



**Arthur J. Bauernfeind
College of Business**

MURRAY STATE UNIVERSITY



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Online Undergraduate Business Class Enrollment Policy

Background

Following the implementation of the undergraduate Distance Learning Business Program at Murray State, there has been additional demand for online classes from all students. These increases are likely to continue into the future. The Online Undergraduate Business Class Enrollment Policy was developed to respond to the increased demand for online classes with the primary audience being distance learning students.

Policy

Distance learning students will receive priority to register for online business classes. A distance learning student is defined as any student:

- In the Distance Learning Business Program.
- In the Online Telecommunications Systems Management (TSM) Program.
- In the following master's degree programs with approval from the program director/coordinator needing foundation coursework: MBA, MSIS, and MTSM.
- Identified as a priority Bachelor of Integrated Studies (BIS) student.
- Admitted as a visiting student seeking enrollment connected through the Kentucky Virtual University (KYVU).

All students must have the prerequisites and other requirements as determined by the current academic catalog to enroll in any business class.

Procedure

The procedure for enrollment in online undergraduate business classes will be as follows:

1. Each distance learning student will contact his or her academic adviser in a timely fashion about seeking entry to these classes. Delaying contacting his or her academic adviser may result in the class filling before the student has secured his or her slot.
2. Advisers of distance learning students except BIS students will contact the Online Business Adviser to request overrides for students as needed.
3. BIS advisers will request students be added to the priority BIS wait list. This list is maintained by a BIS adviser, and on dates determined by this BIS adviser and the Online Business Adviser, priority BIS students will receive overrides to register for online undergraduate business classes as space permits. Priority is determined by the BIS advisers.
4. Distance learning students should enroll in online undergraduate business classes in a timely manner when they are notified that the overrides have been entered. Delaying enrollment in the class may result in the class filling before the student has secured his or her slot.

5. The Online Business Adviser will determine a date on which the online undergraduate business classes will open for any student to enroll. The Online Business Adviser will provide the date and information about the Online Undergraduate Business Class Enrollment Policy to inquirers.
6. The Online Business Adviser will open the online business classes for any student to enroll on the predetermined date.
7. Students who are not distance learning students are responsible for using myGate to register for online business classes after the classes open for any student to enroll if the class is not already at capacity and the student has the prerequisites for the class.

Contacts

- Distance Learning Business Program students contact the Online Business Adviser.
- Online TSM Program students contact the Online TSM Adviser.
- MBA, MSIS, and MTSM students contact your program director/coordinator.
- BIS students contact your assigned academic adviser.
- KYVU visiting students contact the Online Business Adviser.
- Other students contact your assigned academic adviser or the Center for Undergraduate Business Advising.

Online Business Adviser
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