



MARQUETTE
UNIVERSITY

**GRADUATE SCHOOL
OF MANAGEMENT**

Registration

Updated 1/11/2007

Schedule Changes

- How do I:
 - Register for classes
 - Get my appointment time
 - Change my registration
 - Request registration for a ‘full or closed’ course (Waitlists)
 - Drop or add a class once the semester has begun
 - Auditing a class

Register for classes

- Registration is a web-based process, accessed via your CheckMarq account. All students are encouraged to seek advising prior to their first registration.
- Temporary, Non-degree and late admits will need permission numbers to register for classes. Please contact your Advisor to obtain permission numbers.
- Instructions on how to use the CheckMarq registration system are available at:
http://www.busadm.mu.edu/graduate/current_students/index.shtml
- Registration materials are available at
<http://www.busadm.mu.edu/graduate/RegistrationMaterials.shtml>

Registration Appointment Time

- All Marquette University degree status students are assigned appointment times to access the Registration system. These times are randomly assigned. The GSM cannot control the appointment time or date. Appointment times are posted to your CheckMarq account. See the link below for guidance to access and view your time. An e-mail announcement will be sent to all currently enrolled students once appointment times have been assigned for the fall and spring registrations.
- Summer registration does not have an appointment time. Registration is on a first-come-first-registered basis (i.e., all students have access on the first day of registration).
- Classes cannot be 'reserved'. Register during your appointment time. Contact the GSM if you have questions or difficulties. See waitlists for additional information.

<http://www.busadm.mu.edu/graduate/documents/CheckMarqQuickGuide.pdf>

Change Registration

- Registration schedules can be changed prior to the start of a semester via the CheckMarq system. Many classes will be closed or full prior to the start of a semester. Before dropping an existing class:
 - Students are encouraged to review their schedules and contact their advisor with any questions.
 - If space is available and the student has fulfilled the prerequisites for the class, a permission number may be given to assist the student in adding a class to a schedule.
 - Classes are not added to a student schedule once the semester has begun.

Waitlists

- Once a class has reached capacity, the registration is closed on CheckMarq, preventing additional registrations.
- If interested in a specific 'closed' class contact the GSM. A manual waitlist will be created. Students are added to the waitlist based on the date of contact.
- Waitlists are reviewed at the close of early registration. Priority is given to students in their final semester seeking graduation.
- Students are contacted via e-mail if a registration opportunity is available for the closed class.
- Students are not eligible to attend classes for which they have not registered.
- Faculty can not 'open' classes for students. It is important to contact the GSM at 414-288-7145 or email at mba@marquette.edu. Provide specific information: name, course number, section number. The student will receive an e-mail confirmation that they have been added to the waitlist.

Drop or Add Classes

- Once registration closes (typically the first week of a semester), students are no longer able to add or drop classes via their CheckMarq account.
- All schedule changes from this time forward incur financial consequences. (See withdrawal schedule for specific information.)
- Requests to Drop or Withdrawal from classes are done via the form linked below:
- <http://www.busadm.mu.edu/graduate/GraduateForms.shtml>
 - The GSM will acknowledge the schedule adjustment. The following will occur:
 - Grade of W is posted to student record
 - University withdrawal policy, tuition refund and adjust is applied via the CheckMarq system
 - Faculty is notified of the official withdrawal
- Faculty cannot drop students from classes. The effective drop date and therefore refund rate is based on the student's contact date with the GSM via the above form. Failure to withdraw by the deadline indicated may result in the grade of "F".

Audit

- Students are eligible to take graduate classes for audit IF: faculty member agrees and student has completed the attached form by the University deadline.
 - An Audit does not fulfill a program/course requirement.
 - Student is responsible for course work, attendance and participation in the class. A faculty member may recommend the grade of “F” if a student does not fulfill the course expectations and/or projects.
 - Exams are not required for an “Audit” option.
- <http://www.busadm.mu.edu/graduate/GraduateForms.shtml>

Feedback

- We are looking for your feedback on this orientation program. Please email mba@marquette.edu with any comments, concerns or additions you think might work well.
- Or complete the evaluation on the next slide and fax it to 414.288.8078.

Thanks!

Evaluation ~ Registration

Please fax to 414.288.8078

- How long did it take you to complete this orientation? _____
- What did you find most useful?

- What did you find least useful?

- What should we add to this orientation?

- What should be deleted from this orientation?

- Would you prefer an in-person orientation? (circle your response)
Yes No
- Overall, how **useful** did you find this orientation? (circle your response)
1 very useful 2 useful 3 neutral
4 not useful 5 not useful at all
- How **likely** are you to use this orientation as a resource as you progress through the program? (circle your response)
1 very likely 2 likely 3 neutral 4 unlikely
5 very unlikely
- Overall, how **satisfied** are you with this on-line orientation? (circle your response)
1 very satisfied 2 satisfied 3 Neutral
4 dissatisfied 5 very dissatisfied
- Other comments:



Thank you for participating in our on-line orientation program! Welcome to Marquette University Graduate School of Management!!