

Master of Business Administration (MBA)
Master of Public Administration (MPA)
Registration Information Guide

Fall 2015

Important Dates for Summer & Fall Semesters	2
Registration Process	4
Financial Aid Information	5
Billing Process	6
Payment Options	7
Reinstatement Process	8
Course Add/Drop Procedure	9
Ordering Textbooks Online	10
Email (FoxMail) and You	11
Finding Your Schedule and Other Information Online	12
Contact Information	13

Graduate E-mail Address : gradmgt@marist.edu

*Online Registration Opens: Monday, April 27, 2015 at 9 a.m.
Enroll in both Summer & Fall courses at this time.*

Important Dates will be posted on iLearn

Important Dates for Fall 2015

April 27th—August 14th Fall Enrollment

***Enroll in both Round 1 and Round 2 Fall semester courses at this time.
This is the only enrollment period for the Fall 2015 semester.***

Please be sure to complete the **2015/2016 FAFSA** application for the Fall session,
(see page 7 for details).

Friday, August 14, 2015: Online registration closes for all Fall courses at **3 p.m.**
{Includes Round 1 and Round 2 Courses}

Wednesday, August 26, 2015: Payment is due for **all** Fall courses (**round 1 & 2 and 15 week**)
by **5 p.m.** *Failure to complete payment will result in automatic de-registration from any
enrolled fall course(s). Please refer to page 9 for the reinstatement process.*

Fall Courses begin Monday, August 31, 2015 {Includes Round 1 Courses}

The iLearn site for online courses may be available on August 28, 2015.

September 4, 2015: Final date to drop from Fall Round 1 courses with a **full** tuition refund*

September 14, 2015: Final date to drop from Fall Round 1 courses with a **half** tuition refund*

September 29, 2015: Final date to withdraw from Fall Round 1 courses
without academic penalty (W/D) and **no** tuition refund.

September 30, 2015: Withdraw from Fall Round 1 courses **with** academic penalty
(W/F) and **no** tuition refund.**

Round 1 Fall Courses End October 23, 2015

Fall Round 2 Courses begin October 26, 2015

October 30, 2015: Final date to drop from Fall Round 2 course(s) with a **full** tuition refund*

November 6, 2015: Final date to drop from Fall Round 2 course(s) with a **half** tuition refund*

November 23, 2015: Final date to withdraw from Fall Round 2 course(s)
without academic penalty (W/D) and **no** tuition refund.

November 24, 2015: Withdraw from Fall Round 2 course(s) **with** academic penalty
(W/F) and **no** tuition refund.**

Fall Courses End December 18, 2015

***W/D is recorded on your transcript and is not factored into your GPA.**

****W/F is recorded on your transcript and is factored into your GPA as a “0” for the course.**

*When withdrawing from a course please contact **Student Financial Services** to determine if or how your aid will be adjusted.
Financial aid is awarded on a per credit basis. They can be reached via email at studentfinancialservices@marist.edu or by
phone at 845-575-3230.*

Registration Process

1. Go to **www.marist.edu**
2. Click on **Current Students**
3. Click on **myMarist**
4. Log in using your **Marist Account and Password**
5. Click on **Student Tab**
6. Under Marist Banner Service - Click **Self Service Banner**
7. Click **Registration**
8. Click **ADD or Drop**
9. Select Term= **Summer 2015 or Fall 2015**
10. CRN = **Course Request Number - You will need to type the CRN for each Course.**
The program Course Offerings (MBA or MPA) is where you will find the CRN number for each course.
11. Click **Submit**
12. To check **Student Detail Schedule** - Return to Menu and Click on **Student Detail Schedule.**
You will **not** receive written confirmation of your registration from the Registrar.

**If you encounter any problems registering online, please call the
Marist College IT Help Desk at 845-575-4357**

Please contact your Faculty Advisor if you have any questions regarding your program.

You will NOT receive written confirmation of your registration from the Registrar

Financial Aid Information

Looking to apply for financial aid or Federal loans?

Please go online and submit your FAFSA applications. The website is www.fafsa.gov.

For the Fall 2015 semester, please complete the 2015-2016 FAFSA application.

- ⇒ The Marist College School Code is: **002765**. Please complete the FAFSA as soon as possible if you intend on using federal aid as the financial aid eligibility must be determined before the bill due date. Once the form is processed by the Department of Education, the school will review your FAFSA and registration status to determine any eligibility for federal financial aid.
- ⇒ If you are eligible for financial aid, notification will be sent to your Marist email that your award package is ready to view via your myMarist account. Please click the tab for Student Financial Services to view your “Award for Aid Year” and “Financial Aid Requirements.” All financial aid requirements must be completed in order for your financial aid to be applied to your account.
- ⇒ **You must be registered for at least 6 credits in a semester to be eligible for a Direct Unsubsidized Loan.** Please also review your National Student Loan Database System (NSLDS) at www.nsls.ed.gov to view your entire loan borrowing history. Graduate Loan Limits can be found at: <http://www.marist.edu/financialaid/graduate/loans.html>
- ⇒ **Student Financial Services will award you the maximum eligibility for all financial aid. If you are awarded the maximum loan allocation, this will result in a large credit balance on your tuition account.** You must contact Student Financial Services to request a refund or to reduce your loan amount. Please note, you may request to reject your loan in its entirety, however the balance must be covered at the time of your request. Please send email requests from your Marist email account, including your name and CWID, to the Student Financial Services email account listed below.
- ⇒ Remember, for all payment related matters, please be sure to check your Marist e-mail account and your myMarist "messages" as that is the **only way** in which Student Financial Services sends notifications regarding changes and/or updates to your financial aid and billing account.

For all questions pertaining to financial aid and billing matters, please contact Student Services at studentfinancialservices@marist.edu using your Marist email account. Please include your CWID number.

The Marist email (foxmail) login is located at: <https://foxmail2.marist.edu/imp/login>.

BILLING PROCESS

Student Financial Services
845-575-3230
studentfinancialservices@marist.edu

Tuition charges are available electronically!
NO PAPER BILLS WILL BE MAILED!

The School of Management and the Office of Student Financial Services have combined efforts to offer you better availability of your tuition charges and payment information online.

Bills will be generated weekly and an email will be sent to your Marist email address when your bill is available to view. You can view your bill by clicking Current Students> myMarist> Student Financial-Services> under Student Billing on the left hand side click Electronic Billing & Payment Account> . Your Bills are listed on the right hand side.

For Summer Classes—Please check your electronic billing account to review your charges and make payment by 5 p.m. on Wednesday May 27, 2015.

For Fall Classes { Both Round 1 & Round 2 Courses Included} Please check your electronic billing account to review your charges and make payment by 5 p.m. on Tuesday, August 26, 2015.

To view your tuition charges and other Student Financial Services information, please sign in to your myMarist account. Click on the Student Financial Services tab.

To view your Electronic Billing and Payment Account:

Billing: In the “Student Billing” box, click on the “Electronic Billing & Payment Account” link. The “Your Account” box on the left contains your transaction history that resulted from your registration and any pending financial aid, if applicable. This feature allows you to view payments, charges, and any other up to date changes in your account.

The “Your Bills” box on the right will contain your actual Marist bill after your bill has been generated. Click the “View” link to view your bills.

To view your Financial Aid Information:

Financial Aid Awards: Choose and click on the applicable link in the “Financial Aid” box. You can also check the status of receipt of Tuition Deferral Applications or outside scholarships by clicking on “Award for Aid Year”, then on the “Resources/Additional Information” tab.

Financial Aid Requirements: View your outstanding and completed financial aid requirements in the “Financial Aid Requirements” box. Items with a red bubble next to them require your immediate action. Please click on the available links next to the flags for further information, or contact the Office of Student Financial Services. Items with green bubbles are complete.

PAYMENT OPTIONS

NO PAPER BILLS WILL BE MAILED!

Student Financial Services

845-575-3230

studentfinancialservices@marist.edu

Payment Options:

Marist has payment plans through Higher One Tuition Pay Plan or TMS Tuition Payment Plan. Don't want to make your semester's payment all at once? All it takes is a \$35 enrollment fee to set up your plan by November 15 and spread your payments over 5 months for the **fall** semester. Enrollment will be on a rolling basis after November so sign up soon to pay your semester's charge monthly.

We do not offer a Summer payment plan option.

Go to "Manage Your Electronic Billing & Payment Account" and click on the "Installment Payment Plans" box to sign up today.

If you have any questions, please contact The Office of Student Financial Services at 845-575-3230.

Pay by credit card, ACH checking or savings debit online: Sign in to your electronic billing and payment account to view your bills and make payments by credit card. American Express, MasterCard, VISA and Discover are accepted. You may also authorize an ACH debit from your checking or savings account. If you prefer to pay by check, please print your bill and mail the top portion with your payment.

Employer Tuition Deferment : Students eligible for tuition reimbursement through their employer may defer the portion of tuition payable by their employer. To apply for deferment, students must complete a Tuition Deferment Application in its entirety ***every semester*** and submit it to the Office of Student Financial Services by the bill due date. Students using tuition deferment for the first time must submit a copy of their employer's tuition reimbursement policy. Any amount not covered by the employer must also be paid by the bill due date.

Please use the link below to access the tuition deferment form.

<http://www.marist.edu/financialaid/pdfs/tuitiondefergrad.pdf>

Please fax completed forms to Student Financial Services at 845-575-3099, or email them to **studentfinancialservices@marist.edu** prior to the bill due date.

Reinstatement Process

A \$50 fee will be assessed to students who have been financially deleted for non-payment of their tuition. To rejoin your course(s), the reinstatement process, described below, must be completed in its entirety within the first 5 business days of the courses opening (during the full tuition period only).

1. Your entire tuition balance and the \$50 reinstatement fee must be paid to get authorization from Student Financial Services. Send an email to gradmgt@marist.edu to request reinstatement to all previously registered course(s). The email must be sent from your Marist email account with the subject line stating:
 "First and Last Name: Request for Financial Reinstatement"
2. Send an email to each instructor to request permission for reinstatement to previously registered course(s). Please note that the instructor's permission does not necessarily guarantee reinstatement to the course(s). The Program Director makes the final decision.
3. Forward all instructor email(s) to gradmgt@marist.edu. The Program Director will review the request. If permission to be reinstated is granted, School of Management will forward all correspondence to Student Financial Services and inform you of the outcome via your Marist email account.

Please note you may ONLY be reinstated into all of the courses from which you were deregistered. We will not accept any course changes or drops at the time of reinstatement.

Again, the reinstatement process must be completed within the first 5 business days of the course opening (during the full tuition period only).

Course Add/Drop Procedure

ADDING A COURSE:

You may change your courses during the open enrollment period only. Payment must be made by the due date to finalize your registration and complete your enrollment in the course.

DROP A COURSE:

Email gradmgt@marist.edu if you wish to drop a course or withdraw from the program after the registration period has ended.

This must be done by June 4, 2015 by 3pm for the Summer 2015 semester and by September 4, 2015 by 3pm for the Fall semester.

Your request *must* come from your Marist email account and include:

- (1) Your CWID number
- (2) The course(s) you wish to drop
- (3) The name(s) of all the course(s) in which you are enrolled for the semester (not just the round).
- (4) An explanation of your enrollment intentions for the remainder of the semester.

YOU MUST E-MAIL gradmgt@marist.edu WITH YOUR ADD/DROP REQUEST FOR IT TO BE PROCESSED.

Your financial aid eligibility as well as Satisfactory Academic Progress to maintain a specific GPA and Credit Earned Status may be affected if you choose to drop a course. Please note, a W/F is recorded on your transcript and is factored into your GPA as a “0”. Please review your audit to determine any financial aid implications.

We *strongly* recommend that you contact Student Financial Services when you wish to drop a course to see if or how your aid would be adjusted as financial aid is awarded on a per credit basis.

You may view the graduate Satisfactory Academic Progress Policy at:

<http://www.marist.edu/financialaid/pdfs/satacadprog.pdf>

Federal Regulations require that a student receiving Title IV funding (Federal aid) must notify the school when dropping a course. Written notification of your enrollment intentions for the remainder of the semester must be specified to the School of Management at the time you request to drop a course. This written notification will be used to determine financial aid eligibility at the time of course or program withdrawal.

Remember, you must be enrolled in at least 6 credits per semester to be eligible for all Federal Loans.

Please make sure to review pages 2 and 3 of this guide for important dates. The last day for full tuition refund, half tuition refund as well as the academic implications that may arise from dropping a course are all stated on this page. All requests must be sent through your Marist email account to gradmgt@marist.edu and will be processed using the date of your email.

For all payment related matters, please be sure to check your Marist e-mail account and your myMarist “messages” as this is the *only way* in which Student Financial Services sends notifications regarding changes and/or updates to your financial aid account. **To contact Student Financial Services call (845) 575-3230 or email: studentfinancialservices@marist.edu.**

The Marist email login is located at: <https://foxmail2.marist.edu/imp/login.php>.

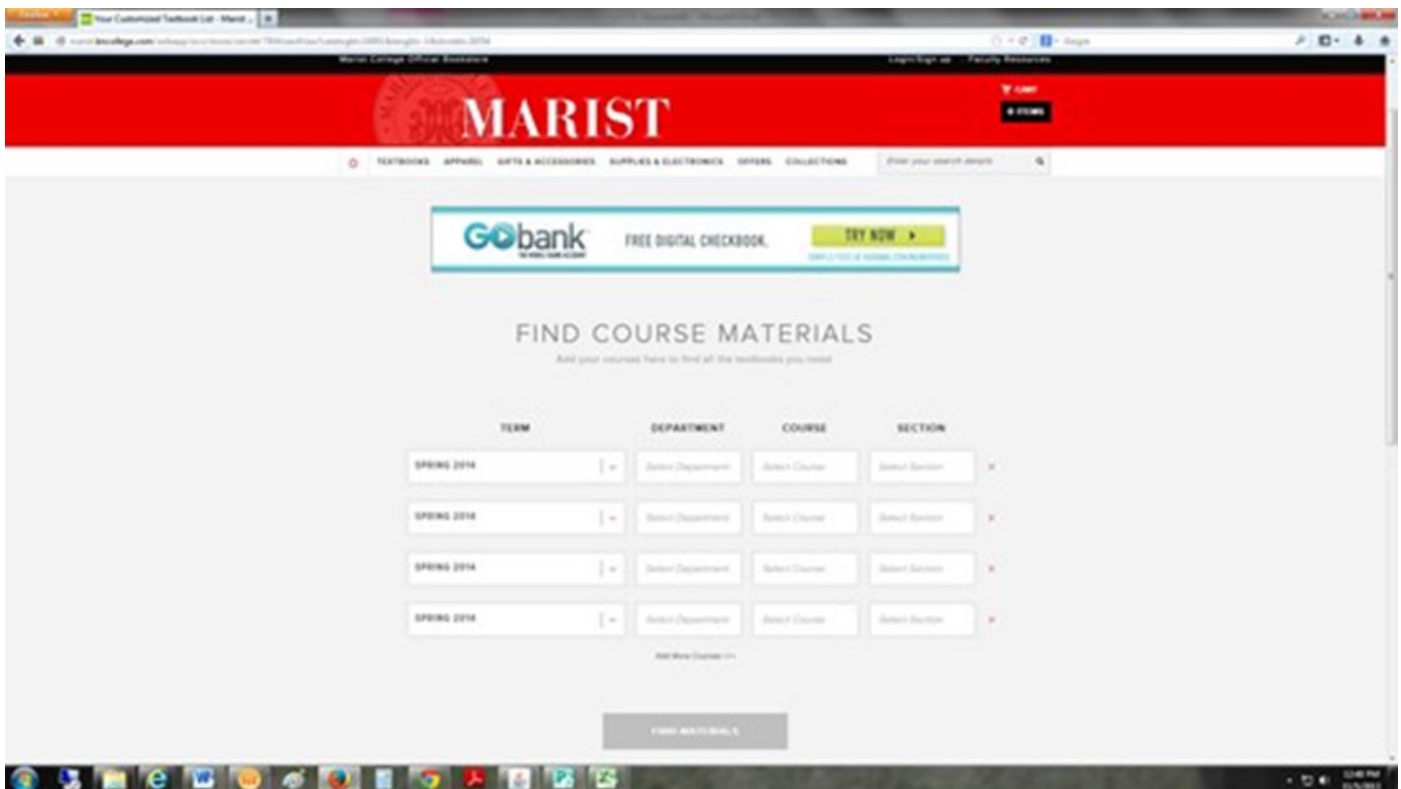
Ordering Textbooks Online

How to find out what books you will need and ordering them online:

To order books online, please go to: <http://marist.bkstore.com>

1. Click Textbooks
2. Under Select Term click on the appropriate term
3. Under Select Department click on **MBA** or **MPA**
4. Under Select Course # click on your course number
5. Under Select Section click on the section number
6. Click “Add Course”
7. Repeat 1-6 for all other courses
8. View Textbook List
9. Add to Cart to select books for purchase. If you’re not done ordering, click Continue Shopping, or Checkout if your done.

Marist College Bookstore
Phone number 845-575-3260



FoxMail: Your username is your first name.last name# of your Marist email address. [New students are assigned a Marist "email-for-life" account when they are admitted.] For example, Jane Doe is a new student at Marist, her email address is jane.doe3@Marist.edu. Her username would be jane.doe3. A temporary password must be obtained by contacting the Help Desk. You may change your password at any time. This is the same username and password that you used to access myMarist to register online. If you do not already have an email account, contact the Help Desk 845-575-HELP(4357).

Welcome to FoxMail

Username:

Password:

Log In

Check your FoxMail (Marist Email) account. . .

What would we send to your FoxMail (Marist E-Mail) Account?

Important information such as registration materials, notices of failed registration, messages from Student Financial Services, class cancellations, your professor will not be in class tonight, etc.

E-Mail Forwarding

Many students have asked about forwarding their Marist College email (John.Doe1@marist.edu) to their off-campus email address.

To do this, simply go to:

1. <http://foxmail.marist.edu>
2. Click on "Set Marist Mail Forwarding"
3. Enter your Marist account in the "Account" text field,
4. Enter your Account password in the "Password" text field
5. Enter your forwarding email address in the "New Address" field.
6. Then hit "Set Address" and you should be all set.
7. Email Forwarding will take 24 hours to become active (it gets updated once every night).
8. You are responsible for maintaining the email box to which you forward your email. For example, if the destination mailbox is full and causes your Marist email to bounce, there will be no way to retrieve it. If you choose to forward your email, Marist will not be responsible for any email that is lost by the destination email box.
9. If you use a system like AOL, and mark emails from Marist as spam, you will be automatically forwarded back to your Marist email account.
10. A confirmation email will be sent to the new email address. Simply click on the link in the new email to start the forwarding.

Account:

Password:

New Address:

To turn off email forwarding or to reset back to your Marist email address, please contact the Help Desk at 845-575-4357.

FINDING YOUR SCHEDULE, TRANSCRIPT, DEGREE AUDIT & OTHER INFORMATION ONLINE

Go to myMarist.edu
Login
Click on the tab marked “Student”
Click on “Self Service Banner”

Registration/Schedule

Click “Registration” to get schedule
Follow these steps:
Click “Student Detail Schedule”
Select the appropriate term (drop down menu – prefilled with the next session)
Click “Submit” and schedule will appear for the chosen term

Student Records/Transcript, Holds etc.

Click “Student Records” to get unofficial transcript, status of holds etc.
For your transcript, follow these steps:
Click “Academic Transcript”
A drop down menu will appear – choose “graduate” (all levels of study are options) and the transcript will appear.

Degree Works

(Your curriculum, courses taken, grades earned, advisor name, GPA etc.)

Click “DegreeWorks” to get audit. Once you’ve clicked on this, the audit will load on the page

See the GPA calc to see hypothetically what grades are needed to earn a particular GPA

To print audit, use the “pdf” function and then print the pdf version of the audit

**Marist Alumni—Your graduate program GPA is located on the top left of your “DegreeWorks”

CONTACT INFORMATION

To contact the **MBA** or **MPA** program office
email The School of Management at:

Gradmgt@marist.edu

*All emails must be through your foxmail (Marist email) account .
Please include your CWID number.*

IT Help Desk 845.575.4357

Student Financial Services 845.575.3230 (office)
845.575.3099 (fax)

Studentfinancialservices@marist.edu (e-mail address)

Please refer to the Important Dates section at the beginning of this guide. This has all your deadlines for registration, payment due dates, financial and academic penalty dates for dropping courses as well as when semesters start and end. It is important not to wait to the end of the registration period to sign up for the courses you want. If enrollment in the course is low it is very possible that the course will not be offered in that semester.

REV: 4-21-15

MBA & MPA Summer/Fall Registration Guide 2015

