MBA FOR EXECUTIVES – CLASS 2016

Course changes and other updates will be posted on the Darden Registrar’s website before drop/add begins at 9:00 AM on August 19. Updates will be posted as they become available.

Overview

MBA for Executive students will use a web-based system to drop/add courses, available beginning August 19 at 9:00 AM (Eastern Daylight Time). At that time, students will be able to drop any of the elective courses in which they are currently enrolled and add courses in which they are not currently enrolled, subject to course availability. The system will be a real-time system; i.e., drop/add requests will be processed as they are received. Thus, your request to add a specific course will depend on that course’s availability at the time you make your request. Since students will be able to drop/add courses continuously once the system goes on-line, the availability of any course is likely to fluctuate until the drop/add period for that course ends (see below for dates on which drop/add ends for each course).

Specific instructions on how to execute transactions—drops, adds, and swaps (adding a course and dropping another course simultaneously)—are available on the Darden Registrar’s website under the MBAE Class of 2016 Drop/Add Information section, How to Drop/Add.

How Do I Access the System?

Option I:

1. To access Drop/Add, use the following link: https://luna.darden.virginia.edu/login?bypassSSO=true&service=http://registrar.darden.virginia.edu/registrar-student/Home.tap

2. At the Darden Login screen enter your Darden credentials.

   Login: JeffersonT16
   Password: **********
3. Click on **Modify Course Schedule**

4. Click on **View Courses** (make your course changes)

The drop/add system has a 20 minute inactivity limit for an individual connection after which time a new login is required.

If you are presented with a Windows Authentication login dialog box, enter your Darden credentials.

```
User name: DARDEN\JeffersonT16
Password: **********
```

**Option II:** Use Registrar CMS site
http://www.darden.virginia.edu/web/About/Administration/Registrar/Home/
  • Student Log-in

**Option III:** Use the Darden Portal
http://mbaportal.darden.virginia.edu/default.aspx
  ➔ Registrar System Student Login ➔ Modify Course Schedule ➔ View Courses (make your course changes)

*The Darden Portal and the Darden Registrar’s website are currently being updated and may look different before drop/add begins.*

If you have trouble logging into the system, contact the [Computing Service Desk](link). If you have problems using the system, contact the [Kitty Smiley](link).

**Log in now to make sure you have access.**
Where Do I Get Current Course and Schedule Information?

Course descriptions, course rules, MBA for Executives & second year course time schedules, current course enrollment figures, the second-year academic calendar, SY course feedback results, and your current individual course schedules are or will be available on the Darden Registrar’s website by August 19 when drop/add goes live.

For How Many Credit Hours Can I Enroll?

EMBA Credit Hours – 9 credit hours of electives are needed and students will be allowed to enroll in up to 9 credit hours of elective courses. (60 total credit hours are required for the MBA) This is to ensure that all students have an equal opportunity to fill their schedules before allowing students to sign up for overloads.

NOTE: EMBA students must be enrolled in a minimum of 9 credit hours each semester. (Fall & Spring)

In rare, special circumstances, it may be possible to take more than 60 credit hours. It is our experience that students taking an overload have difficulty finding the time and energy required to reap the full benefit of the program. However, there are situations in which a student’s career plans make taking an overload desirable. Therefore, permission to take an overload may be granted on a limited basis to students with both compelling career-oriented reasons and the demonstrated ability to handle a heavier-than-recommended work load.

Students wishing to take more than 60 credit hours must secure permission from the Ron Wilcox, Associate Dean. The Student Forms section on the Registrar’s website provides more information on how to request a course credit hour overload.

Overload Information

- If an overload is approved, the student is expected to carry that overload through Graduation.

- Course overloads are not approved until after the drop/add deadline.

- Please recognize that enrolling in more courses than you intend to take - with the intent of dropping one or more of them at a later date - reduces the flexibility of the drop/add process to respond to students’ changing educational priorities. For example, holding on to a spot in a fully subscribed course and dropping it close to its drop/add deadline might prevent someone else, who was unable to enroll in the course previously or whose career plans have changed, from enrolling in that course. Please be sensitive to the potential needs of your classmates by not "hoarding" fully subscribed courses.)
When Does Drop/Add End for a Particular Course?

NOTE: The MBA Program Office has requested that you complete your course selection for both Terms 5 & 7 by August 27, 2015 @ 4:30 p.m.

**MBA for Executives – Drop/Add Deadlines**

- Term 5  October 2 @ 8:00 a.m.
- Term 7  January 22 @ 8:00 a.m.

**DROP/ADD DEADLINES – 2015-2016**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTR 1</td>
<td>August 27 @ 4:30 p.m.</td>
</tr>
<tr>
<td>QTR 2 &amp; GBE'S (March)</td>
<td>October 28 @ 4:30 p.m.</td>
</tr>
<tr>
<td>J-Term</td>
<td>December 8 @ 4:30 p.m.</td>
</tr>
<tr>
<td>QTR 3</td>
<td>January 25 @ 4:30 p.m.</td>
</tr>
<tr>
<td>QTR 4</td>
<td>March 24 @ 4:30 p.m.</td>
</tr>
</tbody>
</table>

NOTE: A “W” (withdrawn) grade may be assigned to your transcript for late drops.

Darden Consulting Projects and Darden Venturing Projects proposal deadlines will be listed on the Darden Projects website. Darden Independent Study courses follow the EMBA term drop/add schedule.

Beginning August 19, drop/add is open continuously until the deadlines indicated above. For example, you can drop/add a Term 7 course any time from August 19 up until its January 22 deadline.

How Do I Get My Course Materials?

The MBA for Executives Program Office will provide information on course materials.

Additional Information and Reminders

- **DARDEN CONSULTING OR VENTURING PROJECTS** - The Darden Project Office will update their website for this year later this summer. If you have specific questions contact Ron Wilcox or Barbara Millar.

- **DARDEN INDEPENDENT STUDY** – See the following link for details [Darden Independent Study Form](#)

- **DARDEN COURSE DIRECTORY** - The Darden Course Directory shows times, quarters, terms, early/late week, faculty, abstracts and other details regarding course offerings
• QUICK TIPS

1. Enroll in 3 electives in both Term 5 & Term 7 (4.5 elective credit hours each term)

2. Enroll in no more than 3 credit hours of Faculty Sponsored Electives. An overload approval is required for more than 3 credit hours.

3. Darden Independent Study, Darden Venturing Projects, Darden Consulting Projects require approved proposals. These courses are in the FSE area.