# Graham School Procedures and Policies for Enrolling in Booth Courses
## Summer 2015

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<td><strong>First Day of Booth Classes</strong></td>
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<td><strong>Courses with No Audit Option, No Pass-Fail Option and/or that have Strict Prerequisites</strong></td>
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## Open/Closed Courses
- Review the [Seat Availability report](http://misc.chicagobooth.edu/curriculum/sum15fca.pdf) to find out if a Booth course is open or closed for enrollment. *Since enrollment activity occurs during and following the production of this report, the list should only be used to rule out courses that are closed, or have very few seats left. Seat availability information in the Time Schedules is also not necessarily accurate for the same reason.*
- The Booth system must have a seat available in the course/section at the time of registration in order for it to be processed.
- Some closed courses may be waitlisted by Booth students. Seats that open for waitlisted courses are not available to non-Booth students and non-Booth students cannot be added to waitlists.
- Faculty members may not authorize a seat to be added to a closed course.
- Faculty members adding a student to their Chalk site does not constitute registration into the course.

## Enrollment Restrictions
- Some course sections are not open to graduate students, are restricted to only Booth PhD students or are restricted to only Booth students. See the [Strict Prereqs and Restrictions list](http://misc.chicagobooth.edu/curriculum/sum15fca.pdf) for these courses.
- Some sections of Financial Accounting 30000 have enrollment limits for non-Booth students. Please see the Notes section of the Seat Availability page for details.

## Week 1 Attendance
- GSAL students are required to attend week 1 of the class in which you are attempting to enroll, though attendance does not guarantee registration.
- If the course in which you are attempting to enroll is case-based, please communicate to the faculty member during week 1 that you will attempt to enroll during the registration period for non-Booth students (week 2).

## Strict Prerequisites and Instructor Consent
- Many Booth courses have prerequisites, and some are strictly enforced; these are listed on the [Strict Prereqs and Restrictions list](http://misc.chicagobooth.edu/curriculum/sum15fca.pdf).
- If you wish to register for a course with a strict prerequisite and you have not taken the prerequisite(s) at Booth, but you feel you have the background to meet the requirements, then email the [faculty member](mailto:faculty.member@booth.chicagobooth.edu) to request a waiver of the prerequisite(s) and permission to register.
- In other instances, some faculty members require consent for a non-Booth student to register (see the [Strict Prereqs and Restrictions list](http://misc.chicagobooth.edu/curriculum/sum15fca.pdf)). In these cases, email the [faculty member](mailto:faculty.member@booth.chicagobooth.edu) to request permission to register.
Online Registration Procedures

- Submit prereq waivers via email to the Amy Wright prior to the first day of registration
- Submit enrollment requests via poll during registration periods
- Registration requests will be processed in timestamp order

*Prerequisite waivers and/or consent to register must be emailed to Amy Wright prior to the start of registration or the registration requests will not be processed.*

Registration Confirmations

- Registrations are sent electronically to myUChicago, and are available for viewing after 9am on the day after Booth registrations are processed.
- If you do not see any registrations in myUChicago, you have not been enrolled in a class. Please contact Esther Pandian-Riske for additional information.
- Booth does not permit students to enroll in one section and attend another, so students must attend the section for which they have been registered.

Summer 2015 Registration Schedule

<table>
<thead>
<tr>
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<th>Poll Opens</th>
<th>Poll Closes</th>
<th>Results Available</th>
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</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>Monday, June 22 at 9am</td>
<td>Monday, June 29 at 9am</td>
<td>Tuesday, June 30 by 9am</td>
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<tr>
<td>Round 2</td>
<td>Tuesday, June 30 at 9am</td>
<td>Wednesday, July 1 at 9am</td>
<td>Thursday, July 2 by 9am</td>
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<tr>
<td>Drop-only Round</td>
<td>Monday, July 6 at 9am</td>
<td>Friday, July 10 at 9am</td>
<td>Within 48 hours</td>
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Access to Chalk

- Not all Booth faculty members use Chalk.
- If you have a University restriction, you might not be able to view Chalk sites when you log in.
- If you register for a Booth course, and the course has a Chalk site, it may take up to 48 – 72 hours for the site to appear when you log in.
- If you register for a Booth course, and the course has a Chalk site, and you don’t have a University restriction, yet you can’t view the site upon logging in, please email Booth Registrar’s Office.

Access to Booth Resources

- Non-Booth students are not permitted to reserve study group rooms.
- Non-Booth students do not receive access to the Harper or Gleacher centers during non-Business hours.
- Non-Booth students are assigned a temporary account for use in Booth computer labs. Contact Esther Pandian-Riske for details.