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