Memorandum

TO: All Graduate School of Management Students

FROM: Dr. Jeanne M. Simmons
Associate Dean

DATE: March 23, 2020

RE: Summer and Fall 2020 Registration

We are certainly in unprecedented times and I hope you are all healthy and well. The University has made the decision to delay fall registration until April 6th (previously March 30th). You will see updated registration times in CheckMarq this week. All of the registration materials for fall are available on the GSM Website at: https://www.marquette.edu/business/graduate/registration-materials.php. The latest Summer and Fall 2020 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 and emails for the latest schedule.

Registration for the Fall term will begin on Monday, April 6th, 2020. Later this week, please check your new 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, but I encourage you to register as close to your date as possible. The times are generated based on seniority so if you wait you are losing your seniority advantage. 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 Friday, April 24th. Prerequisite checks will begin on April 27th, 2020. 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 10th, 2020 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 24th will require prior permission from the GSM Office and you will need a permission number to register via CheckMarq. Please email your request to GSM@Marquette.edu and include your name and ID#. 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 the GSM at 414.288.7145 for advising. Students with temporary status need a permission number to register and can get that via advising. I am going to be training some additional advisors so you may have a different advisor within the GSM but I will be listed as your official advisor. We will be dividing the advising by days and times. I will be sending out “call in” hours and will assign students and advisors based on the time of the appointment or emails that come in.

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.

To ensure maximum summer and fall course selection, please complete the CheckMarq on-line registration as close to your registration time as possible but definitely by the close of open enrollment. If you would like to talk to an advisor about which courses to take, MBA students please contact the GSM at 414.288.7145. All other graduate students should contact their specific advisor (see Website for Advisor Contact Information).

If you are planning on graduating in December 2020 and did not apply by February 3rd you will not be able to participate in the May 2020 ceremony. You must still apply for graduation and that deadline is October 3rd,
2020. 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 GSM@marquette.edu.

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

Dr. Jeanne Simmons
Associate Dean, GSM