



REGISTRATION INSTRUCTIONS

Spring 2010

GRADUATE BUSINESS

ERIVAN K. HAUB SCHOOL OF BUSINESS

| Office | Location | Telephone |
|--------------------------|-----------------|------------------|
| Graduate Business Office | Mandeville 284 | 610-660-1690 |
| Student Service Center | Barbelin 121 | 610-660-2000 |

CONTINUOUS REGISTRATION BEGINS NOVEMBER 9

WEB REGISTRATION DIRECTIONS

- 1) Point your web browser to <http://my.sju.edu>
- 2) Type in your login name and password
(For questions concerning your username and password, please contact the IT Helpdesk at 610-660-3070).
- 3) Once you have successfully logged in, click on the "School Services" tab
- 4) Next, click on the "Student" folder and then the "Registration" folder
- 5) Select "Add/Drop Classes."
- 6) Select the term for which you are enrolling
- 7) You will be prompted for your pin number. This is 111111 for all graduate business students.
- 8) Enter the CRN numbers for the courses you would like to register for and hit "Submit."
(If you are unsure of your CRN number, click "Look Up Classes to Add" and follow the on screen directions)
- 9) Once your registration has been processed, it will be confirmed on screen.
(If you have a money hold which prevents registration, contact the Student Service Center at 610-660-2000. If you run into a class capacity or prerequisite error that you believe you have received in error, contact the MBA Office at 610-660-1690 we will assist you.)

Students are advised to register early in order to assure that they will receive the classes of their choice. Because of limited class size, some courses are usually closed fairly early in the registration process. Please consult with an advisor in the Graduate Business Office if you are unsure of your program requirements. Advisors may be contacted by phone, mail, or in person. Students are responsible for all prerequisite requirements before they schedule upper level courses. Taking an upper level course and obtaining a satisfactory grade will not eliminate the need to fulfill the Foundation Core requirement. If a student is found to have registered for a course without having taken the prerequisite course, the student will be dropped from the course and withdrawal penalties will be applied.

WEB PAYMENT INSTRUCTIONS

For all payment information/forms/detailed instruction please visit:
http://www.sju.edu/student_services/pages/make_a_payment.html

Payment can be made in the following ways:

- a) **Check** – payable to Saint Joseph’s University.
- b) **Visa/Mastercard/American Express/ Discover**, fill out top right hand corner of invoice.
- c) **Payment Program** – Enrollment in Payment Program must be completed by the due date for tuition each semester.
To apply for the payment program, go to <http://my.sju.edu>. Login to secure area and click on the following: School Services, Student Services & Financial Aid, Student Records and Payments, Payment Plans. There is a \$35.00 non-refundable application fee each term that you participate.
- d) **Employer Tuition Deferral Program**
Students return their tuition deferral form along with a non-refundable participation fee of \$35.00 and all required documents by the due date. This form is located on the Student Service Center web site. http://www.sju.edu/STUDENT_SERVICES/.
- e) **Web Payment**
Go to <http://my.sju.edu>, Login to Secure Area, School Services, Administrative Services, Student Services & Financial Aid, Student Records and Payments, Account Summary by term –Click to Make Credit Card Payment, or Web check payment.

All documentation applicable to the payment of tuition must be submitted when payment is made. A late fee will be assessed if payment is not received by the due date.

REFUND AND DROP/WITHDRAWAL POLICY

Refund and Drop/Withdrawal Policy along with due dates for invoices will be posted on the Student Service website, http://sju.edu/student_services.

TUITION

MSBI, MSFS, MSHRM, MBA classes per credit/course\$785
MSBI, MSFS, MSHRM, MBA three credit course..... \$2355

SPRING 2010 CALENDAR

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|---|-------------------------------|
| New Student Orientation | Wednesday, January 13 |
| Martin Luther King Day (No Classes) | Monday, January 18th |
| Spring Semester Begins | Tuesday, January 19th |
| Last Day to Drop/Add | Tuesday, January 26th |
| Spring Semester Break (No Classes) | Monday-Saturday, March 8-14th |
| Easter Holiday (No Classes) | Thursday, April 1st |
| Classes Resume | Monday, April 5th |
| Approximate Start of Summer/Fall Registration | Wednesday, April 7th |
| Last Day to Withdrawal from Classes | Monday, April 12th |
| Spring Semester Classes End | Saturday, May 1st |
| Final Exams | Monday-Saturday, May 3-8th |
| Commencement Weekend | Friday-Saturday, May 14-15th |