

## **MBA Student Registration Checklist**

### **First Semester Only:**

- 1) Initialize Account: the Office of Graduate Admissions will send you a 20-digit verification code via email or traditional mail. You will need this code to [initialize your account](#).
- 2) Submit your [EVEA documentation](#).

### **Every Semester:**

- 1) Make sure you do not have holds preventing you from registering. For instructions to view holds on your account, [click here](#). Holds can take a week to clear and can cause late registration fees.
- 2) Decide online vs. classroom
  - [Preview an Online Course](#)
- 3) Review [course offerings](#).
- 4) [Email Emily](#) for initial advising appointment (indicate preference: phone or in-person).
  - Emily will clear the Advising PIN each semester prior to registration.
  - Registration begins in:
    - November for the Spring semester.
    - April for the Summer and Fall semesters.
- 5) [Register for Courses](#).
- 6) [Pay for courses](#):
  - [Installment Plan Option](#)
  - [Financial Aid](#)
  - [Veterans Services](#)
- 7) Order textbooks: you can click on “textbook information” on the course schedule or email the professor for the syllabus to find textbook information.
- 8) Familiarize yourself with the Program websites: all pertinent and up-to-date information is available for your review through the links below.
  - [Professional \(on-campus\) MBA](#)
  - [Online MBA](#)