

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

March 2009

MEMORANDUM

TO: Currently Enrolled MBA Students

FROM: Wendy Baker
Assistant Director of Graduate Studies

SUBJECT: Registration Information for Summer and Fall Semesters 2009

Summer and Fall Registration will be simultaneous beginning Monday, March 23, 2009

SUMMER INFORMATION

*****FIRST DAY OF CLASS IS, Monday May 11, 2009*****

DROP/ADD

Drop/Add will be held the first week of the Summer term. Classes begin on **Monday, May 11, 2009**. Please remember the policy regarding first 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 manually drop the class. 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

Tuition Payment

Fees are due by the fifth day of the term which is May 15th. Information concerning fees and payments will be provided via OASIS. You will not receive a bill.

SUMMER 2009 SEMESTER CALENDAR

Last Day for Degree seeking students to Register to avoid \$100 late fee	May 8th 5:00 pm
Classes Begin	May 11
Drop/Add Period:	May 11-15
Tuition Payment Deadline (to avoid \$100 late fee)	May 15
Last day to drop and receive a grade of "W" Session "C" (fee liable/no refund)	June 26
Last Day of Classes	July 17
Official Holidays:	
Memorial Day	Monday May 25
Independence Day	Friday July 3
Commencement (Tampa)	Saturday August 8

Summer 2009 Grads

If you plan to graduate in Summer and want us to do a graduation check before Summer term begins, you must turn in your Application for Degree and a Graduation Check Form indicating the tracks you plan to complete before **April 24th**. **The absolute deadline to apply for degree for Summer 2009 is June 5th.** **Please Note:** We cannot complete a graduation check until you have registered for Summer courses.

Fall Information

*****FIRST DAY OF CLASS IS MONDAY, AUGUST 24, 2009*****

DROP/ADD

Drop/Add will be held the first week of the Fall term. Classes begin on **Monday, August 24, 2008**. Please remember the policy regarding first 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 for all Fall semester courses are due by the fifth day of the term, which is Aug. 28th (5:00 p.m.). Information concerning fees and payments will be provided via OASIS.

Fall 2009 SEMESTER CALENDAR

Last Day for Degree seeking students to Register to avoid \$100 late fee	August 22 (5:00 pm)
Classes Begin	August 24
Drop/Add Period:	August 24 – Aug. 28 (5:00 p.m.)
Tuition Payment Deadline (to avoid \$100 late Fee)	August 28 (5:00 pm)
Last day to drop and receive a grade of "W" (16 week courses)	Oct. 30th (5:00 p.m.)
For alternative calendar courses please see separate procedures (12 week courses)	Oct. 9th (5:00p.m.)
(4 week courses)	Dec. 4th (5:00p.m.)
Final Exams for 16 week courses	December 7 - 11

Official Holidays:

Labor Day	Monday	September 7
Veteran's Day	Wednesday	November 11
Thanksgiving	Thursday & Friday	November 26-27
Commencement (Tampa)	Saturday	December 12

Fall 2009 Grads

We will start to collect graduation checks for Fall 2009 in the end of June (we need to process Summer applications first). We will send a message to the MBA listserv announcing the date applications will be available and the day they are due. Thank you for your patience while we work on summer applications first.

OASIS REGISTRATION INFORMATION

Registration appointment time information for Summer and Fall may be obtained through Oasis web by clicking on the Registration Menu item and then clicking on check your registration status (March 16-20 from 7 a.m. to 9 p.m.). Please note that the Registrar's Office assigns registration appointment times.

WEB REGISTRATION BEGINS MARCH 23rd FOR SUMMER AND FALL SEMESTERS.

SUMMER 2009 – REGULAR REGISTRATION ENDS MAY 8th 5:00 pm
FALL 2009 – REGULAR REGISTRATION ENDS AUGUST 21st 5:00 pm

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