

REGISTRATION IN MASTER OF BUSINESS ADMINISTRATION COURSES For U of T Graduate Level Students Only

Students currently registered in a graduate program at the University of Toronto are eligible to apply for MBA Elective Courses (2000 level only). The MBA Program Services office facilitates this process. For your information, please review and adhere to the guidelines set out below.

How to Apply

The application has two forms. When applying to courses in different terms, please use separate sets of application forms.

1. Program Change Form (Section 1, Section 2B and approval signature from Chair/Coordinator of Home Department)
2. Application for Registration in MBA Courses Form

Students are required to complete the forms fully and accurately. A lack of information provided may hinder the assessment and approval process. Note that without the approval signature from student's home department, MBA Program Services cannot receive and assess the application.

Timelines & Class Attendance

Below is a list of timeline in which our office receives, reviews and communicates the result of your application. The MBA Program Services kindly asks applicants to refrain from inquiring about the status of your request. Results will be communicated to applicants via e-mail prior to the first class.

Process	Fall Term (Sep. to Dec.)	Winter Intensive (1 st or 2 nd Week of Jan.)	Spring Term (Jan. to Apr.)	Summer Intensive (2 nd or 3 rd Week of May)	Summer Term (May to Aug.)
Application Deadline	August 15	November 15	November 15	April 15	April 15
Assessment Period	Late-August	Early-December	Early-December	Late-April	Late-April
Results	Early-September	Mid to late-December	Mid-December to Early-January	Early-May	Early-May

Further to the timelines set out above, please also note that the course registration and drop deadline is the second Monday of a given term.

All students taking a Rotman School MBA Elective Course should note that the first class of any given course has a mandatory attendance policy. Students who fail to attend and who do not have permission from the instructor to miss the class will be removed from the class list. Students are also expected to attend all subsequent classes as in-class participation is an important component of all MBA courses.

Assessment & Approval

All applications are assessed on a first-come-first served basis. Approval will be granted if both of the following two requirements are met:

1. The applicant has demonstrated that he/she has completed the pre-requisites (listed on the next page) or the equivalent of the courses listed and;
2. Space is available for the course(s) requested

The MBA Program Services office reserves the right to deny requests for registration in MBA Elective Courses.

Management Electronic Collaborative Fee

With the exception of Rotman PhD students, those who are approved to register for a Rotman MBA Elective Course are required to pay the \$105.00 (per term) Management Electronic Collaborative Fee. This fee is for access to the Rotman Web Portal. This is a required fee for all students and is essential for the learning process as well as communications between MBA Program Services/instructors and the students. Announcements for courses are either posted on the Rotman Web Portal or e-mailed directly to students.

While you are taking an MBA Elective Course, all communications will be done through the University of Toronto issued e-mail address students provide on their application form.

Full refund is available upon request if all courses in a given term are dropped on ROSI prior to the second Monday of the term.

Access to the Rotman Web Portal will be discontinued on January 01 for Fall term courses, May 01 for Winter Intensive & Spring term courses and September 01 for Summer Intensive & Summer term courses.

Course Material

Students who are registered in an MBA Elective Course are responsible for purchasing required textbooks and course packages. Textbooks are available for purchase through the University of Toronto Bookstore or the Campus General Store. Further information will be provided about the location for purchasing required course packages.

Illegal photocopies are not permitted at the Rotman School; only true originals may be brought in to open-book examinations.

Required Pre-Requisites

Below is a list of foundation level pre-requisites. As part of the assessment and approval process, these minimum academic requirements must be met.

	MBA Elective Courses	Prerequisite(s)
RSM 20**	Strategic Management Area	Strategic Management
RSM 21**	Business Economics Area	Managerial Economics or Macroeconomics
RSM 22**	Accounting Area	Financial & Managerial Accounting
RSM 23**	Finance Area	Business Finance
RSM 24**	Operations Management Area	Operations Management
RSM 25**	Marketing Area	Marketing
RSM 26**	Organizational Behaviour Area	Administrative Theory or Managing People in Organizations
RSM 28**	Management Science & Statistics Area	Statistics

REGISTRATION IN MASTER OF BUSINESS ADMINISTRATION COURSES FORM

Last Name: _____ First Name: _____

Student Number: _____ Email (print clearly): _____@utoronto.ca

Home Phone Number: _____ Mobile or Work Phone Number: _____

Home Department: _____ Program: _____

Degree (check one): Masters PhD Other _____

Term Applying for: Fall (Sept-Dec) Spring (Jan-April) Summer (May-Aug)
 Winter Intensive (Jan) Summer Intensive (May)

Academic Pre-Requisites Completed (list all relevant courses to correspond to the MBA Elective Course(s) requested) and attach appropriate supporting documentation:

Course Code & Name	University

Course Requests

This section is identical to Section 2B of the Program Change Form however, you are encouraged to put down alternate meeting sections (if applicable).

Number of MBA Elective Courses You Wish To Register in this Term	#

Pref. Number	Course Code & Meeting Section (i.e. RSM2306.01)	Course Name (i.e. Options & Futures)	Alternate Meeting Section
#1			
#2			
#3			
#4			

Additional Information/Comments

Please put down any comments you wish to make about your course requests above.

MBA Program Services Use ONLY

Approved POST _____ Space Released

