Non-Major BUSI Course Request

Process:

1. Review the guidelines and regulations.
2. Be aware of the open and close dates, and submit the request as soon as possible.
3. Please be attentive when filling out the form, as you will only be able to submit the request one time.
4. Students will begin being enrolled into courses 1-3 days prior to the beginning of the semester. Be sure to check your schedule often during the first week of classes to determine if you have been enrolled in a BUSI course.
5. Once you have been added to a BUSI course you have the option to drop the course based on the Registrar’s drop deadlines. Changes/swaps between BUSI courses/sections will not be accommodated.
6. Access Canvas once enrolled in a BUSI course (see steps below).

Guidelines & Regulations:

- Students are only permitted to submit the Non-major course request once per semester. The UBP will not accept requests via email.
- A non-business major is limited to a maximum of two BUSI courses, regardless of the number of credit hours, per semester. Over the course of an undergraduate career (eight semesters), non-business majors may enroll in a maximum of five BUSI courses, regardless of the number of credit hours.
- Due to limited availability, students may only be added to one BUSI core course. If interested in a second BUSI course, consider a BUSI elective course.
- You must carefully pick your courses and provide swap options, if necessary. Any hold or conflict preventing the UBP from registering the student will delay the processing of the request.
- The UBP will only enroll a non-business major in a BUSI course that has an available seat and for which all prerequisites have been met.
- Once placed in the BUSI course(s), there will be no changes!
- Students with First Year classification (based on years, not hours) are NOT permitted to take BUSI courses.
- Preference is given to those who have a cumulative GPA of 3.0 or higher.
- Students will not be able to request course adds after the non-major request deadline, regardless if the course starts later in the semester (MOD 2/4).
- Failure to adhere to our policies may result in exclusion from a class.

Additional notes:

- Requests are reviewed and processed in the order in which they are received.
- Students with no prior BUSI coursework will not be allowed to take any BUSI courses 500 level and above.
- Due to the intense nature of the curriculum, enrollment in some BUSI courses will not be permitted to enroll after the first class meeting.
- Permission from an instructor should NOT be obtained unless someone in the UBP gives direction to do so; instructor permission does not guarantee enrollment.
- Due to high volume of requests that are received, we thank you in advance for your patience.
Non-Major BUSI Course Request

Course Tips:

<table>
<thead>
<tr>
<th>Course</th>
<th>Enrollment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 101</td>
<td>Available to all students</td>
<td>If the course is full add yourself to the waitlist</td>
</tr>
<tr>
<td>BUSI 189</td>
<td>Newly admitted BSBA students only</td>
<td></td>
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<tr>
<td>BUSI 411</td>
<td>Majors only</td>
<td>Prerequisite: at least two &gt;400 BUSI courses</td>
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<tr>
<td>BUSI 412</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSI 500H</td>
<td>Limited seats available to non-business majors</td>
<td>Add yourself to the waitlist if non-major seats are full</td>
</tr>
<tr>
<td>BUSI 520</td>
<td>Limited seats available to non-business majors</td>
<td>Add yourself to the waitlist if non-major seats are full</td>
</tr>
</tbody>
</table>

Once enrolled in a BUSI course, you will be able to access Canvas:

1. Navigate to Canvas (https://kenan-flagler.instructure.com/).
2. (one time only) agree to terms and conditions

   ![Terms and Conditions](https://its.unc.edu/files/2016/02/Acceptable-Use-Policy.pdf)

3. (one time only) select “I am a Non-Business Student”

4. Login with ONYEN

   ![Login with ONYEN](https://theuniversityofnorthcarolinaatchapelhill.com/)

   ![Manage Your Password](https://manageyourpassword.com/)