Instructions for Requesting BBA courses as a College student (Spring 2020)

If you see that the course you are interested in has available spaces on Monday, January 20th at 3pm, please request the course here: https://emory.qualtrics.com/jfe/form/SV_5zoC3VFQbGRiQrX. We will be happy to enroll you in this course on Tuesday, January 21, pending availability and you meeting the requirements for enrollment in a business school course. Please note that the link above will only be open from 3pm on Monday, January 20 until 8am on Tuesday, January 21. We will notify you by 5pm on Tuesday, January 21 if we are able to enroll you in your course choice.

PLEASE READ THE INFORMATION BELOW BEFORE SUBMITTING YOUR FORM:

1. Business School faculty members do not have access to add students to their classes. Please do not contact faculty.
2. The last day of add/drop/swap is a very busy time. We will do our best to enroll you in the course of your choice, but will not have time to email you if we encounter any problems (for example, a day/time conflict with another course or going over your term credit hour limit, without having given us directions in your online request regarding the dropping of any courses to resolve the issue). We also cannot enroll anyone in courses when there is a hold on their account. If we encounter any of these problems, we will need to move on to the next student on the list and won’t be able to enroll you in your course choice.
3. Please note that college students can directly enroll in ACT 210, ACT 211, FIN 201, FIN 220, ISOM 350, ISOM 354 and MKT 243. You do not need to fill in the link in order to enroll in these classes.
4. All BBA classes must be taken as graded. Pass/Fail (S/U) is not an option for any BBA classes, under any circumstances.
5. Emory College students may enroll in no more than 2 BBA courses in any given semester (this includes ACT 210, FIN 201 and ISOM 350, which are pre-requisite courses). If you are already enrolled in two business school courses for Fall 2019, and wish to drop one in order to enroll in the course you are choosing on the request form, please note on the request which business school class we can drop in order to accommodate the new business school course.
6. 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 ACT 210, FIN 201 and ISOM 350).
7. A grade of C- or below in a business class may result in exclusion from future business classes.
8. Only the Business School Program Office can enroll you in a business class. There are no overloads or exceptions granted.
9. Under NO circumstances will any non-BBA be permitted to enroll in an MBA (500 or 600 level) course.
10. The following classes are not open to College students: BUS 110 (Goizueta School Seminar), BUS 331 (Strategic Management), BUS 365 (Business Communications), BUS 380 (Professional Development), BUS 382 (Junior Seminar), BUS 434 (Psychology of Leadership), BUS 480 (Senior Seminar), BUS 490 (Capstone).
11. Please do not email or stop by the BBA Program Office or the Goizueta Registrar’s Office - if we can add a course to your schedule we will do so in order of eligibility.
12. College students must have taken the pre-requisite for any course they request.