



Registration Guide

Sacred Heart University Luxembourg

SUMMER & FALL 2022

	<u>TERM</u>	<u>COURSE #</u>	<u>COURSE NAME</u>	<u>CH</u>	<u>DATES</u>
<input type="checkbox"/>	22/SU2	WGB 612-LX	LEADING & INFLUENCING WITH INTEGRITY LIVE	3 CH	JUN 30 – AUG 11
<input type="checkbox"/>	22/SU2	WGB 521-LX	FUNDAMENTALS OF MANAGEMENT LIVE	3 CH	JUL 5 – AUG 4
<input type="checkbox"/>	22/SU2	WGB 518-AO	INTRODUCTION TO BUSINESS STATISTICS ONLINE	3 CH	SEP 6 – NOV 29
<input type="checkbox"/>	22/FA	WGB 604-LX	BUSINESS COMPETENCIES I LIVE	3 CH	SEP 12 – OCT 12
<input type="checkbox"/>	22/FA	WGB 614-LX	SOCIAL & LEGAL RESPONSIBILITIES IN BUSINESS LIVE	3 CH	OCT 24 – DEC 16
<input type="checkbox"/>	22/FA	WGB 519-OL	BUSINESS ECONOMICS LIVE	3 CH	NOV 1 – DEC 9

ELECTIVE COURSES – Management:

<input type="checkbox"/>	22/SU2	BU-606-LX	BUSINESS COMMUNICATION ESSENTIALS LIVE	2CH	JUL 5 – JUL 27
<input type="checkbox"/>	22/SU2	BU-652-LX	PROJECT MANAGEMENT LIVE	1CH	AUG 18 – AUG 29
<input type="checkbox"/>	22/FA	BU-618-LX	CIRCULAR ECONOMY LIVE	1CH	OCT 17 – OCT 28
<input type="checkbox"/>	22/FA	BU 699-LX	DATA SCIENCE FOR BUSINESS LIVE	3 CH	NOV 7 – DEC 16

ELECTIVE COURSES – Marketing:

<input type="checkbox"/>	22/FA	MK 651-LX	MARKETING RESEARCH LIVE	3 CH	SEP 12 – OCT 21
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ELECTIVE COURSES – Finance:

<input type="checkbox"/>	22/SU2	FN 662-LX	CORPORATE FINANCE LIVE <i>Prerequisite: WGB 603 or Exemption</i>	3 CH	JUL 2 – AUG 31
<input type="checkbox"/>	22/SU2	FN 699-LX	GOVERNANCE & SUSTAINABILITY ONLINE LIVE SESSIONS	2CH	AUG 2 – AUG 24
<input type="checkbox"/>	22/FA	FN-612-LX	PRIVATE EQUITY & OTHER ALTERNATIVE ASSET CLASSES LIVE <i>Prerequisite: WGB 603 or Exemption</i>	3CH	NOV 7 – DEC 12

!!! IMPORTANT NOTE TO STUDENTS ABOUT REGISTRATION !!!

In previous years, each student had to send us their registration forms, with the chosen courses. Going forward, the easiest way for students to register for their semester courses is using **SPA** ([helpful video tutorials here](#)), which is how all students register for their classes. It is pretty user friendly, and allows students to register without going through either the SHULU or the Registrar's Offices.

Students registering for the first time (only the new incoming students then), will need to use the add/drop form for their first semester by using the link to add/drop by yourself the courses : [Office of the registrar-Add/Drop Form.](#)

For the description of all the courses listed above, please refer to [this page](#).

For the MBA with Internship Students, please be reminded that eBooks for foundation/required courses are reimbursed by SHULU. For elective courses, eBooks will also be covered, but for the first 9 credits only.

Thank you for your understanding.

SHU Luxembourg



Registration Guide

ALL COURSE COMMUNICATION WITH INSTRUCTORS WILL BE STRICTLY THROUGH SHU EMAIL.
IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR SHU EMAIL ADDRESS REGULARLY.

Classes will be capped and early registration is the best way to ensure that you are in the classes you would like to take. To officially register for classes you must be enrolled in a program of study and you must receive confirmation from the SHULU Office that your registration is completed. Classes that do not have a sufficient number of students enrolled will be deferred to a later session.

VERIFY YOUR COURSE SCHEDULE ON STUDENT PLANNING AND ADVISING (SPA).

Each student is responsible for checking their schedule on Student Planning and Advising to validate registration selection. Any problems should immediately be directed to the SHULU Office. Students will be held academically and financially responsible for their registration as indicated on their schedule on Student Planning and Advising.

COURSE CHANGES—ADD/DROP

A student may change his/her course selection only within the Add/Drop period and use the following form: [Office of the Registrar Add/Drop Form](#). Students may not Add a course after the Add/Drop period without written permission of the course instructor. Students must initiate all registration Add/Drop actions by contacting the course instructor(s) in writing, via SHU email. Nonattendance does not constitute official course drop.

Add/Drop Period

- **1 CH Course:** Course changes (Add/Drop) are only permitted within the first (1) class session for each 1 CH course. If a student wishes to drop a course after the first class session it will be considered a withdrawal.
- **2 CH Course:** Course changes (Add/Drop) are only permitted within the first two (2) class sessions for each 2 CH course. If a student wishes to drop a course after the second class session it will be considered a withdrawal.
- **3 CH Course:** Course changes (Add/Drop) are only permitted within the first two (2) class sessions for each 3 CH course. If a student wishes to drop a course after the second class session it will be considered a withdrawal.

COURSE WITHDRAWAL

If withdrawal from a class becomes necessary, the student must report in person to the SHULU Office or contact the SHULU Office in writing and complete an official withdrawal form. Until contact is made, a student will be considered enrolled in a course.

Students must initiate all withdrawal actions. Phone withdrawals or changes to a student's class schedule are not accepted and must be followed up in person or in writing (via SHU email) from the student.

A 'W' grade will be issued for course withdrawals submitted within the withdrawal deadline (see withdrawal deadlines below). After the deadline, a grade of 'W' will only be granted in highly unusual circumstances (such as a documented medical emergency), with the approval from the instructor.

A student's failure to properly withdraw in the specified time frame will result in the issuance of the grade that they have earned. Nonattendance does not constitute official withdrawal.

Withdrawal Deadline

- **1 CH Course:** Second (2) Class Session. Dropping a course after the first class session will be considered a withdrawal.
- **2 CH Course:** Third (3) Class Session. Dropping a course after the second class session will be considered a withdrawal.
- **3 CH Course:** Third (3) Class Session. Dropping a course after the second class session will be considered a withdrawal.

FINANCIAL HOLD

I understand that not following the agreed upon tuition payment schedule may result in the following actions being taken:

Course Drop: If payment is not received within ten (10) business days, you will be dropped from courses in which you are currently enrolled. You will be permitted to re-enroll in the dropped courses upon the University's receipt of payment. Re-enrollment in the dropped courses is subject to the course capacity.

Grade Withheld: If payment is not received within ten (10) business days, all grades will be withheld from those courses that the student has recently completed.

Registration Barred: If payment is not received within ten (10) business days, the student will not be permitted to register and will not be registered for additional courses until the University's receipt of payment.

I am aware that should I come across any hardship or need to discuss any matters regarding the payment of my tuition fees, I should contact the SHULU Office to avoid the consequences stipulated above.

COMMUNICATION

Method of communication: I understand and agree that Sacred Heart University uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Sacred Heart University on a timely basis.

Contact Information: I understand that in the event of changes to personal contact methods, I must contact and notify the SHULU Office in writing, via my SHU email.