FAQs about Registration (Spring 2017)

When can I register for the 2017 Spring Semester?

Spring 2017 Registration will open on Tuesday, November 8, 2016 at 8:00AM. Registration will remain open through December 2 at 11:59 pm. Registration will then close from December 3 through December 18. The adjustment period for you to make any changes to your registration will re-open December 19 until the end of the Add/Drop period on January 26.

How should I prepare for registration?

1. Check your Banner Account for holds. A hold will prevent you from registering for classes. If you have a hold on your account, please see question “Why can’t I register for classes?” to proceed.
2. Review the classes offered. Classes can be found on Banner and in the Graduate Catalog.
3. Review your degree requirements. Please check your Degree Requirements to make sure you register for classes that will allow you to graduate on time.
4. Review your concentration requirements (if you are concentrating). Please click on the following links dependent upon MBA Concentration Details Class of 2017 (PDF) & MBA Dual Concentrations Class of 2017 (PDF).

How do I register myself?

A video for how to register for class is available here. Although the video says “Fall 2016” the process still applies for Spring 2017.

What classes am I required to take?

All Full-Time MBA Students are required to take Global Competitive Strategy. This course is offered in two sections so select the one that best fits your schedule.

You are also required to take a total of 9 elective credit hours to graduate. If you have taken a graduate business elective course previously (Flex class at PC or Global Immersion), this does count towards your total elective credit hours). View your Degree Requirements to make sure you take the classes you need to graduate.

Where can I find the classes that are being offered?
To view classes go to Banner – my.wm.edu and select the “B” icon to access Banner. Once logged-in to Banner, navigate to the student tab, select registration, and then begin by looking up classes to add. You can then search Business and Graduate Business courses to narrow down the search.

To better understand a course, please go to the Graduate Catalog to read the course description. Some of the topic courses (BUAD 6951) do not have course descriptions in the Graduate Catalog because they were not available at the time the catalog was published so you will see them directly in Banner.

**Which classes can I elect to take?**

We have two additional graduate programs (Masters of Business Analytics and Online MBA) and our course numbering system has changed from previous years. Please review your course options carefully, as you will receive registration errors if you are registering for the incorrect course. Please see the key below for easy reference when identifying courses:

- All core classes begin in the 5 thousand series, for example Global Competitive Strategy is 5901.
- All elective classes begin in the 6 thousand series.
  - The following classes are available for Full-Time MBA Students to take. The ending digit in the course number designates the program:
    - 1 – MBA (Full-time and Flex electives)
    - 3 – MBA (Flex MBA)
    - 9 – MAcc* (Master of Accounting)

*With the exception of 6229, Financial Statement Analysis, MAcc classes are only available after the Request to Take Non-Program/Business Course form is completed. Registration for these classes is available after December 18 to allow MAcc students to register for the classes they need to complete their degree.

**Please note: you are not permitted to take Masters of Business Analytics or Online MBA Courses.**

**Why can’t I register for my classes?**

There are a few possibilities when you are unable to register for classes. Depending on the error message you are getting, please see below for how to fix it:

- **A Hold Has Been Placed On Your Account**
  - If you have a hold on your account, you will not be able to register for classes. You will be able to review any holds in Banner and determine the appropriate action needed to resolve it. The most common holds are balances due on your student account, which may be resolved with the Bursar’s Office, and Personal Information Verification holds, which can be resolved by visiting the Personal Information Update page and verifying your information.

- **You are Selecting the Incorrect Classes to Register**
My question is not answered in this form, where can I find an answer?

If your question is not answered in this FAQ or you need clarification on one of the answers, the following people will be able to help:

Michele Mitchell – registration errors, degree requirements, etc.

Information Technology – tech issues