TO: All Graduate School of Management Students

FROM: Dr. Jeanne M. Simmons
Associate Dean

DATE: February 12, 2019

RE: Summer and Fall 2019 Registration

It is time to think about summer and fall! All of the registration materials for summer and fall are available on the GSM Website at: https://www.marquette.edu/business/graduate/registration-materials.php. The latest Summer and Fall 2019 schedules are posted on the Website at http://business.marquette.edu/academics/mba-academic-calendar. Although we do not anticipate many changes to these schedules it would be unrealistic to say that this is the final schedule. Please plan on checking the Web page for the latest schedule.

Registration for the Summer term will begin on Thursday, March 21st, 2019. Registration times will not be assigned for the summer registration (i.e., everyone is eligible to register beginning March 21st at 12:01am). Summer classes tend to fill up early so do not delay in registering. Open enrollment for Summer will end on Monday, April 22nd.

Registration for the Fall term will begin on Monday, March 25th, 2019. Please check your randomly generated registration time via the CheckMarq System for the first day that you can register. You can register anytime at or after your assigned registration time. These times will be posted in your CheckMarq account after March 6th. If you need help on finding this date in CheckMarq or registration How To’s these are on the Website under the Current Students link.

Fall open enrollment will end on Sunday, April 21st. Prerequisite checks will begin on April 22nd, 2019. If you do not have the proper prerequisites completed, you will be asked to drop the course in which you are registered. Fall registration will remain open until August 12th, 2019 for students to make changes to their fall registration; however, prerequisite checks will not be done on an on-going basis. Prerequisite checks will be conducted again just prior to the start of a term. If at that time you do not have the proper prerequisites completed, you will be asked to drop the course and may not have time to make other registrations. Please be sure that you have the proper prerequisites for your courses. Prerequisites are listed on the schedule posted on the Web and in the course catalog. Fall registration after August 12th will require prior permission from the GSM Office and you will need a permission number to register via CheckMarq. Once a permission number is given it will be valid for three days. Therefore, you must go to CheckMarq and register within three days of receiving your permission number.

New students starting the program this summer or fall should contact Cheryl Nelson at 414.288.7145 for advising. Students with temporary status need a permission number to register and can get that via advising with Cheryl.

If you are a first semester student this spring, you must complete the Academic Integrity Tutorial in your D2L site before you will be able to register for the summer or fall term. If you have not already done it please do so in the next week to avoid any registration problems. If you have problems, there is a How To on the GSM Website as well. You must also complete the University Immunization Record requirement.

Failure to register during fall open enrollment (prior to April 20th) will jeopardize your seniority and there will be no guarantee that you will get the courses you need to graduate. To ensure maximum summer and fall course selection, please complete the CheckMarq on-line registration by the close of open enrollment. If you would like to talk to an advisor about which courses to take, MBA and LEDR students please contact Cheryl Nelson, Director of Student Services at 414.288.7145. All other graduate students (i.e., HURE, ACCO, ECON and HCTM), should contact their specific advisor (see Website for Advisor Contact Information). Again, new MBA and LEDR students must contact Cheryl Nelson for advising.

If you are planning on graduating in August or December 2019 and failed to apply by February 1st you may not be able to participate in the May 2019 ceremony. You must still apply for graduation and that deadline is August 1st, 2019. There is no fee for this process and you must apply on-line via your CheckMarq account. If you plan to graduate and you don’t have the link in your account, please contact Cheryl.Nelson@marquette.edu.

If you have any questions or concerns, please feel free to contact Cheryl Nelson or me. We can both be reached at 414.288.7145 or MBA@Marquette.edu. Thank you.