



## Sawyer Business School Fall 2024 Registration Instructions

All SBS students should be registering for 5 classes (15-16) credits in their first semester. A typical first-semester schedule for an SBS student includes the following courses:

- SBS-100 CareerStart** [1 credit]  
Please note that SBS 100 is linked to SBS 101.
- SBS-101 Business Foundations** [3 credits]  
Please note that SBS 100 is linked to SBS 101.
- Writing Requirement (WRI)** [4 credits]  
All students are required to complete the First-Year Writing requirement. All first-year students must complete the Writing Placement to determine appropriate writing level/course.
- Math Requirement** [4 credits]  
All Sawyer Business School students are required to complete Math in their first semester. *All first-year students must take the Math Placement Exam to determine the appropriate Math course(s) to take.*
- Core Requirements** [3 or 4 credits]  
Choose one of the following options to complete during the first semester:
  - Creativity & Innovation Requirement** [*this requirement should be completed in the first year, either first or second semester*]
  - Globalization Requirement** – take one of the following:
    - Strategy & International Business 101 (SIB-101 Globalization) – *Global Business majors must take SIB 101*
    - History 149 (HST 149 – Empires & Globalization I)
    - History 150 (HST 150 – Empires & Globalization II)
  - Diverse Perspective Requirement**

\* Student's final schedule may vary based on course availability, advanced credits, etc.

Follow the next steps to complete the registration process. We strongly recommend that you meet with an Academic Advisor prior to attending orientation. You can schedule online through Navigate: [suffolk.campus.eab.com](https://suffolk.campus.eab.com) or call our office at 617-573-8034 to schedule an advising appointment.

### Access your Workday account:

Workday is the University portal for students, faculty, and staff. You can search and register for courses, view your class schedule and much more. You can also use Workday to review your academic progress and placement information. You will use your Suffolk credentials (Suffolk username and password) to access all portals.

Your Suffolk credentials have been emailed to you separately by Information Technology Services (ITS). Your SU credential information is sent to the email that you provided during your application process. If you do not know your log in information or need assistance resetting your password, please contact the ITS ServiceDesk at 617-557-2000.

## Fall 2024 Registration Instructions

### STEP 1: COMPLETE MATH AND WRITING PLACEMENT

Before you begin to search for courses, you must complete both your math and writing placements. Both placements are available in Canvas: [canvas.suffolk.edu](https://canvas.suffolk.edu). If you haven't taken the placement exams yet, we strongly recommend that you take them both as soon as possible. You will not be able to register for these specific courses until the placements have been completed.

**Math Placement Exam (MPE):** All students are required to complete Math as part of their degree requirements. You must take the Math Placement Exam to determine the appropriate Math course to take. The math placement exam is timed and takes about 60 minutes to complete. In Canvas, on the left side, click on "Courses." Your Math Placement Exam should appear under your courses. Read through the onscreen instructions and begin the exam.

If you have questions about the MPE, please review the [Math Placement FAQ](#) or contact Ben Deissler at [bgdeissler@suffolk.edu](mailto:bgdeissler@suffolk.edu).

Please allow two to three business days for a response.

**Writing Placement: All students must complete the First Year Writing course(s) as part of their degree requirements.** You must complete the Writing Placement to determine the appropriate Writing course(s) to take. The Writing placement takes about 30 minutes to complete. To access the placement questionnaire, log in to Canvas. On the left side, click on "courses." The writing placement will appear under your courses. Once you have completed the writing questionnaire, your recommended writing course sequence will appear. Please write these results down or screenshot this information to determine the appropriate writing course to take.

**Please note:** It can take up to three business days for results to be posted in Workday and for you to be eligible to register for your math and writing courses.

**AP Credit:** Students who have achieved a 4 or 5 on the AP English Language & Composition exam or who are waiting for AP scores from their senior year, should speak to an Academic Advisor to discuss their course options.

### STEP 2: REVIEW MATH PLACEMENT RESULTS

Your math and writing placement results will be available via Workday:

- Click on your profile picture in the top right corner.
- Select the View Profile button.
- On the left side in the blue column, click on the academics tab.
- At the top of the page, click on the external records tab to see your results.
- Make sure you write down your placement results for easy reference when you register for courses.

### STEP 3: REVIEW FALL 2024 COURSE OPTIONS

Now that you have completed your placement exams, you will begin to build your saved schedule and register for courses by following the instructions below. Academic advisors will be available by appointment to help students finalize

their schedules throughout the summer via zoom. Please call our front desk at 617-573-8034 if you have any questions or need further assistance.

**Note:** If you expect to receive any type of college credit (either via AP or dual enrollment), please talk to an academic advisor in the Undergraduate Academic Advising Center to discuss your course options.

**Advanced Placement Credit (AP):** Suffolk University awards credit for sufficient scores in most advanced placement examinations. See the [AP Examinations chart for more information](#). Make sure AP results are submitted by College Board to Suffolk's Undergraduate Admission Office for review.

**College Courses Completed While in High School (Dual Enrollment):** Submit official transcripts to Undergraduate Admission from the college you took the courses at.

## **STEP 4: BUILD YOUR SAVED SCHEDULE AND REGISTER FOR YOUR FALL 2024 COURSES**

A saved schedule (wish list) does not guarantee registration in the course(s). Once created, you need to navigate to your saved schedule and then hit the register button to officially enroll in the course and reserve your spot.

- Log in to Workday.
- Go into the Academics Hub.
- On the left side of the page, under planning and registration, click on the find course sections button.
- In the Start Date Within Box, type "fall 2024" and hit enter. Select the first "Fall 2024" option. In the Academic Level Box, select "undergraduate".
- Skip over Campus Locations and click on the orange "OK" button at the bottom of the page.
- Use the search box to type in the course codes or use the filter buttons on the left side of the page to search for classes.
- Once you find the desired courses, you can either add it to your saved schedule by clicking on the orange button or register for the course by clicking on the white button ([Adding a course to your saved schedule \(wish list\) does not secure your enrollment in that course](#)).

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### **NEED ASSISTANCE?**

If you need assistance with registration or have questions about additional course options, AP credit, dual enrollment credit, etc., please consult with an academic advisor in the Undergraduate Academic Advising Center (UAAC).

To schedule an appointment, please schedule online through Navigate: [suffolk.campus.eab.com](http://suffolk.campus.eab.com) or call our office at 617-573-8034. Quick questions can also be sent to us via e-mail at [academicadvising@suffolk.edu](mailto:academicadvising@suffolk.edu).

To view the Workday Guides, please click [here](#).