



Spring 2012 – Post-Grad Registration Procedures

Spring Quarter Course Information	
First Day of Class for Booth Courses	Monday, March 26, 2012
First Class Assignments	http://misc.chicagobooth.edu/curriculum/spr12fca.pdf
Reschedule & Review Sessions	http://misc.chicagobooth.edu/curriculum/reviewsspr12.pdf
Final Exam Schedule	http://programs.chicagobooth.edu/curriculum/calendar.aspx
Courses with No Pass-Fail Option and/or that have Strict Prerequisites	No Pass/Fail list Strict prereqs and restrictions list
Post-Grad Program Guidelines	
<ul style="list-style-type: none">➤ Courses must be taken for a grade, or on a pass/fail basis if permitted. Auditing is not permitted.➤ Grades for Post-Grad courses will appear on your official University of Chicago transcript.➤ The University of Chicago does not change concentrations on transcripts once a student graduates; thus, these courses will not apply to any concentrations.➤ Alumni registering for two or more courses in a given quarter must show proof of immunization compliance.	
Tuition and Fees	
<ul style="list-style-type: none">➤ Alumni will not be charged tuition for Post-grad classes, but are responsible for the costs of all course materials.➤ If you were a student prior to autumn 2005, before the University began assessing the Lifetime Transcript fee, you will be assessed the \$45 fee upon enrollment in post-grad courses. This one-time fee enables you to order an unlimited number of official transcripts at no additional charge.	
Seat Limits	
<ul style="list-style-type: none">➤ A Seat Availability report is produced at the end of each phase of registration for both current Booth students and alumni. Since enrollment activity occurs during and following the production of this report, the list should only be used to rule out courses that are closed, or have very few seats left.➤ The Booth system must have a seat available in the course/section at the time of registration in order for it to be processed.➤ Some closed courses may be waitlisted by current Booth students. Seats that open for waitlisted courses are not available to alumni and alumni cannot be added to waitlists.➤ Faculty members may not authorize a seat to be added to a closed course.➤ Faculty members adding a student to their Chalk site does not constitute registration into the course.	
Week 1 Attendance	
<ul style="list-style-type: none">➤ Attend week 1 of the class in which you are attempting to enroll, though attendance does not guarantee registration.➤ If the course in which you are attempting to enroll is case-based, please communicate to the faculty member during week 1 that you will attempt to enroll during the registration period for Alumni (week 2).	
Strict Prerequisites and Instructor Consent	
<ul style="list-style-type: none">➤ Many Booth courses have prerequisites, and some are strictly enforced; these are listed on the Strict Prereqs and Restrictions list.➤ If you wish to register for a course with a strict prerequisite and you have not taken the prerequisite(s) at Booth, then email the faculty member to request a waiver of the prerequisite(s) and permission to register.➤ In other instances, some faculty members require consent for non-Booth/alumni to register (see the Strict Prereqs and Restrictions list). In these cases, email the faculty member to request permission to register.	



Spring 2012 – Post-Grad Registration Procedures

Online Registration Procedures

- Submit prereq waivers via email to [Linnea Battles](#) prior to the first day of registration
- Submit enrollment requests via [poll](#) during registration period
- Registration requests will be processed in timestamp order
- Registration confirmations will be emailed according to the schedule below
- Drop requests should be submitted to [Linnea Battles](#) via email

Registration requests must be made through the poll – Emailed Requests Will NOT Be Processed

Prerequisite waivers and/or consent to register must be emailed to Linnea Battles prior to the start of registration or the registration requests will not be processed.

Registration Confirmations

- You will receive an email to either confirm registration or provide information on why your enrollment request was not processed.
- If your request was not processed because a prereq requirement was not met, or a class was closed, next steps, as applicable, will be included in the email.

Spring 2012 Registration Schedule

	Poll Opens	Poll Closes	Confirmations Sent
	Friday, March 30 at 9am (CST)	Tuesday, April 3 at 9 am (CST)	Tuesday, April 3 by 4:30 pm (CST)