16. Getting Started with MS BAIS – New Student Checklist

Welcome to USF's MS Business Analytics and Information Systems program (BAIS). This document is intended to help you get ready to join us. Please contact Dr. Johannes Reichgelt (reichgelt@usf.edu) with any questions.

Getting Started - New Student Checklist:

1) Review our New Student PDF at http://www.usf.edu/business/graduate/masters/bais/new-student.aspx

2) Register for our department's orientation via http://usfweb.usf.edu/business/forms/bais-orientationregister.aspx by July 15. It is tentatively scheduled for Thursday, August 18, at 8:30am. At this time, orientation is planned to be on-campus. Registering for orientation lets us know of your intent to attend so we can send you notifications relating to your start at USF. NOTE: if you are planning to attend USF in the upcoming semester, but cannot attend orientation, please register for the event anyway and note your inability to attend in the 'Expected Date of Arrival' area. There is no admissions deposit required by USF. Additionally, there is an Office of Graduate Studies orientation as well as our department orientation. Both are valuable, but we only require the department orientation.

3) Complete the academic integrity course (you'll be enrolled after I receive your orientation request)

4) Request a prerequisite review. Email me at reichgelt@usf.edu with your U number. A list of required prerequisites can be found on our FAQ page at http://www.usf.edu/business/graduate/masters/bais/faq.aspx .

With careful course planning, prerequisites can be done before joining the program or while in the program. Note: if you have not met the technical prerequisites, you'll be required to take those classes on-campus at USF before taking the more advanced technical courses. Students that need to complete technical prerequisites will remain on hold until they requested permission to enroll in USF prerequisite courses or have provided evidence of completing the prerequisites.

5) Clear your immunization and insurance holds with Student Health Services. Student Health Service information can be found at http://www.usf.edu/student-affairs/student-health-services. Immunization information is at http://www.usf.edu/student-affairs/student-health-services/immunizations, there are phone numbers and an email address available at this site

6) Send a copy of your visa to me at bwarner@usf.edu as soon as you get it. If you do not require a visa / are a domestic student, send an email and let me know.

7) Once all of this is done, email me with your U number and request course registration for the fall. I'll then clear the MS department hold on your account and register you for our 3 starting classes. All incoming students are required to take Advanced Database (ISM 6218), Analytical Methods for Business (QMB 6304) and Data Mining (ISM 6136). You will be registered for these classes automatically. If you want to enroll in additional fall courses, you can register via Oasis (see links in #3, above). You can see each semester's schedule at https://usfweb.usf.edu/DSS/StaffScheduleSearch . NOTE: If you register for additional classes and receive a

message saying you have not been assigned a 'time slot' for registration, please call the registrar's office at 813-974-2000. International students requiring a visa to attend need to send a copy of their visa (reichgelt@usf.edu) before registration can be completed. Covid update: If you plan to take your fall classes remotely, please email me to plan your schedule.

Some additional Resources:

Paying tuition, etc. (see https://www.usf.edu/admissions/international/admission-information/cost-ofattendance/payment-methods.aspx). NOTE: If you choose to wire your tuition payment, please use peer transfer at https://www.flywire.com/

Review the Basic Graduate College New Student Information: This includes how to pay tuition, registration, and links for international students as well as other valuable resources for new graduate students. New Office of Graduate Studies student information can be found at https://www.usf.edu/graduate-studies/students/newlyadmitted-students/ and https://www.usf.edu/admissions/graduate/next-steps/admitted-student-checklist.aspx

Updated Q&A from Canned Responses File:
Before we can register students for the first semester, they must:
1. Complete the academic integrity course.
2. Clear their insurance hold.
3. Clear their immunization hold, and
4. Send us their visa if they are an international student or let us know that they are not.

Context 1: When a Visa is Received but Other Steps are Incomplete.
Question 1: I've sent my visa, what's next?
- Answer: Congratulations on getting your visa and thank you for sending it to us. According to my records, you still need to complete the academic integrity course and clear the insurance and immunization holds. You can do so at www.SHS.usf.edu. Once you have done so, please inform me so that I can register you for the first semester courses. I look forward to seeing you on campus.

Question 2: What do I need to complete after sending my visa?

- Answer: After sending your visa, ensure to complete the academic integrity course and clear the insurance and immunization holds. Check and complete the required steps at www.SHS.usf.edu and let us know how to proceed with your first-semester course registration.

Context 2: When a Visa is Received and Other Steps are Complete.
Question 3: I have sent my visa and completed all the steps, have I been registered?
- Answer: Thank you for sending us your visa and clearing your holds. I registered with you for the first three courses. Please check your registration status on OASIS and let me know if you encounter any problems. Optionally, if you wish to take a fourth course, like ISM 6124 Advanced Systems Analysis and Design, inform us despite our recommendations to stick to the initial three.

Question 4: Can I take a fourth course in my first semester?
- Answer: While we've registered you for the first three courses and generally recommend sticking to these, you may opt for a fourth course if you strongly wish to. ISM 6124 Advanced Systems Analysis and Design is a recommended additional course. Ensure you check your registration on OASIS and inform us of any issues.

Context 3: Inquiries about COB Hold
Question 5: Why is there a COB hold on to my record?
- Answer: The COB hold is placed intentionally as explained in the next steps email. It enables us to register you for the first semester classes and will be removed when registration for the next semester opens.

Question 6: When will the COB hold be removed?
- Answer: The COB hold will be removed when the registration for the next semester opens. It's initially placed to assist in managing your first-semester class registrations.