

## 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 (eligible 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, and provide syllabi

### 2. SGS Add/Drop Form

- Section 1, Section 2, and approval signatures from Chair/Coordinator of Home Department (only physical, or Adobe certified signatures are accepted)

Applications are assessed on a first-come-first-served basis, and there are a limited number of spaces in each eligible MBA Elective Course. The Registrar's Office will not accept incomplete applications that are missing pre-requisite information and syllabi, and/or approval signatures.

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

**Application Deadlines** - specific dates will be shared when the application period opens

	Fall Term (Sep. to Dec.)	Spring Term (Jan. to Apr.)
Application Deadline	<b>Late August</b>	<b>Early December</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 and attach syllabi.

MBA Elective Courses		Required Pre-Requisite(s)
<b>RSM 20**</b>	Strategic Management Area	Strategic Management
<b>RSM 21**</b>	Economics and Policy (EAP) 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> <b>RSM 28**</b>	Operations Management & Statistics Area	Operations Management & Statistics
<b>RSM 25**</b>	Marketing Area	Marketing
<b>RSM 26**</b>	Organizational Behaviour & Human Resources Management (OBHRM) Area	Administrative Theory or Managing People in Organizations

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

Last Name:  First Name:

Student Number:  Email:  @mail.utoronto.ca

Phone Number:  Department/Program:

Degree (check one):  Masters  PhD  Other

*\* Please use separate sets of application forms when applying to courses in different terms*

Term Applying for:  Fall (Sept-Dec)  Spring (Jan-Apr)

### Academic Pre-Requisites Completed:

List all relevant courses corresponding to the MBA elective course(s) requested (see previous page for details).  
Applications without pre-requisite courses listed or syllabi attached will not be reviewed.

Course Code & Name	University

### Course Requests

This section is identical to Section 1 of the SGS Add/Drop Form however, you are encouraged to put down alternate meeting sections (if applicable).

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

Pref. Number	Course Code (i.e. RSM2306HF)	Meeting Section (i.e. 0102)	Course Name (i.e. Options & Future Markets)	Alternate Meeting Section
#1				
#2				
#3				

### Additional Information/Comments

Please include any comments you wish to make about your course requests above



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 <input type="checkbox"/> Part-time <input type="checkbox"/>	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 Session

**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 Session

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: (Inter-graduate unit add courses before the SGS deadline)      Yes		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:	