As a Marshall graduate student, you will use this system to select your elective business classes.
I. Important Dates
II. How to use MRS (Marshall Reg System)
   - Bidding Round
   - Resolution & Add/Drop
III. Open Registration (University Reg System)
   - How to use USC Web Registration System
IV. Marshall Graduate Registration Website
   - Wait List Form
   - Fall 2014 Graduate Electives Matrix
   - Wait List History
IMPORTANT DATES FOR
FALL 2013 REGISTRATION

2nd Yr FT MBA, MBA.PM, MSBA, MMS and
Marshall Graduate Certificate Programs

Bidding Round
April 14th – April 15th, 2:00PM – 2:00 PM

Resolution & Add/Drop
April 17th – April 18th, 2:00 PM – 2:00PM

Open Registration
May 6th at 2:00 PM

Last day to register and settle without late fee August 22, 2014 by 5pm

WEBSITE: www.marshall.usc.edu/MRS
Check your record on my.usc.edu → OASIS → Restrictions.

Login with your USC ID and password. For help with USC login information, contact USC Helpdesk (www.usc.edu/its)

You cannot register for classes if you have a hold. You will be able to participate in MRS but you will NOT be registered for your classes until the hold has been resolved.
2nd Yr FT MBA, and Full-Time Marshall Grad Programs

- 1000 points
- 15 units maximum
- Not applicable to dual degree students or students admitted to the SIF or ABAC programs

MBA.PM, Part-Time Marshall Grad Programs, Marshall Grad Certificate Programs

- 400 points
- 6 units maximum
On the morning of the MRS Bidding Round, the MRS Portlet will show up in your MyMarshall Home page. Log into MyMarshall to access the MRS site. Contact Marshall Help Desk at (213) 740-3000 if you are unable to log into mymarshall.usc.edu.
Click on the View Sections link on the left to start bidding for your elective classes. The amount you bid for a class will determine whether you are enrolled or possibly waitlisted. If you are waitlisted, your bid amount will determine your priority on that waitlist. It is NOT a first-come first-serve basis. Priority is given to the highest bidders and tie bids will be randomized. If you review your materials ahead of time, it should only take a few minutes to use MRS and submit your bids. During the Bidding period, you can return to MRS to adjust any of your bid points if you wish. Be sure to make all of your adjustments before the Bidding period ends.
To bid for a class, enter your points in the box and click "bid". To change your bid points, enter your points in the box and click on "change bid". To drop your bid from a class, click on "drop bid". If a class has a prerequisite requirement or a time conflict, a warning in red will appear in the upper left corner. To bypass the warnings, click on ok to proceed with bidding for that class. If you have not met the prerequisite requirements for a class, you will need to get a prerequisite waiver from the instructor in order to be registered. MRS will allow you to bid for conflicting classes during the Bidding Round but you MUST resolve any conflicting classes during the Resolution & Add/Drop Round or you will be dropped from ALL conflicting classes. Conflicting classes are duplicate classes and classes that are scheduled at the same time. To view room location and a short description of the class, click on the course.
You may use ALL of your points to bid for as many units as you are allowed. When you have reached the maximum units allowed or have used up all of your bid points, the option to bid for the rest of the classes will disappear. However, if you drop one of your bids, the option to bid for the rest of the classes will reappear. You may make as many changes as you would like until the end of the Bidding Round.
To view the classes that you have bid on, you can click on the “My Bids & Courses” link. You can also drop your bids or adjust your bid points on this page.

You will need to resolve conflicting classes during the Resolution & Add/Drop Round by dropping a class or else you will be dropped from all conflicting classes.
To view all of the actions that you have made in MRS, click on the “My Actions” link to the left. It displays the audit trail of your bids and adjustments.

Immediately after the bidding round ends, you will not be able to see your “My Bids & Courses” link while the system is processing. That evening, once the system completes its processing cycle, you will be able to see your bidding results under “My Bids & Courses”
In the Resolution & Add/Drop Round, no bidding is allowed. This IS on a first-come first-serve basis phase. You may do one or more of the following:

1. Add classes: You may do this by clicking “add” to any available classes based on seat availabilities and if you have units to fulfill.
2. Drop classes: You will see a “drop” option next to the classes that you have been enrolled in as a result of the bidding round.
3. Drop waitlists: You will see a “drop waitlist” option for classes that you have been waitlisted in as a result of the bidding round.
4. Add to waitlist: You may submit a waitlist form, available at www.marshall.usc.edu/MRS.
**CAUTION:** If you are enrolled for your maximum units and a space becomes available in the class(es) that you are waitlisted in, you may be automatically promoted (enrolled) into the waitlisted class(es). As a result, you will exceed your maximum units allowed or be enrolled in a conflicting or duplicate course, causing a DELAY in your registration process. Please check your results in “View Sections” or “My Bids & Courses” before Resolution & Add/Drop ends and drop the extra class(es) if necessary to ensure a smoother registration process.
You may complete an online waitlist form by going to: [www.marshall.usc.edu/MRS](http://www.marshall.usc.edu/MRS), click on “Waitlist”. Remember, if you are enrolled in conflicting classes, you need to resolve the conflict or you will be dropped from ALL conflicting classes after the Resolution & Add/Drop Round.

**NOTE:** Waitlist forms will only be accepted at the EXACT time that the Resolution & Add/Drop Round begins.

Your priority on the waitlist will be based on the date and time the form is received by our office. You will receive an email of your waitlist status periodically.
You can also view your Enrolled classes and Waitlisted classes generated from the Bidding Phase in “My Bids & Courses” page.
You have now entered the waiting period between the end of MRS and before the start of Marshall Graduate Open Registration.

- During this period, you will not be able to make adjustments to your registration schedule until Marshall Graduate Open Registration begins.
- You may continue to submit waitlist forms ([www.marshall.usc.edu/MRS](http://www.marshall.usc.edu/MRS) → Waitlist)
- You may request to be removed from a waitlist by sending an email to registration@marshall.usc.edu
On the day of Marshall Graduate Open Registration, you can access USC Web Registration by going to my.usc.edu → Web Registration. Click on Web Registration Instructions if you need help. After Marshall Graduate Open Registration begins, you may continue to make changes to your schedule until the Add/Drop Deadline of the Fall semester.
Once you've logged into your Web Registration record, you can review your registration schedule in “myCoursebin”. Verify that all of your MRS classes show as both Scheduled and Registered. If not, contact your program advisor immediately. You can use Web Registration to make changes to your schedule such as dropping a class or registering for other Marshall electives that were not available to you during MRS period. You can also view and register for non-Marshall classes. If you are registering for non-Marshall classes, please consult your program advisor first. When you’ve made all of your changes, be sure to click on “Register (add/drop)” to update your record. If you go to “Calendar View”, the green boxes are your registered classes, yellow boxes are scheduled classes and red boxes are conflicting enrollments.
To add a class, click on “Department List” then go to Marshall School of Business section and choose the department of the class you would like to register. It will take you to the screen above. Click on the “Add to myCourseBin” link in the middle of the page to add it to your “myCourseBin” bin. Go to “myCourseBin” and click on “Register (add/drop)” on the top of the page to proceed with your registration process. To drop a class, click on “Unscheduled” next to the class you would like to drop then click on “Register (add/drop)” to proceed.
REGISTRATION RESOURCES

Marshall Graduate Registration Website
www.marshall.usc.edu/MRS

➢ Graduate Registration
  ➢ Marshall Graduate Student Resources
   ➢ Bidding Tutorial
   ➢ Waitlist History (Marshall login required)
   ➢ Graduate Electives Planning Matrix
   ➢ Cinematic Arts D-Clearance (including Entertainment Concentration Courses)
   ➢ Forms

Waitlist forms prioritized by date and time received

Note: Use the Graduate Electives Planning Matrix, and the Waitlist History to help you plan your schedule before MRS begins.
WAITLIST CONDITIONS

- Priority – in the order of date and time received
- Conditions & Conflicts
  - will be registered in the order of priority on the waitlist
  - if you make it off of the waitlist, you will be dropped from registered class(es) that conflicts (time or duplicate course)
- Email updates & postings – you will receive periodic email updates regarding your placement and status
- Want to be removed? – send an email to registration@marshall.usc.edu to request removal from a waitlist

Reminder: Waitlist forms will only be accepted at the EXACT time that the Resolution & Add/Drop Round begins.
REMINDERS
FALL 2014

✓ Check your record in my.usc.edu ➔ OASIS for any holds

✓ Last day to register and settle bill without late fee:
  August 22\textsuperscript{nd}, 2014 by 5:00 pm at www.usc.edu/epay

✓ Last day to add/drop classes is September 17\textsuperscript{th}, 2014 by 5:00 pm

✓ MRS Questions?
  Academic Programs Admistration: HOH 103
  (213) 740-5424
  registration@marshall.usc.edu
# Program Advisors

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT MBA</td>
<td>Janella Chiang – Academic Services Manager</td>
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<tr>
<td>MSBA, BFNBP, FAV, MMS &amp; OSCM (Certificate)</td>
<td>Sue Hunt – Assistant Dean for Master’s Programs</td>
<td>Sue Hunt</td>
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<td>STO 301</td>
<td>(213) 740-0671</td>
</tr>
<tr>
<td>TCCM (Certificate)</td>
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<td>BRI 1</td>
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<tr>
<td>MBA.PM, Los Angeles</td>
<td>Dawn Kohn – Associate Director</td>
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<td>(213) 740-0673</td>
</tr>
<tr>
<td>MBA.PM, Los Angeles</td>
<td>Gabriela Vazquez – Program Advisor</td>
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<td>JKP 106</td>
<td>(213) 740-7837</td>
</tr>
<tr>
<td>MBA.PM, Orange County</td>
<td>Harriet Stubbs – Program Advisor</td>
<td>Harriet Stubbs</td>
<td><a href="mailto:hstubbs@marshall.usc.edu">hstubbs@marshall.usc.edu</a></td>
<td>OCC 111</td>
<td>(949) 437-0011</td>
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</tbody>
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