BBA COURSE REQUESTS
Instructions for Requesting BBA courses as a College student (Spring 2016).

Requests will be accepted starting at 8:00 a.m. on Monday, November 16th and will be logged based on the order in which they are received.

For all Business School courses, BBA students have priority. After we have determined BBA demand, a limited number of spaces in classes may be allocated to College students. The number of non-BBA students permitted to enroll will depend on the nature and structure of the class as well as overall enrollment. 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.

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 (this includes one core or elective and one pre-requisite) in any given semester.
- 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, unless you specifically request that the conflicting course on your schedule be dropped.
- We will not be able to add you to a course if you have reached your maximum course load. Please identify the course you would like swapped.
- Business School faculty members do not have access to add students to their classes. Please do not contact faculty.
- 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.
- All requests for BUS courses must be submitted via this form by the 2nd day of classes, January 13, 2016. The survey will be closed after that point and new requests will not be considered. If courses fill prior to this time, the survey may be closed earlier than this date.
- The Business School will start registering College students who have requested classes in mid-December, and will continue to do so based on internally-determined space availability and eligibility through January 13th.
- Please check OPUS on a weekly basis to see if you have been registered for your requested course.
- You will not receive an email from us.
- If the course does not appear on OPUS, you have not been added.
- Please do not email or stop by; if we can add you we will do so in order of eligibility

Core classes
BBA core classes open to College students on a space available basis include:
Bus 211 (Accounting), 340 (Marketing), 351 (ISOM), 330 (O&M). Students are not permitted to take Bus 210 and Bus 211 at the same time. Bus 210 is a prerequisite, and must be completed prior to enrolling in Bus 211.
You may enroll in BUS 211 directly without using the link below.
The following classes are not open to College students:
BUS 110 (Goizueta School Seminar)
BUS 165 (Yoga for Stress Reduction)
BUS 167 (Beginning Yoga)
BUS 170 (Ski Trip)
BUS 320 (Corporate Finance)
BUS 331 (Strategic Management)
BUS 334 (Social Enterprise in Nicaragua)
BUS 365 (Business Communications)
BUS 380 (Junior Seminar)
BUS 410 (Environment of Business)
BUS 434 (Psychology of Leadership)
BUS 480 (Senior Seminar)
BUS 490 (Capstone)

Electives:
College students must have taken the core class for that area prior to taking an elective. In general, the middle number of the course indicates the area and the prerequisite.

- Marketing: prerequisite 340, courses 34X or 44X
- Finance: prerequisite 320, courses 32X or 42X or 48X
- Information Systems & Operations Management: prerequisite 351, courses 35X and 45X
- Accounting: prerequisites, 210 and 211, courses 31X and 41X
- Management: prerequisite 330, courses 33X or 43X or 47X

Note that some management courses are strategic in scope and require 331 and thus are not available to non-BBA students.

Students who do not have the needed prerequisite and are requesting an exception must list equivalent College coursework in the space provided on the survey.

Below is the link for the survey to request BBA Classes.

https://emory.qualtrics.com/jfe/form/SV_a60rHVDKKVA7JWt