

## REGISTRATION IN MASTER OF BUSINESS ADMINISTRATION COURSES

### For U of T Graduate Level Students Only

Students currently registered in a graduate program at the University of Toronto may apply for MBA Elective Courses (2000 level only).

#### How to Apply:

This application has two forms. When applying to courses in different terms, please use separate sets of application forms.

1. **Application for Registration in MBA Courses Form**
  - Please indicate which graduate-level pre-requisite course(s) (see next page) you have successfully completed
2. **Request to Add/Drop Course Form** (SGS form)
  - Section 1, Section 2B and approval signature from Chair/Coordinator of Home Department

Students are required to complete the forms fully and accurately. The MBA Program Services office cannot accept applications without the approval signature from the student's home department. *Incomplete applications, including pre-requisite information, will not be processed.*

#### Timelines & Class Attendance

The table below shows our timelines when our office receives, reviews and communicates the result of your application. Results will be communicated to applicants via e-mail prior to the first class. The MBA Program Services kindly asks applicants to refrain from inquiring about the status of their request(s).

Process	Fall Term (Sep. to Dec.)	Winter Intensive (1 <sup>st</sup> or 2 <sup>nd</sup> Week of Jan.)	Spring Term (Jan. to Apr.)	Summer Intensive (2 <sup>nd</sup> or 3 <sup>rd</sup> Week of May)	Summer Term (May to Aug.)
Application Deadline	August 15	December 1	December 1	April 15	April 15
Assessment Period	Late-August	Mid-December	Mid-December	Late-April	Late-April
Results	Early-September	Mid to late-December	Mid-December to Early-January	Early-May	Early-May

All students taking a Rotman School MBA Elective Course should note that the first class of any given course has a mandatory attendance policy. Students who fail to attend and who do not have permission from the instructor to miss the class will be removed from the class list. Students are also expected to attend all subsequent classes as in-class participation is an important component of all MBA courses.

#### Assessment & Approval

All applications are assessed on a first-come-first-served basis. Approval will be granted if both of the following two requirements are met:

1. The applicant has demonstrated that he/she has completed the pre-requisites (listed on the next page) or the equivalent of the courses listed and;
2. Space is available for the course(s) requested

The MBA Program Services office reserves the right to deny requests for registration in MBA Elective Courses.

### Rotman Web Portal (R-World)

Announcements for courses are either posted on R-World or e-mailed directly to students. All communications will be done through the University of Toronto issued e-mail address students provide on their application form. Access to the R-World will be discontinued on January 01 for Fall term courses, May 01 for Winter Intensive and Spring term courses and September 01 for Summer Intensive and Summer term courses.

### Course Material

Students who are registered in an MBA Elective Course are responsible for purchasing required textbooks and course packages. Textbooks are available for purchase through the University of Toronto Bookstore. Further information will be provided about the location for purchasing required course packages.

Illegal photocopies are not permitted at the Rotman School; only true originals may be brought in to open-book examinations.

### Required Pre-Requisites

Below is a list of foundation level pre-requisites. As part of the assessment and approval process, these minimum academic requirements must be met. Please ensure you indicate any applicable **graduate-level** pre-requisites you have successfully completed.

MBA Elective Courses		Pre-requisite(s)
RSM 20**	Strategic Management Area	Strategic Management
RSM 21**	Business Economics Area	Managerial Economics or Macroeconomics
RSM 22**	Accounting Area	Financial & Managerial Accounting
RSM 23**	Finance Area	Business Finance
RSM 24**	Operations Management Area	Operations Management
RSM 25**	Marketing Area	Marketing
RSM 26**	Organizational Behaviour Area	Administrative Theory or Managing People in Organizations
RSM 28**	Management Science & Statistics Area	Statistics



## REGISTRATION IN MASTER OF BUSINESS ADMINISTRATION COURSES FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Student Number: \_\_\_\_\_ Email: \_\_\_\_\_@mail.utoronto.ca  
 Home Phone Number: \_\_\_\_\_ Mobile/Work Number: \_\_\_\_\_  
 Home Department: \_\_\_\_\_ Program: \_\_\_\_\_

Degree (check one):  Masters  PhD  Other \_\_\_\_\_

*\* Please use separate sets of application forms when applying to courses in different terms*

Term Applying for:  Fall (Sept-Dec)  Spring (Jan-April)  Summer (May-Aug)  
 Winter Intensive (Jan)  Summer Intensive (May)

### Academic Pre-Requisites Completed:

List all relevant courses corresponding to the MBA Elective Course(s) requested and attach appropriate supporting documentation. Applications without pre-requisite courses listed will not be reviewed.

Course Code & Name	University

### Course Requests

This section is identical to Section 2B of the SGS Add/Drop Form however, you are encouraged to put down alternate meeting sections (if applicable).

Number of MBA Elective Courses You Wish To Register in this Term: \_\_\_\_\_.

Pref. Number	Course Code (i.e. RSM2306)	Meeting Section (i.e. 01)	Course Name (i.e. Options & Futures)	Alternate Meeting Section
#1				
#2				
#3				
#4				

### Additional Information/Comments

Please include any comments you wish to make about your course requests above



A student wishing to add or drop course(s) **before** the SGS deadline may use the [Student Web Service](#) (ROSI) or consult with the [graduate unit](#) offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the [SGS Calendar](#) for deadlines to add and/or drop courses.

**Section 1: Student Information (To be completed by the student).**

Last Name:	First Name(s):	Student Number:
Degree:		Session:
Graduate Unit:	Full-time      Part-time	U of T Email:

**Section 1.a: I apply to ADD the following courses/activities to my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

**Section 1.b: I apply to DROP the following courses/activities from my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

**Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).**

Student's Signature:		Date:
Instructor's Signature:	Graduate Unit:	Date:
Supervisor's Signature (if applicable):		Date:
Chair/Graduate Coordinator's Signature:		Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)	Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)		Date:
Courses added on ROSI by host Graduate Administrator:      Yes (Inter-graduate unit add courses before the SGS deadline)		Date:

**Section 3: Vice-Dean, Students, School of Graduate Studies Approval.**

Request to Add/Drop Course(s):	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	