

REGISTRATION PROCEDURES

Fall 2020 – Spring 2021

Fall 2020 Term Dates: September 14 – December 18

Spring 2021 Term Dates: January 11 – April 9

REGISTRATION PER CLASS

EAMBA 35 & 36: Each student must register online for elective courses in the Fall 2020 and Spring 2021 terms. Students will be automatically registered for 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.**

AMP (3/2) students will not register online. AMP's must email their course selections to crummerregistrar@rollins.edu by Friday, April 3rd. The registrar's office will register AMP's for their selected courses.

PMBA Class 60: Each student must register online for ONE elective course in Spring 2021. The remaining required TWO elective courses will be available in Summer 2021. More details to register for Summer 2021 will be available in the Fall 2020 semester. Students will be automatically registered for their core classes.

ONLINE REGISTRATION DATES for Elective Courses

PMBA Students: 12 noon Monday, March 23 through 5 p.m. Friday, April 3

EAMBA Students: 12 noon Wednesday, March 25 through 5 p.m. Friday, April 3

*Note: Registration through Foxlink will close at 5 p.m. on April 3rd.

DROP/ADD DATES

All drop/add requests require advisor approval before changes can be made. Requests must be submitted to the registrar's office during the published drop/add dates and times listed below. Special circumstances requiring schedule changes outside the published registration and drop/add dates will be considered on a case-by-case basis.

Fall 2020

Add Period: 12 noon Monday, August 31 through 5 p.m. Friday, September 11.

Drop Period: 12 noon Monday, August 31 through 5 p.m. Friday, September 18.

Fall 2020 – Drop requests submitted after 5 p.m. on September 18 will be a withdrawal.

Spring 2021

Add Period: 12 noon Monday, December 28 through 5 p.m. Friday, January 8.

Drop Period: 12 noon Monday, December 28 through 5 p.m. Friday, January 15.

Spring 2020 – Drop requests submitted after 5 p.m. on January 15 will be a withdrawal.

TUITION

Tuition balance must be paid by 5pm on the published tuition due date:

Fall 2020: August 15th, 2020

Spring 2021: December 15th, 2020

Late fees will be assessed each month payment is not received, and your account will be placed on bursar's hold.

REFUND POLICY

- Withdrawal before 5pm on the 1st Friday of the term.....100%
- Withdrawal before 5pm on the 2nd Friday of the term.....75%
- Withdrawal before 5pm on the 3rd Friday of the term.....50%
- No refunds after 5pm on the 3rd Friday of the term.....0%

DEFERMENT FORMS – PMBA & EAMBA PROGRAM

A deferment form is due prior to the start of each term. Please submit all deferment forms (found in [Student Account Services Forms & Policies](#)) to Student Account Services by emailing the form to sas@rollins.edu. If tuition is not paid or a deferment form is not submitted, late fees will be assessed each month and your account will be placed on bursar's hold.

GRADES

Grades are available within two weeks after each module has ended and can be viewed in FoxLink. **Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.** Term grade reports for employer reimbursement will be emailed to students upon request.

INCOMPLETE GRADES

Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes not graded by the midpoint of the following term will be changed to an F.

STANDARD BOOKSTORE HOURS

Bookstore hours are posted at: <http://www.rollins.edu/bookstore/> or call at 407-646-2133.

TRANSCRIPTS

Official transcript requests must be made via a signed, written request and submitted to the Crummer student records office via email, mail, fax or walk-in. Unofficial transcripts are available via FoxLink.

COURSE DESCRIPTION/CONCENTRATIONS

Official course descriptions and a list of what courses can apply toward each concentration are located at the following:

EAMBA- <https://crummer.rollins.edu/early-advantage-mba-courses/>

PMBA- <https://crummer.rollins.edu/professional-mba-courses/>

WEBSITE

The Crummer student records website is located at <http://crummer.rollins.edu/current-students>. Course schedules, registration procedures and forms are located on this page for your convenience.

CONSULTING PROJECT REGISTRATION

Students must apply and be accepted to consulting projects. Consulting projects will be communicated to students through the lead faculty member prior to the beginning of the semester the project will be completed. All eligible students will have access to view the projects and application procedures, etc. Once you have applied and been accepted to a consulting project, you will be notified via Rollins email.

If you will be dropping one of your classroom based electives once you are accepted to a project, you must submit your drop request form to the Student Services office by 5 p.m. by the end of the first week of class. Please note that acceptance into a consulting project does NOT give you approval to overload without advisor consultation.