Instructions for Requesting BBA Courses as a College Student (Spring, 2014)
Requests will be accepted starting 10:00pm, December 10, 2013.

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.
- A grade of C- or below in a BUS class may result in exclusion from future BUS classes.
- College students must have both the core class AND the BBA Program Dean’s signature to take electives. Print out a copy of your unofficial transcript, attach it to a copy of the completed request form, and submit both to room 320 of the Business School.
- 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. Bus 211 is a core class, not a pre-requisite.

HOW TO REQUEST A BBA CLASS:

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 maximum limits, and there can be no overloads. All UCOL students must follow the directions below.

For College students wishing to enroll in a Business School class, we will start accepting BBA class requests on December 10, 2013 at 10pm for the Spring, 2014 semester.

On or after December 10th, College students wishing to be added into a Business School class should click on the link below to access the BBA Course Request.

https://emory.qualtrics.com/SE/?SID=SV_9nLus1GvH1PEjZ3

Note: this link will not open until 12/10 at 10pm.

Check in OPUS, if the class is open complete the form that pops up at the link above. The link is also located on the pre-BBA conference as well as the GBS Registrar website (https://community.bus.emory.edu/dept/registrar/default.aspx). 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 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 January 10th. You will be registered for your Business School course if there are spaces available and you have not exceeded the maximum number of courses allowed. Please continue to check OPUS starting January 10th to see if you were registered for your requested course. You will not receive an email from us. Check your schedule to see if we were able to add you to your requested class.