



PMBA Summer 2009 - Registration Information

TERM DATES

Summer A: April 27 - June 9

Summer B: June 15 - July 23

REGISTRATION PER CLASS

- ❖ PMBA Class 36: Must register online for one elective course in Summer A and one elective course in Summer B.
- ❖ PMBA Class 37: Must register online for one elective course in Summer A and one elective course in Summer B.
- ❖ PMBA Class 38: Summer A - Will be automatically registered for POM 503. Summer B - Must register online for one elective course.
- ❖ PMBA Class 39: Summer A - Will be automatically registered for MKT 501. Summer B - Will be automatically registered for ACCT 502.
- ❖ PMBA Class 40: Summer A - Will be automatically registered for ACCT 501. Summer B - Will be automatically registered for ECO 503.

PLEASE NOTE:

- If your PMBA Class is scheduled for core courses, you will automatically be registered by March 13.
- Students must be eligible for electives to register online.
- Online registration is **not** continuous and will close at 5 p.m. on March 19.
- **Online registration is for elective courses ONLY**, excluding MBA 611 Domestic Consulting Project and INTL 604 Global Consulting Project, which are not available for online registration or online drop/add. Students must apply and be accepted to these courses.

ONLINE REGISTRATION DATES

12 noon Monday, March 16 through 5 p.m. Thursday, March 19

DROP/ADD DATES

- ➔ All drop/add requests for core courses must be submitted to the Student Records Office per the drop/add dates listed below.
- ➔ All add and drop requests must be submitted during published drop/add dates and times.
- ➔ Once a course has met, the professor's approval is needed before the course can be added. Courses cannot be added after the published drop/add dates.

Summer A & Summer B

Online: 12 noon April 20 through 5 p.m. April 23 (*elective courses only*)

Submitting drop/add request to Student Records: 5 p.m. April 20 through 5 p.m. April 28

Core course drop/add requests must be submitted to Student Records by 5 p.m. April 28

- ➔ Drop requests submitted after 5 p.m. on April 28 will be a withdrawal.

Summer B

Online: 12 noon June 8 through - 5 p.m. June 11 (*elective courses only*)

Submitting drop/add request to Student Records: 5 p.m. June 8 through 5 p.m. June 16

Core course drop/add requests must be submitted to Student Records by 5 p.m. June 16

- ➔ Drop/add requests submitted after 5 p.m. on June 16 will be a withdrawal.

DROP AND REFUND POLICY

Summer A

Last day for 100% refund: by 5 p.m. on Tuesday, April 28
Last day for 75% refund: by 5 p.m. on Thursday, April 30
Last day for 50% refund: by 5 p.m. on Tuesday, May 5

Summer B

Last day for 100% refund: by 5 p.m. on Tuesday, June 16
Last day for 75% refund: by 5 p.m. on Thursday, June 18
Last day for 50% refund: by 5 p.m. on Tuesday, June 23

LAST DAY TO WITHDRAW FROM A CLASS

Summer A

By 5 p.m. on Tuesday, May 12

Summer B

By 5 p.m. on Tuesday, June 30

WAIT LISTS

Students placed on wait lists will be notified via Rollins email if space becomes available. Students will have until the following business day of the email being sent to respond before they can be registered. If no response is received by that deadline, the space available will be given to the next student on the wait list.

DEFERMENT FORMS/TUITION

Tuition payment or a deferment form is due prior to the start of each term. Please fax all deferment forms to 407 646 2360 (**no cover sheet required**). If tuition is not paid or a deferment form is not submitted, a \$75.00 late fee will be assessed each month.

GRADES

Grades are available within two weeks after each term has ended and can be viewed in FoxLink. **Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.** Term grade reports will be mailed to students who have a deferment form on file. Students who do not submit deferment forms but require a term grade report will need to request one from the student records office at the end of each term.

INCOMPLETE GRADES

Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes not graded by the midpoint of the following term will be changed to an F.

GRADUATING STUDENTS

Students were required to submit an INTENT TO GRADUATE form to the Student Records Office by December 23, 2008.

STANDARD BOOKSTORE HOURS - SUMMER

Monday-Thursday 10 a.m.-6 p.m.; Friday 10 a.m.-5 p.m. Call the bookstore directly for vacation hours at 407 646 2133.

TRANSCRIPTS

Official transcript requests must be made via a signed, written request and may be submitted to the Crummer student records office via mail, fax or walk-in. Unofficial transcripts are available via FoxLink.

CHANGE OF ADDRESS/TELEPHONE/EMPLOYER

If you are registering online for electives, you are required to view and verify address and phone number information, and update if applicable. Once the check in process is complete, an email confirmation will be sent to your Rollins account indicating your registration time period. **You will not be able to register online for electives until you complete this process.** If you will be taking core/required courses for summer, you are not required to verify and update your address online, but you are encouraged to do so.

This option will only be open prior to published online registration dates. When this option is closed, please continue to submit all address, employer, etc., changes directly to rmateo@rollins.edu.

COURSE DESCRIPTION/CONCENTRATIONS

Official course descriptions and a list of what courses can apply toward each concentration are located at http://www.crummer.rollins.edu/student_records/.

WEBSITE

The Crummer student records website is located at http://www.crummer.rollins.edu/student_records/. Course schedules, registration procedures and forms are located on this page for your convenience.

Program websites can be accessed from <http://www.crummer.rollins.edu/>.

For your most up to date schedule, please remember to always check FOXLINK.

4/16/2009

Rollins College
Crummer Graduate School of Business
Summer 2009 - PMBA
Course Schedule

200914

Part of Term Dates: 4/27/2009 to 6/9/2009

CRN	Subj/Crse #	Sec	Course Title	Instructor	Days	Begin	End	Rm	Cr
14001	INTL 603	36	International Financial Mgmt	Kiyamaz	TR	06:30 pm	09:30 pm	220	3
<i>INTL 603 class on Tue, April 28, will be moved to Saturday, May 2, 1:30 - 4:30 p.m.</i>									
14002	MKT 606	37	Strategic Marketing	Marshall	MW	06:30 pm	09:30 pm	222	3
14003	POM 503	38	Operations Management	Gilbert	TR	06:30 pm	09:30 pm	222	3
<i>POM 503 class on Thu, May 7, will be moved to Tue, May 26.</i>									
14004	MKT 501	39	Marketing Management	Gassenheimer	MW	06:30 pm	09:30 pm	107	3
14005	ACCT 501	40	Financial Accounting	Reimers	TR	06:30 pm	09:30 pm	107	3
14006	ACCT 606	10	Financial Statement Analysis	Singleton	MW	06:30 pm	09:30 pm	108	3
14007	MBA 611	01	DomesticCP_Workforce FL-Talent	Prescott					3
<i>Must apply and be accepted to this course.</i>									
14021	MBA 611	02	DomesticCP_Workforce FL-Employ	Johnston					3
<i>Must apply and be accepted to this course.</i>									
14008	INTL 604	10	Global CP_Nottingham, England	Johnson					3
<i>Must apply and be accepted & pay all fees and travel costs.</i>									

Part of Term Dates: 6/15/2009 to 7/23/2009

CRN	Subj/Crse #	Sec	Course Title	Instructor	Days	Begin	End	Rm	Cr
14009	MGT 608	36	Competition and Strategy	Herbert	TR	06:30 pm	09:30 pm	208	3
14010	ENT 601	37	Entrepreneurship	Grimm	MW	06:30 pm	09:30 pm	107	3
<i>COURSE FULL - WAIT LIST ONLY</i>									
14011	MGT 602	38	Human Resources Management	Prescott	TR	06:30 pm	09:30 pm	108	3
14012	ACCT 502	39	Managerial Accounting	Drtina	MW	06:30 pm	09:30 pm	222	3
14013	ECO 503	40	Economics for Managers	Currie	TR	06:30 pm	09:30 pm	222	3
14014	FIN 601	10	Advanced Financial Management	Veit	MW	06:30 pm	09:30 pm	108	3
14015	MBA 610	10	Public Policy	Currie	MW	06:30 pm	09:30 pm	220	3
14023	INTL 604	01	Global CP_South Korea	Kupetz					3
<i>Must apply and be accepted & pay all fees and travel costs.</i>									

If a course section is assigned to a PMBA Class then first priority goes to students from that class. Students not members of this PMBA Class may register for these courses, but are placed in the course on a space available basis. If a course section is 10, any student may register for this course and availability is based on seniority in program, as well as other important factors.

Students registering online MUST register for ONE elective course in Summer A and ONE elective course in Summer B.

PMBA Classes 36 and 37 must register online, even if you are registering for your assigned elective courses.

PMBA Class 38 will be automatically registered for POM 503 in Summer A and must register online for Summer B, even if you are registering for your assigned elective course.

No Classes - Summer A - May 25 and 26 (except POM 503 which will meet on May 26)