

ALTERNATIVE CALENDAR REGISTRATION  
**FALL 2009**  
**REGULAR REGISTRATION**

Students may register during the regular (early) registration period for all coursework, including those courses, which are offered during alternative calendar (courses which begin in the 2<sup>nd</sup> eight weeks of the semester and the 4 mini-semester beginning November 16<sup>th</sup>).

- If students register for alternative calendar courses during early/regular registration, then all rules and deadlines pertaining to tuition payment will apply.

**ALTERNATIVE CALENDAR REGISTRATION**

**8-week and 4-week courses**

Students who are currently enrolled in the fall semester have the option of registering during the semester on a space available basis.

All drops must be done through the Graduate Studies office (BSN 103).

Registration Process (add): (students may not register on OASIS mid-semester)  
Access the Registrar's Enrollment Assistant on-line at

[https://www.registrar.usf.edu/applications/alternative\\_calendar/index.php](https://www.registrar.usf.edu/applications/alternative_calendar/index.php)

and follow the directions

**DROP**

Students who registered for alternative calendar coursework (2<sup>nd</sup> 8-week or 4 week courses), during regular registration will have the opportunity to drop courses during the 1<sup>st</sup> week of the class session without any academic or financial penalty). Students should fill out a drop form along with a Request for Refund form and submit it to the Office of Graduate Studies prior to the end of the first week of classes. A memo will then be sent to the Registrar's Office to complete the process and request a full refund of tuition. All other drops will be handled administratively and students will be fee liable after the first week of classes for each session.

**4-week mini semester – November 16 – December 18**

**2<sup>nd</sup> 8-week session –October 19 – Dec 4 (plus final exam week)**

Students who register for the first eight-week courses will have the opportunity to drop during the first week of classes (as usual).

**1<sup>st</sup> 8 week session – August 24-October 16**

Con't

### WITHDRAWAL DEADLINES

Regardless of when you register, the withdrawal deadlines will be different for courses on the 8-week, 12-week and 4-week format.

- Withdrawal Deadline for 1<sup>st</sup> 8 week courses: September 25 5:00pm (available thru OASIS)
- Withdrawal Deadline for 2<sup>nd</sup> 8 week courses: November 20 5:00pm (not available on-line)

**12-week course format Deadlines**  
**October 9th (5:00 p.m.)**  
**(available on OASIS)**

**4-week course format Deadlines**  
**December 4th (5:00 p.m.)**  
**(not available on-line; contact office)**

Students who wish to withdraw from a 2<sup>nd</sup> 8-week course or a 4-week course need to do so through the Graduate Studies Office (BSN 103). **These courses may not be dropped through Oasis.**

### Registration for One Week Courses:

Ref # 85041 GEB 6930-005 Seminar in Lean Management & Bus Process Improvement  
8:00 am-5:00 pm -August 17-August 21<sup>st</sup> (cap 30)

Ref # 85939 MAN 6930-001, Man Thru Constr Persuasion  
8:00a.m. – 5:00p.m – August 17-August 21<sup>st</sup> (cap 30)

Registration will not be available using the OASIS system. The MBA Program Office will register you. Registration requests are taken in the order they received until capacity is met. To request registration, email [cslagle@coba.usf.edu](mailto:cslagle@coba.usf.edu):

- name
- U ID number
- Ref #
- Course title

Requests may be emailed starting at 8 am on **March 23<sup>rd</sup>**.

All drops must be requested by **August 7<sup>th</sup>** in order to receive a refund. Drop forms may be accepted via fax and are available from the MBA Program Office.

Contact: COB Graduate Studies (813)974-3335

