

MBA REGISTRATION GUIDELINES

Please review the information below before registering for classes. Please call the MBA Office at 419.530.2775 if you would like to make an appointment to discuss your schedule with the MBA Advisor.

COMMON BODY OF KNOWLEDGE COURSES

Students must complete the 5000 level classes in the Common Body of Knowledge first. These classes are the prerequisites for the 6000 level MBA Core Courses, and most MBA electives.

Some students may be waived from the 5000 level classes based on academic background. If you were waived from all the 5000 level classes, you can start taking MBA core and electives in your first semester. If you only have a few 5000 level classes to complete, you can take 5000 level classes with 6000 level classes in the semester in which you are completing any remaining 5000 level requirements.

Not all of the 5000 level classes are taught every semester because not everyone needs to complete them. Please call the MBA office for an appointment to discuss scheduling options if the 5000 level classes you need are not offered in a particular semester.

MBA CORE COURSES

Once you are eligible for the 6000 level classes, BUAD 6100 through BUAD 6800 can be taken in any order. BUAD 6900, Strategic Management Capstone, should ideally be taken in your final semester. It is designed to tie all the aspects of the program together at the end. It is important to take BUAD 6200 and BUAD 6300 early in your plan of study because both classes are prerequisites for BUAD 6900. BUAD 6200 and BUAD 6300 must be completed prior to taking BUAD 6900.

All of the MBA Core Courses are offered at least once every Fall, every Spring and every Summer semester.

MBA ELECTIVES

Every MBA student must take a minimum of three electives. Please see the MBA Specializations posted to the MBA website for additional information regarding areas of specialization and the types of electives each department tends to offer.

Typically, two or three electives from each area of specialization are offered every Fall and every Spring semester. Very few, if any, electives are offered during Summer semester. If you plan on attending in Summer, you will need to plan on taking MBA Core Courses.

ADDITIONAL CUSTOMIZATION

Students who successfully completed 3 or more classes in a functional area at an AACSB accredited university, are eligible to replace the core class in that area with any MBA elective. You will have tally marks behind the MBA Core Courses on your MBA Program Plan of Study if you successfully completed undergraduate business courses at an AACSB accredited university. The tally marks indicate the number of classes you completed in that functional area during your undergraduate studies. If you have 3 or more tally marks behind a class, you are eligible to replace the core class in that area with any MBA elective.

This option allows students with a business background to customize their degree to a greater extent, but does not decrease the minimum number of credit hours needed to graduate. All MBA students must complete a minimum of 11 classes (33 credit hours) at the 6000 level.

CREDIT HOUR REQUIREMENTS

Students who are working 20 hours or less per week typically take 3 - 4 classes (9 - 12 credit hours) each semester. Students who are working 40 or more hours per week typically take 1- 2 classes (3 – 6 credit hours) each semester. The MBA Office does not require students to take a minimum number of credit hours per semester. If you have federal student loans, please check with the Office of Student Financial Aid regarding minimum credit hour requirements. If you are attending classes on a student visa, please check with the Office of International Student Services regarding minimum credit hour requirements.

PREQ & TEST SCORE ERRORS

If you have been waived from some Common Body of Knowledge courses, you may get a PREQ and TEST SCORE ERROR when you attempt to register. This occurs because it is not always possible for our system to recognize undergraduate equivalent courses that were completed prior to being admitted to the MBA program. If you receive a PREQ and TEST SCORE ERROR for a class you are eligible for, please do one of the following:

- Call the MBA Office at 419.530.2775 and leave the following information:
 - Name
 - Rocket number
 - Class(es) you are trying to add (e.g., BUAD 6100)
 - Whether you are trying to register for Fall, Spring or Summer
- Send an email to the MBA Advisor with the information listed above.

A permit can be provided to override the PREQ and TEST SCORE ERROR, but after the permit is entered into the system, the student still must take the action to register for the class. It is not possible for anyone in the MBA office to register you for classes. Students must initiate the action to register for classes.

REGISTRATION

You can register for classes by logging on to the myUT portal with your username and password:
<http://myut.utoledo.edu/>

Please see the **UTAD Instructions** posted to the MBA website if you have not activated your UTAD account.

You can also register by going to Rocket Solution Central:
Rocket Hall 1200
419.530.8700
rocketsolutioncentral@utoledo.edu

To search for classes by semester, please go to the Registrar's website:
http://www.utoledo.edu/offices/registrar/main_campus/sch_classes.html

Schedule grids of all MBA classes for each semester are posted to the MBA website as they become available:
<http://www.utoledo.edu/business/MBA/index.html>