

J. Mack Robinson College of Business Directory and What to Do if RCB Classes are Full

"Overflows" (permission to register for a full class) are controlled by the department which teaches the course. The current overflow policy and any exceptions are listed below. Office hours of departments are 8:30 a.m. - 5:15 p.m. Monday through Friday.

STANDARD OVERFLOW POLICY: Unless specified otherwise, overflows (if any) are given at the discretion of the instructor or administrative staff beginning in the regular registration period (formerly Phase II) for use during the remaining regular registration days or late registration and are given on a first-come, first-served basis. Call the relevant departments if you have questions.

<u>Departments/Courses</u>	<u>Exceptions to Overflow Policy</u>	<u>Location/Phone</u>
Accountancy and Taxation	Given to current semester's <i>graduating</i> accounting and tax majors only. NO OVERFLOWS for Acct 2101 and 2102.	530 RCB, 404/413-7200
Actuarial Science	See standard overflow policy.	1126B RCB, 404/413-7500
"BusA" and "MBA" Courses	See specific department that teaches the course. NO OVERFLOWS for BusA 4980 or MBA 8810, 8820.	
Business Communication	NO OVERFLOWS	
Computer Information Systems (including CPI-prefixed courses)	See standard overflow policy above	900 RCB, 404/413-7360
Economics	NO OVERFLOWS.	524 AYSPS, 404/413-0141
Finance	NO OVERFLOWS. Requests from current semester's <i>graduating</i> finance majors will be considered.	1221 RCB, 404/413-7310
Health Administration	Contact the Institute of Health Administration.	635 RCB, 404/413-7630
Hospitality Administration	See standard overflow policy.	220 RCB, 404/413-7615
International Business	Contact the Institute of International Business.	14 th fl RCB, 404/413-7275
Legal Studies	See standard overflow policy.	1126B RCB,
Managerial Science	See standard overflow policy.	1005 RCB, 404/413-7525
Marketing	See standard overflow policy.	1300 RCB, 404/413-7650
Personal Financial Planning	See standard overflow policy.	1117 RCB, 404/
Real Estate	See standard overflow policy.	1405 RCB, 404/413-7720
Risk Management and Insurance	See standard overflow policy.	1126B RCB, 404/413-7500

See notes on back for additional information.

NOTES:

1. The J. Mack Robinson College of Business makes a concerted effort to accommodate students who want to register for its classes. However, requests to register for some courses sometimes exceeds the space available, resulting in filled classes. Because the number of students required to take each department's courses is not equal, the overflow policy for each department is not identical. Therefore, you should be certain to contact the department responsible for teaching the course(s) for which you wish to register.
2. **Overflows in other colleges:** For possible admission to a full class taught by a college other than the Robinson College of Business, see that college. For example, English, foreign language, history, math, political science, lab science and social science courses are taught by the College of Arts and Sciences.
3. Fee implications of registering with an overflow on or after the first day of classes:
 - a. If you have registered **and paid** for at least one course by the fee deadline, any subsequent revisions to your schedule (a drop/add or just an addition) **will not** be assessed a late fee.
 - b. If you register and pay for a course you don't want with the hope of getting an overflow for another course which you do want, you will not get a 100% refund if you are unable to get the overflow and do the drop/add unless you drop the course during the first week of class (before the end of the official late registration period). Therefore, if you plan to do this, **be certain** you are registering for a course you would keep if an overflow is not available.
4. After the fee payment deadline, anyone who has registered but not paid for a course is dropped from the roll. Therefore, it is possible for a full class to reopen on the first day of late registration.
5. Late Registration is your final opportunity to register or to revise and/or correct your schedule. See the GoSOLAR Web site (student.gosolar.gsu.edu) for the late registration dates.