if you have reached your maximum course load.
- Only the Business School Program Office can enroll you in a BUS class. There are no overloads or exceptions granted.
- Under NO circumstances will any non-BBA be permitted to enroll in an MBA (500 or 600 level) course.
- Please do not email or stop by the BBA Program Office or the Goizueta Registrar’s Office - if we can add you we will do so in order of eligibility. If the course does not appear on your schedule in OPUS by the end of the day on August 30th, we were not able to add you to a BUS course.
- The list of the available courses will be listed as choices on the request form (please note that we will not have this list available before August 18, 2016).
- College students must have taken the pre-requisite for any course they request. Pre-requisites for each course will be listed on the course request form. Students without the pre-requisites for the course will not be enrolled.

Here is the link for the survey to request BBA Classes:
https://emory.qualtrics.com/SE/?SID=SV_9Hmi3khYXU6bLEN