

**Office of Graduate Studies
College of Business Administration
University of South Florida
Tel (813) 974-3335**

October 2009

MEMORANDUM

TO: Currently Enrolled MBA Students

FROM: Wendy Baker
Assistant Director of Graduate Studies

SUBJECT: Registration Information for Spring Semester 2010

*****FIRST DAY OF CLASS IS, Monday January 11, 2010*****

DROP/ADD

Drop/Add will be held the first week of the Fall term. Classes begin on **Monday, January 11, 2010**. Please remember the policy regarding first day of class attendance. If you do not attend the first class, you may be dropped from the class roll. However, if you do not wish to be enrolled in a class, you must drop through OASIS. If you do not complete the formal drop process, you will be given a grade of "F" for the course. This is University Policy.

Do not count on being automatically dropped

EIGHT WEEK SESSIONS

Please try to schedule your classes for the entire Semester during early registration. Students have the first five days of classes for the second eight weeks session in which to register for or drop/add courses that meet during the second eight week session. However, in order to avoid excess paperwork and the necessity of applying for a refund, you should make every effort to finalize your schedule during the early registration. (See procedures for **Alternative Calendar Drop/Add information**)

Tuition Payment

Fees are due by the fifth day of the Spring term, which is Jan. 15th (5:00 p.m.). Information concerning fees and payments will be provided via OASIS.

SPRING 2010 SEMESTER CALENDAR

| | |
|--|---|
| Last Day for Degree seeking students to Register to avoid \$100 late fee | January 8 (5:00 pm) |
| Classes Begin | January 11 |
| Drop/Add Period: | January 11 – Jan. 15 (5:00 p.m.) |
| Tuition Payment Deadline (to avoid \$100 late Fee) | January 15 (5:00 pm) |
| Last day to drop and receive a grade of "W" (16 week courses) | Mar. 26th (5:00 p.m.) |
| For alternative calendar courses please see separate procedures (12 week courses) | Mar. 30th (5:00p.m.) |
| (4 week courses) | Jan. 26th (5:00p.m.) |
| Last Day of Classes | April 30 |
| Final Exams | May 3 – May 7 |

Official Holidays:

| | | |
|------------------------------|----------------|-------------------|
| Martin L. King | Monday | January 18 |
| Spring Break | Mon-Fri | March 8-12 |
| Commencement Saturday | May 8 | |

Spring 2010 Grads

If you plan to graduate in Spring and want us to do a graduation check before Spring term begins, you must turn in your Application for Degree and Graduation Check Form indicating the tracks you plan to complete before December 4th. **The absolute deadline for applying for degree for Spring 2010 is Jan. 29th.** You must register and have a final schedule prior to completing your graduation check and application. See the following website for the Application for Degree: <http://www.coba.usf.edu/programs/mba/students.html>

OASIS REGISTRATION INFORMATION

Registration appointment time information for Spring may be obtained through Oasis web by clicking on the Registration Menu item and then clicking on check your registration status Please note that the Registrar's Office assigns registration appointment times.

WEB REGISTRATION BEGINS NOVEMBER 2nd.

Web registration: <http://usfonline.admin.usf.edu>