

GRADUATE SCHOOL OF BUSINESS

ACADEMIC ADVISEMENT

Advisement dates: **February 23 – March 16 (by appointment only)**

Advisement times: **12 pm – 7 pm**

To schedule an appointment with an academic advisor, please call Linda Mast at 212-636-7202.

We kindly request MBA students to come in for academic advising 3 times throughout their studies:

1. **In the beginning (i.e., during the 1st term)** of your matriculated studies to make sure that you declare your concentration and/or designation and learn about the study options at GBA.
2. **At the half-way point** of your studies to **double-check that you're on track**. We can help you to identify relevant concentration and elective courses for your career.
3. **Before you start your last term** to make sure that with your final course selection you have **met all requirements** for your program of study. We can help you select that last elective course of particular interest that will conclude your time at Fordham.

It is sufficient for MS students to come in for advising 2 times: during their 1st term and when they are planning their last term. Pre-MBA students should seek advising from the Office of Admissions. Please note that advising is mandatory for all students who are planning their final trimester (complete their coursework in August, i.e., graduate in September 1, 2012).

REGISTRATION FOR THE SUMMER 2012 TERM

Registration on *my.fordham.edu*: **March 19 – May 1**

March 19 (M) from 7 am for students with	46 and more earned credits**
March 20 (T) from 7 am	31-45 earned credits
March 21 (W) from 7 am	16-30 earned credits
March 22 (R) from 7 am	0-15 earned credits

** Please note that you earn credits only when passing grades are assigned. Do not count the Spring 2012 classes in your total credits. The priority group can begin registering at 7 am of their scheduled day. Registration is available 24 hours a day. Therefore students can register at any time until the end of add/drop.

ONLINE ACADEMIC AUDIT TOOL DEGREEWORKS

We highly recommend you to monitor your academic progress on our online academic audit tool **DegreeWorks**, which you can access on my.fordham.edu by clicking on **Students**, scrolling down a little and then clicking on **DegreeWorks**. This tool provides real-time advice and intuitive web access to self-service capabilities. Please note that this evaluation of your academic record is provided for advisement purposes ONLY. It is not an official record. It complements rather than substitutes for counseling by an academic advisor.

A few of things to know about **DegreeWorks**:

- Your prior coursework waivers and passed waiver exams are reflected in **DegreeWorks** and their credits are subtracted from **Credits Required**. For example, if you're waived out of Statistics and Managerial Economics and are pursuing an MBA with a dual concentration in Marketing and Finance, **Credits Required** will indicate 66 (72-6).
- Expected Graduation Term on **Degree Works** is the term by which you need to complete your graduate studies. It's fine if you're done sooner. The correct graduation term will be adjusted when you come in for final advising before you start your last term.
- **DegreeWorks** is not available to non-matriculated students

Any questions that you may have should be directed to an academic advisor. Students should follow their coursework as outlined in the Program of Study sheet.

HOW TO LOOK UP SUMMER 2012 COURSE SCHEDULE

The Summer 2012 course schedule is posted on my.fordham.edu*. You're able to access it by selecting **Look up classes** under the **Student** tab. Then select **Summer 2012** on the drop down menu under **Search by Term**. The Summer 2012 term subject items for GBA are:

- GBA Accounting
- GBA Business Economics
- GBA Business Law
- GBA Design Management (includes DGGB 6810 Mathematical Methods for Business and DGGB 6820 Statistics)
- GBA Finance
- GBA Information Systems
- GBA Management
- GBA Marketing
- GBA Media and Communications
- GBA Taxation

Quick tips for looking up classes:

- To quickly access the GBA areas click “G” in the window on the right side of



The image shows a web interface element labeled "Subject:" followed by a dropdown menu. The menu is currently open, displaying three options: "Accounting", "Accounting LAW", and "Administration & Supervision". The "Accounting" option is highlighted. The dropdown menu has a small upward-pointing arrow on the left and a downward-pointing arrow on the right.

Subject:

- You can select all subjects by holding the “Shift key” down and scrolling to the bottom of the Subject menu.
- You can select multiple subjects and/or other options by holding the “Ctrl key” down and clicking on various options with your cursor.

* Please note that the Summer 2012 schedule is subject to change up until the classes begin on April 23.

IMPORTANT DATES

April 23 (M)	Summer 2012 classes begin
June 1 (F)	Last day to file a Candidate for Degree Card for September 2012 graduation
June 1 (F)	Last day for removal of ABS/INC from the Fall 2011 trimester
June 1 (F)	Last day to withdraw from a Summer 2012 class
July 28 (S)	Last day of classes
July 30 (M)	Final examinations begin
August 4 (S)	Last day of final examinations

HOLIDAYS AND THEIR MAKE-UP CLASSES

May 28 (M)	Memorial Day – University closed
June 1 (F)	Additional session for Monday classes due to Memorial Day
June 29 (F)	Additional session for Monday classes due to Independence Day
July 4 (W)	Independence Day – University closed

SUMMER 2012 ADD/DROP DEADLINES

May 1 (T)	Last day of 100% refund
May 2 (W)	70% refund begins
May 9 (W)	55% refund begins
May 16 (W)	40% refund begins
May 23 (W)	25% refund begins
May 30 (W)	0% refund begins