

Non-Major BUSI Course Request Guidelines and Form

Opens: 8am January 3, 2019

Closes: 8am January 11, 2019

Process:

1. Review the guidelines and regulations.
2. Be aware of the open and close dates for the request, 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 a few 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 below).

Guidelines & Regulations:

- Students are only permitted to submit the Non-major course request once per semester. The UBP will not accept initial requests via email.
- 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. [Instructions on how to view holds](#).
- The UBP will only enroll a non-business major in a MOD 1 or semester length BUSI course that has an available seat and for which all prerequisites have been met. Non-business majors will not be permitted to enroll in MOD 2/4 courses.
- Once enrolled in a BUSI course, there will be no changes!
- A non-business major is limited to a maximum of one BUSI course, regardless of the number of credit hours, per semester (this includes any BUSI course you may have enrolled in yourself or received permission to enroll). Over the course of an undergraduate career (eight semesters), non-business majors may enroll in a maximum of five upper-level BUSI courses, regardless of the number of credit hours.
- First Year students 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.
- Due to the intense nature of the curriculum, enrollment in some BUSI courses (e.g., BUSI 406, BUSI 408), we may not permit enrollment 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**

[Click here to complete the Spring 2019 BUSI course request](#)

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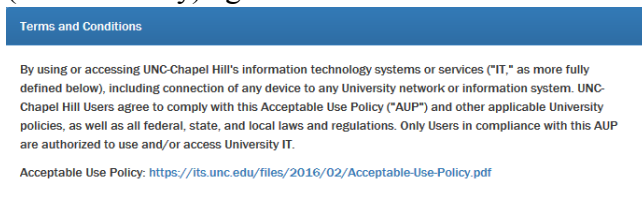
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Course Tips:

Course	Enrollment	Notes
BUSI 102	Open to all students. We do not accept requests through the non-major form.	Fall: MOD 1 (Aug-Oct); MOD 2 (Oct-Dec) Spring: MOD 3 (Jan-Mar); MOD 4 (Mar-May)
BUSI 188	Fall only. AAP students only	We DO NOT accept request through the non-major form.
BUSI 189	Spring only. AAP students only	We DO NOT accept request through the non-major form.
BUSI 411		Prerequisite: at least two >400 BUSI courses
BUSI 412	Business majors only	We DO NOT accept request through the non-major form.
BUSI 500H	Limited seats available to non-business majors.	Waitlist was open to all students. We DO NOT accept request through the non-major form.
BUSI 520	Limited seats available to non-business majors	Waitlist was open to all students. We DO NOT accept request through the non-major form.

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

By using or accessing UNC-Chapel Hill's information technology systems or services ("IT," as more fully defined below), including connection of any device to any University network or information system. UNC-Chapel Hill Users agree to comply with this Acceptable Use Policy ("AUP") and other applicable University policies, as well as all federal, state, and local laws and regulations. Only Users in compliance with this AUP are authorized to use and/or access University IT.

Acceptable Use Policy: <https://its.unc.edu/files/2016/02/Acceptable-Use-Policy.pdf>



Click to Agree

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




I am a Business School Staff, Faculty or PhD student

I am a Business Student

I am a Non-Business Student

I am a Canvas Guest

4. Login with ONYEN



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Onyen

Password

Log In

Manage Your Password