

REGISTRATION POLICIES & PROCEDURES FOR 2022-2023

Fall 2022 Term Dates:	September 12 through December 16
Spring 2023 Term Dates:	January 9 through April 7
Summer 2023 Term Dates:	April 17 through September 1

REGISTRATION PER CLASS DETAILS

Professional MBA Class 64: In January, each must register online for **3 credit hours** of elective courses required for their summer 2023 term. Students will automatically be registered for all core classes.

Professional MBA Class 65: In January, each student must register online for **3 credit hours** of elective courses for the summer 2023 term & register online in March for the remaining **6 credit hours** of elective course requirements for the fall 2023 term. Students will automatically be registered for all core classes.

Professional MBA Class 66: In March, each student must register online for **6 credit hours** of elective courses for the spring 2024 term. Students will automatically be registered for all core classes.

Early Advantage MBA 41 & 42: In March, each student must register online for **6 credit hours** of elective courses required for the fall 2023 term **and 6 credit hours** of elective hours required for the spring 2024 term. Students will automatically be registered for all core classes including INTL 501 (Global Business Experience), all CAP courses, and MBA 506 (Career Strategies II). Registration for the Integrative Capstone Experience is NOT a part of online registration.

ONLINE REGISTRATION DATES for Elective Courses for the Summer 2023 Term

Professional MBA Classes 64 & 65 ONLY: 12 noon Monday, January 23 through 4 pm Friday, January 27

Note: Registration through Foxlink will close at 4 pm. on January 27

ONLINE REGISTRATION DATES for Elective Courses for the Summer 2023, Fall 2023, & Spring 2024 terms

Professional MBA Students: 12 noon Monday, March 20 through 4 pm Friday, March 24

Early Advantage MBA Students: 12 noon Wednesday, March 22 through 4 pm Friday, March 24

Note: Registration through Foxlink will close at 4 pm on March 24

DROP/ADD DATES for Elective Courses

Below are the scheduled dates when students can make changes to their elective choices online. Students who attempt to register to register for a full/closed section may add their names to the waitlist by choosing Waitlist from the 'Action' menu. If a seat becomes available, notice will be sent to the Rollins email address of the student at the top of the waitlist, who will have 24 hours to log in to [FoxLink](#) and add the class. Until then, the waitlisted course will appear on all web schedule viewing forms; however, you are not registered. **For Waitlist FAQ's, [click here](#)**

Online Drop/Add for Fall 2022 & Spring 2023 terms

Opens at 12 noon Monday, August 29 and closes at 4 pm on Friday, September 9

Drop requests for Fall 2022 submitted after 4 pm on September 9 will be a withdrawal

Online Drop/Add for Spring 2023 term

Opens at 12 noon Monday, December 12 and closes at 4 pm on Friday, January 6

Drop requests for Spring 2023 submitted after 4 pm on January 6 will be a withdrawal

Online Drop/Add for Summer 2023, Fall 2023, & Spring 2024 terms

Opens at 12 noon Monday, April 3 and closes at 4 pm on Friday, April 14

Drop requests for Summer 2023 submitted after 4 pm on April 14 will be a withdrawal

COURSE DESCRIPTION/CONCENTRATIONS

Official course descriptions and a list of what courses can apply toward each concentration are located at the following links provided below which can also be found on the EAMBA or PMBA Program Resources Canvas sites.

[Early Advantage MBA Course Descriptions](#)

| [Professional MBA Course Descriptions](#)

| [Concentrations](#)

TUITION DUE DATES

Tuition must be paid by 5pm on the following published due dates:

Fall:	August 15
Spring:	December 15
Summer:	April 15 EAMBA 41 Cohort Only: June 15

FoxPay is the official online student account and payment system for Rollins College. Students can make payment and view real-time status of their FoxPay account through [Foxlink](#) or at <https://foypay.rollins.edu>. For more information regarding billing and payment options please visit www.rollins.edu/sas.

Students with a past-due balance greater than \$200 but less than \$1,000 **will not** be allowed to receive official transcripts or a diploma. If the balance is greater than \$1,000, the student will also not be permitted to register or change their schedule. All past due balances greater than \$200 will be subject to a monthly late payment fee that is 1% of the past due amount. The hold and late fee policy are posted at <https://www.rollins.edu/student-account-services/holds-late-fees/index.html>

WITHDRAWAL & REFUND POLICY

For students that wish to drop or withdraw from a class(s) or are otherwise separated from the College prior to the beginning of a term, a full refund will be made, subject to the exclusions for non-refundable amounts. Students may drop/add online for elective courses during the published drop/add dates without a “W” notation on their transcript. After drop/add period has ended and/or a term has started, a withdrawal requires the completion of a [withdrawal form](#) to be submitted to crummerregistrar@rollins.edu. Students will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule posted at <https://www.rollins.edu/student-account-services/refunds/index.html>. Failure to attend class or receive a bill does not absolve you from your financial responsibility. Below are the deadline dates for withdrawal with a “W” notation on your transcript.

Fall 2022

Last day to withdraw with a “W” notation for a 6-week course starting Sept 12 is before 5 pm, Friday, Sept 30
Last day to withdraw with a “W” notation for a 6-week course starting Oct 31 is before 5 pm, Friday, Nov 18
Last Day to withdraw with a “W” notation for a 12-week course is before 5 pm, Friday, Oct 21

*INTL 612 – Global Sustainability **ONLY** last day to withdraw with a “W” notation is before 5 pm, Dec 2

***This travel course includes additional financial commitments.**

Spring 2023

Last day to withdraw with a “W” notation for a 6-week course starting Jan 9 is before 5 pm, Friday, Jan 27
Last day to withdraw with a “W” notation for a 6-week course starting Feb 27 is before 5 pm, Friday Mar 17
Last Day to withdraw with a “W” notation for a 12-week course is before 5 pm, Friday, Feb 17

Summer 2023

Last day to withdraw with a “W” notation for a 6-week course starting April 17 is before 5 pm, Friday, May 5
Last day to withdraw with a “W” notation for a 6-week course starting July 31 is before 5 pm, Friday Aug 18
Last Day to withdraw with a “W” notation for a 12-week course is before 5 pm, Friday, May 26

TRANSCRIPTS

Unofficial transcripts can be accessed through Foxlink. All official transcript requests must be made through the Office of the Registrar either through your Foxlink account or at <https://www.rollins.edu/registrar/transcript-requests/index.html>.