Follow the steps below to request a seat in a RESTRICTED section for an MBA course. All electronic Petition to Add forms must be submitted online. Make note that petitions will not be considered for the following MBA courses: all online courses, MBA 610 courses, and our core courses (500, 503, 504, 505, 520, 530, 540, 550, 560, and 580). Possible exceptions for courses required for SAP Certification.

The Fall 2015 Petition to Add form will become available on July 20, 2015, with a submission deadline of August 5, 2015. We will not consider late submissions – no exceptions. The MBA Program will notify students of our decision no later than (August 14, 2015).

Who Should Complete this Process?
- If you are a non-MBA degree seeking student and wish to request a seat in a RESTRICTED section for an MBA course, you will need to read this document and submit an electronic Petition to Add form.
- If you are an NDS (non-degree student), please contact the MBA Office Manager at mba@ncsu.edu instead of completing the Petition to Add form.
- If you are a current MBA student or enrolled in a dual-degree with the MBA program, please contact the MBA Academic Advisor.

Petition to Add Guidelines:
- Failure to provide and submit all requested information on the electronic Petition to Add form by the deadline will prevent review of your petition.
- All requests must be submitted through the electronic Petition to Add form (no emails, paper copies, in-person, faculty, or phone requests).
- Please include all the courses you are requesting to add on a single Petition to Add form.
- If your petition is granted but the MBA Office Manager is unable to add the course due to a schedule conflict, credit hour limit, or other restriction, your request will be disqualified. The MBA Program may try to add the course before notifying you of the petition request being granted, so your schedule should be ready for the course addition when you submit the Petition to Add request!

Petition to Add Review Process
- The MBA Program will notify you by email whether or not you were granted a seat no later than the first day of class (August 14, 2015). The MBA Program will add you to any course(s) for which your petition is approved, which you will be able to see on your schedule in MyPack Portal after being added to the course. 
  Submitted Petition to Add forms do not guarantee a seat in the class.
- If you are granted a seat, you must begin attending class immediately. You will have already been added to the class and should see it listed in MyPack Portal. You are responsible for any additional fees and/or tuition that may be applied due to adding the requested course.
- If you are not granted a seat, you may not contact the MBA Office to ask why or contact the professor to ask for their assistance.

Questions?
- If you have questions, please be sure to review this document carefully. If your question was not answered, you may contact the MBA Office at mba@ncsu.edu. Please be sure to include your full name and student ID in the subject line.