



**THE UNIVERSITY OF CHICAGO**  
**Dean of Students in the College**

## **Guidelines for College Students Planning to Register for GSB Courses**

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### **Petitioning for a Class at the GSB:**

- Discuss your plans with your College adviser.
- Check for pre-requisites for the course you are interested in (<http://chicagogsb.edu/>, click on GSB Portal: Courses.) Note that some PQs are “strict.” Talk to the professor if you are unsure whether you have met the PQ.
- Submit the petition on the reverse to Jean Treese, associate dean of students, via the advising reception desk, in the **quarter prior to registration**. No petitions will be accepted after the registration period for Non-GSB students begins (2<sup>nd</sup> week).
- List relevant coursework and/or work experience and explain your reasons for registering for the GSB course. List an alternative course choice, if you have one, in the event you do not get a seat in your first choice.

### **Registering for Regular GSB Courses:**

- **Registration must be processed, in person, in the GSB Dean of Students Office.** Take your signed petition and your University ID to the GSB Dean of Students Office (Hyde Park Center, 5807 S. Woodlawn Avenue, Room 122) during **2<sup>nd</sup> week** to register on the dates posted on the bulletin board by the College advisers’ reception desk.
- Registrations will be processed on a first-come, first served basis.
- If a GSB course is closed, you may not register unless a seat opens up. The professor cannot give permission to register for a course, nor does class attendance constitute registration. Auditing a GSB class is usually not permitted.

### **Registering for “Undergraduate-only” Sections of GSB Courses:**

- If your petition has been approved and the class limit has not been reached, you will be registered in the course during the add/drop period. If you are already in four courses you will have to drop the fourth class so this can be done.

### **Dropping a GSB Course:**

- Drop courses on-line and at the GSB Dean of Students Office by **Friday of 3<sup>rd</sup> week**.

### **Withdrawing from a GSB Course:**

- After Friday of 3<sup>rd</sup> week a student who decides not to complete a course must formally request a withdrawal (*W*) from the instructor and go to the GSB Dean of Students Office to process the withdrawal. Non-attendance does not constitute withdrawal. Failure to follow the correct procedure for requesting a withdrawal will result in a failing grade. The last day to request a withdrawal is **Friday of 9<sup>th</sup> week**.

### **Requesting Pass/Fail Grading:**

- Some GSB faculty do not allow *Pass/Fail* grading. Consult the course descriptions and/or syllabus for this information. No exceptions are granted.
- To register for *Pass/Fail* grading, complete a *P/F* form in the GSB Dean of Students Office before **Friday of 4<sup>th</sup> week**. *P/F* grades may not later be changed to quality grades.

### **Requesting an Incomplete:**

- Requests for *Incompletes* must be approved by the instructor and an *Incomplete* form must be filed in the GSB Dean of Students Office by **Friday of 10<sup>th</sup> Week**.

### **Additional Notes:**

- No more than **four** professional school courses may be used in the College degree program. Students are limited to a total of six course registrations, whether or not they complete the courses for credit.
- Success in GSB courses may depend as much on prior business experience as on material taught in class. College students, therefore, frequently do not perform as well as GSB students, most of whom have such experience.
- The Economics Department rarely approves GSB courses as part of the economics major.
- Students who have completed STAT 22000 or higher may not use GSBC 41000 (Business Statistics) in their degree program.
- GSB courses on an undergraduate transcript does not necessarily provide an edge in applying to MBA programs – and may be a strike against you if you do not perform well.
- If you later apply and are accepted to the Chicago GSB, the course(s) you take as an undergraduate will not necessarily count toward your M.B.A. degree requirements.

### **Special Notes for Graduating Seniors:**

- The GSB will not give early exams to College seniors. College students should not take a GSB course in their last quarter unless they do not need the credit for their degree.
- Some GSB exams are given on the same day as the College’s Spring Graduation ceremony.



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**Dean of Students in the College**

**Petition for Permission to Take a Course at the Graduate School of Business**

To: Jean Treese, Associate Dean of Students in the College

Date: \_\_\_\_\_

Name \_\_\_\_\_ UCID \_\_\_\_\_ Email \_\_\_\_\_  
*Please write legibly.*

Adviser \_\_\_\_\_ Year in College \_\_\_\_\_ Graduation Date \_\_\_\_\_ Major(s) \_\_\_\_\_  
*Quarter/Year*

**Previous GSB Courses and Grades:**

<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Course Name</i>	<i>Grade</i>

**Course(s) You are Requesting for \_\_\_\_\_ Quarter.**

First Choice \_\_\_\_\_  
*Course Abbreviation Course Number Section Number Course Name*

Second Choice \_\_\_\_\_  
*Course Abbreviation Course Number Section Number Course Name*

Third Choice \_\_\_\_\_  
*Course Abbreviation Course Number Section Number Course Name*

**Reasons for wanting course:**

**Relevant course work and work experience (consult PQs at <http://chicagogsb.edu/>):**

\_\_\_\_\_  
*Dean's Signature*

\_\_\_\_\_  
*Date*

**You will be notified by email of the action taken.**