

COLLEGE OF BUSINESS GRADUATE PROGRAMS

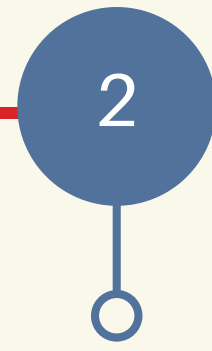
Advising & Registration Timeline - Winter Quarter 2023-24



OCT. 23

Advising Begins

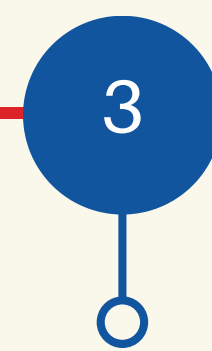
Students may begin to contact their advisor with questions/concerns, decide which classes to enroll in, and should see if "SPS" are needed.



OCT. 30

Registration Begins

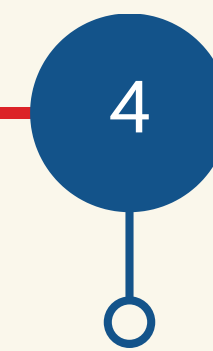
Currently enrolled students can register through BOSS beginning at 2 p.m. You may begin to email the appropriate SPS information, if needed, after 2 p.m.



NOV. 17

First Purge

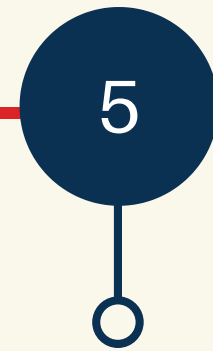
Students must confirm their schedule and pay for classes by 5 p.m. on this day.



NOV. 28

Second Purge

Students must confirm their schedule and pay for classes by 6 p.m. on this day.



NOV. 29

Winter Quarter classes begin.

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Traditional and Online MBA Students

MBA students will be **pre-released** to register for classes via BOSS.

Traditional/Online MBA students **will not** have to request a seat via email and can register for classes on Oct. 30 at 2 p.m.

→ If a special permission signature is required or the class section is closed/full, please email **cobgradadvising@latech.edu** with the following information:

- Name
- Campus Wide ID
- Applicable Quarter [Winter 23-24]
- Course Request [include: course, course #, section #, and call # (sample: FINC 515 – 051, call # 21031)]

Do I need special permission (see also next page)?

- ✓ Traditional MBA student wanting to take an online course must fill out the “Request to Take a College of Business Online Course” form.
- ✓ MBA students who have taken foundation courses at another college/university or had substitutions (ex. STAT200 for QA 233 or any 494 course)
- ✓ A course you are needing to take is closed or full

NOTE

Making this request is not a guarantee of approval to take the online class. College of Business Online MBA students have priority for online courses. Upon approval of a course, you will be enrolled.

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Students Needing Special Permission Signatures

- MBA students who have foundation course substitutes (from another college for one of the 494 courses)
- Graduate Certificate in Business Administration (GCBA)
- Non-College of Business and Traditional MBA students requesting to take an online course
- Graduate Certificate in Information Assurance (GCIA)
- Master of Accountancy (MAcc) student needing a business elective
- Life-Long-Learning Program (LLL)
- Concurrent Enrollment Program (MBA or MAcc)
- Fast Track Business Foundation Courses (BUFO)
- Post-Bacc Certificate in Business Foundations

NOTE

If you do not need a special permission signature, you are ready for registration!
No special permission is required prior to enrolling in courses on BOSS on Oct. 30 at 2 p.m.

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I need a Special Permission Signature. What do I do next?

Email Request

Any Business student needing a special permission signature will make the request by emailing **cobgradadvising@latech.edu** with the following info:

- Name
- Campus Wide ID
- Applicable Quarter [Winter 23-24]
- Course Request [include: course, course #, section #, and call #]

Request to Take a College of Business Online Course Form

Non-College of Business and Traditional MBA students wanting to take an online course will need to complete a “Request to Take a College of Business Online Course” form and email it to cobgradadvising@latech.edu.

This form is attached to the link on the last page.

Please only send one email!

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COMMON REGISTRATION HOLDS

Transcript Hold - New students have until the end of their first quarter enrolled to submit official transcripts.

Plan of Study Hold - New students or students changing programs have until the end of the first quarter to electronically submit the PoS (see next page for more info).

Conditional Hold - Students admitted conditionally have a hold for the condition and must meet it before being changed to unconditional (usually must meet requirements within the first two quarters enrolled).

International Hold - From ISO to update personal information

Immunization Hold - Students must submit their COVID vaccination status or letter of dissent prior to registration. Visit latech.medicatconnect.com to upload the documents.

You are responsible for clearing all holds before requesting a class and must pay fees and confirm classes before the purge. If purged from a class, there is no guarantee you can get back in the same class.

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Plan of Study

What is a Plan of Study?

- The Plan of Study is an electronic form that helps you personalize your curriculum plan. The goal of this form is to tentatively plan out which classes you will take each quarter in the program.

What is the purpose of the Plan of Study?

- This form provides you with a clear curriculum path, ensures courses are taken in the correct sequence, and helps in scheduling and monitoring your progress throughout the program.

When do I need to complete the Plan of Study?

- Graduate students must complete this form twice:
 - (1) by the end of your first quarter enrolled and
 - (2) by the end of your graduating quarter.
- If it is not completed and does not contain the appropriate signatures before registration begins, there will be a hold on your account. It is imperative that you get this done as soon as possible! It is best to complete the Plan of Study the first week of the quarter.

Who must complete the Plan of Study?

- Students enrolled in the MBA or MAcc programs.

Where can I find this form?

- <https://forms.latech.edu/>

Please see the Advising & Registration link on the last page to find:

- Step-by-step instructions on how to complete your Plan of Study
- A sample Plan of Study

If you are struggling with this, please reach out to kspeaks@latech.edu or businessgrad@latech.edu.

We are happy to help!

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Advising & Registration - Winter 2023-24

**To access additional Advising and Registration documents,
copy and paste the following link into your browser:**

<https://linktr.ee/techcobgrad>