

BBA COURSE REQUEST
Instructions for Requesting BBA Courses as a College Student (Summer, 2014)

Requests will be accepted starting 10:00pm, March 1st.

For all Business School courses, BBA students have priority. Permission to enroll in core courses is determined by space availability after all BBA students have enrolled. Please read the requirements below before submitting your form:

- All BBA classes must be taken as graded. Pass/Fail (S/U) is not an option for BBA classes.
- Emory College students may enroll in no more than 2 BBA courses (including pre-requisites) in any given semester.
- College students are permitted to enroll in no more than 3 BBA core classes or 4 BBA classes total (excluding pre-requisites-Bus 210,350,201) without being accepted into the BBA program. **BBA core classes are: Bus 211, 320, 340, 351, 330. All others are electives.**
- College students must have both the core class AND the BBA Program Dean's signature to take electives. 1)Print out a copy of your unofficial transcript, 2) attach it to a copy of the completed survey form, and 3) submit both to room 320 of the Business School. Do not email your request!!
- The following classes are not open to College students; BUS 331-Strategic Management, BUS 365-Business Communications or BUS 380-Junior Seminar. We need students to take these once they are in the BBA program and only as a BBA. Students are not allowed to take Bus 210 and Bus 211 at the same time. Bus 210 is required to be completed before enrolling in Bus 211.
- A grade of C- or below in a BUS class may result in exclusion from future BUS classes.

Please Note: faculty members do not have access to add students to their classes. Please do not contact faculty. Our classes are set at the max limits, and there are no overloads.

Check in OPUS, if the class is open complete the survey below.

https://emory.qualtrics.com/SE/?SID=SV_6QMTqSipBxZhO29

(Put the cursor on the link above, hold Control, then click to open the link)

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 swapped. In addition, please keep in mind that we will not be able to add you to a course if you have reached your maximum course load.

The Registrar's Office will start registering College Students who have requested classes that have open spaces starting March 7th.

Please start checking OPUS after March 7th to see if you were registered for your requested course. You will not receive an email from us. It will take us until at least March 14th to review & add the classes--just keep checking opus.