

## Registration in Master of Business Administration Courses For University of Toronto graduate students

Students currently registered in a graduate program at the University of Toronto may apply for MBA Elective Courses (RSM2xxx level only).

To apply, complete and return the corresponding application forms to the MBA Registrar's Office (RO@rotman.utoronto.ca). When applying to courses in different terms, use separate application forms.

### 1. Application for Registration in MBA Courses Form

- Indicate which graduate-level pre-requisite course(s) you have successfully completed.

### 2. SGS Add/Drop Form

- Section 1, Section 2, and approval signatures from Chair/Coordinator of Home Department (only physical, hand signed signatures are accepted).

Applications are assessed on a first-come-first-served basis. The Registrar's Office will not accept incomplete applications that are missing pre-requisite information and/or approval signatures.

**Out of Faculty students are limited to taking one Rotman course per term and two courses in total.**

### Application Deadlines

	Fall Term (Sep. to Dec.)	Winter Intensive (First two weeks in Jan.)	Spring Term (Jan. to Apr.)
Application Deadline	<b>August 29</b>	<b>December 1</b>	<b>December 1</b>

Results will be communicated to applicants via e-mail prior to the first class. The Registrar's Office kindly asks applicants to refrain from inquiring about the status of their request(s).

### Required Pre-Requisites

Below is a list of foundation level pre-requisites. As part of the assessment and approval process, these minimum academic requirements must be met. Please indicate any applicable **graduate-level** pre-requisites you have successfully completed corresponding to the MBA elective course(s) you are applying for.

MBA Elective Courses		Required Pre-Requisite(s)
<b>RSM 20**</b>	Strategic Management Area	Strategic Management
<b>RSM 21**</b>	Business Economics Area	Managerial Economics or Macroeconomics
<b>RSM 22**</b>	Accounting Area	Financial & Managerial Accounting
<b>RSM 23**</b>	Finance Area	Business Finance
<b>RSM 24**</b>	Operations Management Area	Operations Management
<b>RSM 25**</b>	Marketing Area	Marketing
<b>RSM 26**</b>	Organizational Behaviour Area	Administrative Theory or Managing People in Organizations
<b>RSM 28**</b>	Management Science & Statistics Area	Statistics





A student wishing to add or drop course(s) **before** the SGS deadline may use the [Student Web Service](#) (ACORN) or consult with the [graduate unit](#) offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the [SGS Calendar](#) for deadlines to add and/or drop courses.

**Section 1: Student Information (To be completed by the student).**

Last Name:	First Name(s):	Student Number:
Degree:		Session:
Graduate Unit:	Full-time      Part-time	U of T Email:

**Section 1.a: I apply to ADD the following courses/activities to my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Section

**Section 1.b: I apply to DROP the following courses/activities from my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Section

Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

**Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).**

Student's Signature:		Date:
Instructor's Signature:	Graduate Unit:	Date:
Supervisor's Signature (if applicable):		Date:
Chair/Graduate Coordinator's Signature:		Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)	Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)		Date:
Courses added on ROSI by host Graduate Administrator:      Yes (Inter-graduate unit add courses before the SGS deadline)		Date:

**Section 3: Vice-Dean, Students, School of Graduate Studies Approval.**

Request to Add/Drop Course(s):	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	