Greetings! I hope your fall semester is going well! I can’t believe we are halfway through. Well that tells me it is time to think Spring registration. The on-line registration package is at www.marquette.edu/gsm. Go to Current Students and then Registration Materials (https://www.marquette.edu/business/graduate/registration-materials.php). The spring schedule has been posted on the Website for a few weeks. Although we do not anticipate many changes to the spring schedule it may occur. Courses are contingent on sufficient enrollment. The schedule will continue to be posted on our Webpage and will be updated periodically as minor changes occur so please plan on checking it for an up to date schedule. You can find it at: www.marquette.edu/gsm. Go to the right-hand menu for Schedule of Classes. We posted the tentative summer 2020 schedule. This is a tentative schedule but should help you for planning spring and summer schedules.

Registration for the Spring 2020 term begins November 11th. You need to go to CheckMarq (www.marquette.edu/checkmarq) to check your randomly generated registration time from the Registrar. Open enrollment will end on Monday, November 25th, 2019. Please be sure that you have completed the CheckMarq registration process by the close of open enrollment. Failure to register during open enrollment will jeopardize your seniority and there will be no guarantee that you will get the courses you need. Prerequisite checks will begin on November 26th. If you do not have the proper prerequisites completed, you will be asked to drop the course in which you are registered. With the departure of Cheryl Nelson, MBA and graduate certificate students should contact me 414.288.7145 if you would like to talk to someone about your schedule or have any registration concerns. Master of Science students, please contact your program advisor. Master in Leadership, MS in HR and MiM students should contact Dr. Gary Adams. Registration will remain open until the end of day on January 3rd, however, prerequisite checks will not happen again until January 10th, 2020. Spring registration after January 3rd will require prior approval and permission numbers to be issued from the Graduate School of Management (GSM) office. Once a permission number is given to a student it will be valid for three days. Therefore, you must go to CheckMarq and register within three days of receiving your permission number or it will expire.

Kohler MBA and Online MBA students, you will be able to register for classes as soon as your registration allows. On-campus students may be allowed to register for Kohler and Online MBA classes after open enrollment. Please keep in mind that all Kohler classes are taught in a blended format and are taught in Kohler, WI. We anticipate room for a small number of students. Please contact me if you have any questions. Kohler classes DO meet on Monday, January 20th MLK Day.

Registration for the summer term will begin on March 26, 2020. Summer registration updates will be posted on our Webpage. There are no registration times assigned for summer registration, so all students are eligible to register as of 12:01a.m. on the 26th of March.

To assist in advising for MBA students I have scheduled some “walk-in/phone-in” hours. These days and times are: Monday, October 28th from 11-2, Thursday, October 31st 11-2, Friday, November 1st 10-2 and Thursday, November 7th 12-3:30. The number to call is 414.288.7145. I will take the calls/walk ins in the order they come in so if you call and I am with another student please leave your name and contact number and I will call you back.

Graduation information: There is no December graduation ceremony. Undergraduate students, master's students and health sciences professional students who expect to complete degree requirements in spring (May) in a given
calendar year will participate in the May Commencement of that year. Those who complete their degree requirements in summer (August) or fall (December) may participate in the May Commencement of the same calendar year or the May Commencement of following calendar year. If you plan to graduate in December of 2020 you will need to decide if you want to attend the May 2020 ceremony, May 2021 ceremony or no ceremony. You will need to indicate this on the graduation application. That application is due on February 2, 2020.

For those of you planning on graduating in May, August or December 2020, you will need to complete your application for graduation. The University has an on-line process for this. There is no fee for this process and it can be completed in CheckMarq. You must complete your application for graduation by February 2, 2020. Applications after this date will not be accepted for May graduation.

You can get all academic deadlines from the GSM Web page under Schedule of Classes. They are all listed on the class meeting dates calendar. Keep in mind that the GSM may have different deadlines than the University or the Graduate School.

If you have any questions or concerns, please feel free to contact me or anyone in the GSM. We can all be reached at 414.288.7145 or MBA@Marquette.edu or GSM@Marquette.edu. Thank you.