MBAE Class of 2016
COURSE PREREgISTRATION
APRIL 13 – APRIL 20, 2015

IMPORTANT DATES:
• April 13, 2:00 p.m. - April 20, 2:00 p.m. - WEB entries can be made.
• April 20, 2015, 2:00 p.m. - deadline for course preregistration
TO: MBA for Executives-Class of 2016
FROM: Kitty Smiley, Registrar
SUBJECT: Course Preregistration for 2015-2016-Terms 5 & 7
DATE: April 10, 2015

The following items are attached for your information and attention.

- Course Preregistration Handout
- MBAE Electives Schedule 2015-2016

Please read these materials carefully.

Preregistration information is available on the Darden Registrar’s web site on the Academic Resources page under MBAE Class of 2016 Elective Course Preregistration.

Bidding - We use a bidding system for assigning students to elective courses. While every attempt will be made to satisfy your course requests, there may be some courses in which limited faculty resources do not permit this to occur. The bids that you assign to courses will determine who has preference in the course. Each student registers for 6 electives (9 credit hours), and will receive 900 bid points.

We reserve the right to cancel a course if the enrollment is not sufficient.

You are encouraged to devote time for planning your elective choices. In the event your summer experiences or other factors (career interests, course capacity limits, etc.) lead you to alter your course plans, DROP/ADD periods will be available at the beginning of each academic term.

The preregistration period will be April 13 – April 20. We suggest you
1. seek the advice and counsel of a faculty member
2. enter your course selections in the Darden Registrar system before 2:00 p.m. on Monday, April 20
To view 2015-2016 Course Information Materials: (before prereg goes on-line)

- Darden Portal
- Registrar Website
- Academic Resources
- SY Elective Course Preregistration 2015-2016
  - Course Directory
  - Course Descriptions (click on Abstract under the specific course number)
  - Preregistration Instructions Technology Information and How to Bid

To bid on 2015-2016 Courses: (after prereg goes on-line)

- Darden Portal
- Registrar System Student Login
- Modify Course Schedule
- View Courses
- Enter your bid and click on bid

KS:ahm
cc: Darden Faculty
## PREREGISTRATION SCHEDULE-APRIL 2015 (FOR STUDENTS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, April 13</td>
<td><strong>PREREGISTRATION GOES ON-LINE</strong></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>(Students Preregister April 13 – April 20)</td>
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<td>(8 days includes Saturday and Sunday)</td>
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<tr>
<td>Monday, April 20</td>
<td>Preregistration goes OFF-LINE</td>
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<td>2:00 pm</td>
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<tr>
<td>Wednesday, April 22</td>
<td>Preregistration results to students on the WEB</td>
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<tr>
<td>2:00 pm</td>
<td>*ROUND 2 BEGINS for students with less than 9 elective hours. Round 2—April 22 – April 29 (8 days including weekend)</td>
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<tr>
<td>Wednesday, April 29</td>
<td>ROUND 2 ENDS</td>
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<td>2:00 pm</td>
<td>No changes made after April 29 until August drop/add</td>
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<tr>
<td>Thursday, April 30</td>
<td>Round 2 results to students on the web</td>
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<tr>
<td>2:00 pm</td>
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<tr>
<td>July</td>
<td>Information on DROP/ADD posted on the WEB</td>
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*Bid points will be returned to you to use in Round 2 if you do not get the course in Round 1. **WE DO NOT USE DUTCH BIDDING.**
MBA for Executive COURSE RULES: 2015-2016

In choosing electives, please keep in mind the following rules:

1. Students are required to take 9.0 credit hours of electives. Three in Term 5 and three in Term 7.
2. At most, 1.5 credits of Global Business Experience course(s) can be applied toward graduation.
3. At most, 3.0 credits of Faculty Sponsored Elective course(s) can be applied toward graduation.
Checklist

Make sure you have:

1. Selected enough elective courses so that you have a total of 9.0 credit hours. Three electives in Term 5 and three electives in Term 7.
2. Preregistered for Term 5 and 7.
3. Preregistered and bid for 9.0 credit hours and used 900 bid points.
4. Checked the enrollment limits.
5. Reviewed the course rules.
6. Reviewed the course descriptions.
7. Reviewed the course times.
8. Reviewed course credit hours; MBAE elective courses are normally 1.5 credit hours.
9. Reviewed your schedule for time conflicts.
10. Entered your selections before the preregistration deadline.
11. Considered very carefully your selections. You will not have the opportunity to change your bids next year, however, you will be able to drop/add.

ROUND 2

- Only students with less than 9.0 credit hours of electives are eligible for Round 2.
- *No drops will be permitted; only adds to courses that are not at capacity.*
- Students will bid on available courses with their returned/remaining bid points.
- If you bid on a course and did not get enrolled in that course, the exact number of bid points that you bid on that course will be returned. **Preregistration DOES NOT USE DUTC**H BIDDING.