Chicago Booth Course Planning Guide

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Who We Are
Academic Services

We're here to provide you with the tools you need to be successful in the MBA Program. With careful planning, we believe each student can tailor their program of study specifically to their interests and professional goals. The flexible curriculum is designed to allow students access to a wide array of intellectual challenges, but these opportunities sometimes require difficult choices. You will have to weigh your academic, professional, and social priorities throughout your time at Chicago Booth. This is where we can lend some support. As your first point of contact, Academic Services offers one-on-one sessions with advisors who are well versed in the student experience. We also schedule programming such as financial modeling seminars, Excel refreshers, and time management workshops to complement your academic studies.

Our goal is to guide you towards the best plan for your program of study at Chicago Booth. We’ll help you navigate the flexible curriculum and suggest strategies for making difficult decisions as you manage your academic commitments. Although this guide focuses primarily on your first quarter at Chicago Booth, you will use the ideas shared here throughout your entire two year experience.

Academic Advisors
All students are assigned an academic advisor. We reach out to students during the first week of autumn quarter. While you are encouraged to work with your dedicated advisor, by no means are you required to do so. With years of collective experience in higher education advising, our team is available to provide insight and guidance as you work towards your goals. Individual support, balanced with a global picture of the curriculum and related industries, make us an invaluable resource to you. At any time, an advisor in Academic Services can assist you either through a scheduled appointment, a walk-in visit, or via email.

Academic Advising Appointments
In late August and prior to arriving at Orientation, all students will have the opportunity to schedule an appointment with an academic advisor. Details on how to set up an advising appointment will be emailed to you in August. Additionally, Academic Services will reach out to all first-year students in the middle of autumn quarter to discuss future course planning.

So, let's get started!
How It’s Put Together
Scheduling Course Offerings for the Academic Year

Lining up courses and pairing faculty members to teach them can be a difficult puzzle to solve for Faculty Services. Many factors must be taken into account - multiple course formats (Full-time MBA, Evening/Weekend, and three Executive MBA Program streams), faculty schedules, enrollments, registration and bidding data, and feedback from students and administrators. The process is a thoughtful one, and also long-sighted; unlike most Schools and Divisions at the University, Chicago Booth schedules courses a full academic year out, allowing students significantly more time to plan their programs of study.

Timeline for Determining an Academic Year Course Schedule

January

- Faculty course schedulers from each academic area review the proposed schedule and make faculty assignments.
- Faculty choose their teaching times for the year.

May

- Deputy Dean and Executive Director of Faculty Services compile a proposed course schedule.
- Course schedule is reviewed for balance. Program staff provide feedback.
- Course schedule for academic year is released to students.

The goal behind all this planning is to create a course schedule that offers a balance of subject areas, faculty expertise, and appropriate sequencing across all programs.
Starting Out
An Overview of Autumn Quarter

The start of autumn quarter is an exciting time, and it’s worth taking a moment to think through how you can best optimize all that Chicago Booth has to offer. You will quickly find that time is a limited resource at Chicago Booth and must be allocated wisely. Between coursework, career exploration, recruiting, social networking events and personal commitments, you can expect to have a full calendar by day one.

To begin, we’ve put together a weekly breakdown of how your time likely will be divided during the autumn quarter:

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class instructions</td>
<td>9-12 hours</td>
</tr>
<tr>
<td>Coursework</td>
<td>30 – 35 hours†</td>
</tr>
<tr>
<td>LEAD</td>
<td>5 hours</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>20 – 25 hours</td>
</tr>
<tr>
<td>Social Engagements/Student Group Participation</td>
<td>15 - 20 hours depending on student group interest</td>
</tr>
<tr>
<td>Life Balance</td>
<td>8 hours depending on personal/family needs</td>
</tr>
</tbody>
</table>

†The total hours per week assumes you have been previously exposed to the course material. It does not account for work with a study group which can add an additional 1-2 hours per week.

A friendly word of advice: We’ve seen that incoming students who effectively leverage their experience and devise a realistic course load in their first quarter of study manage their entire two-year program of study more efficiently. A well-balanced first quarter will position you for success in future quarters, and provide an additional flexibility when managing other activities, such as recruiting during the winter quarter.

Leveraging Your Experience

When it comes to choosing your autumn courses, you’ll find many “experts” in the community willing to share their feedback. While this informal exchange is a great resource, we encourage incoming students to keep it in perspective. Not every student learns by the same route, shares a similar academic or professional background or looks for the same qualities in an instructor. Recognize that you know yourself best, and listen to your own instincts on what courses will bring the most benefits to you.

Most importantly, be calm. We can assure you that a sensible course load and a well-researched choice of classes will place you in the right direction for finding an internship at the top of your chosen industry.

As you begin to review what the curriculum has to offer you, we suggest that you seek input from others but also ask yourself the following questions:

- What was your previous area of academic study?
- How long have you have been out of school?
- What is your professional experience prior to graduate school?
- Do you have a working knowledge of the course material you are considering or would you consider yourself a practitioner?
- Have obtained your CPA or CFA?
• Do you intend to switch careers?

Having an honest dialogue with yourself before registration will lessen the chances of enrolling in courses too advanced or too elementary. Careful consideration of these factors will better prepare you for your internship and ultimately the permanent position you take after graduation.

**Weighing Your Course Load Decision (taking 3 vs. 4 courses)**

As you can see from the chart above, you will need to be strategic about how you manage your time during autumn quarter. We recommend that you evaluate your commitments based on the number of hours involved when deciding whether to take 3 or 4 courses in the autumn quarter.

As a point of reference, in recent years 40 percent of students have taken three courses plus LEAD in their first quarter, with 60 percent taking four courses plus LEAD. Keep in mind that while LEAD is definitely a time commitment, it concludes by week 6 of the quarter.

Consider taking 3 courses if you:
- Have been out of school for 6 or more years
- Are studying and/or living in the United States for the first time
- Have extensive family commitments
- Are considering changing careers
- Are interested in researching more than one career path as you are unsure of your next career move

Consider taking 4 courses if you:
- Have been out of school for 5 years or less
- Feel your skill set in a specific area is at an advanced level (CPA/CFA levels would apply here)
- Plan to target small, boutique firms or companies within a niche industry that do not recruit on campus or traditionally hire in the spring or hire “just in time”
- Plan to apply for LEAD facilitator, Private Equity Lab, Management Lab or student group leadership role
- Plan to apply for the International Business Exchange Program (IBEP)
What It Looks Like: Sample Course Loads
Below are sample two-year program schedules:

### Sample Schedule 1

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2011</td>
<td>3 courses + LEAD/Career Planning</td>
</tr>
<tr>
<td>Winter 2012</td>
<td>3 courses + on-campus interviewing for internships</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>4 courses</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Internship</td>
</tr>
<tr>
<td>Autumn 2012</td>
<td>3 courses + on-campus recruiting for permanent positions</td>
</tr>
<tr>
<td>Winter 2013</td>
<td>4 courses</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>3 courses</td>
</tr>
</tbody>
</table>

### Sample Schedule 2

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2011</td>
<td>4 courses + LEAD/Career Planning</td>
</tr>
<tr>
<td>Winter 2012</td>
<td>3 courses + on-campus interviewing for internships</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>3 courses</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Internship</td>
</tr>
<tr>
<td>Autumn 2012</td>
<td>3 courses + on-campus recruiting for permanent positions</td>
</tr>
<tr>
<td>Winter 2013</td>
<td>4 courses</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>3 courses</td>
</tr>
</tbody>
</table>

### Sample Schedule 3

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2011</td>
<td>4 courses + LEAD/Career Planning</td>
</tr>
<tr>
<td>Winter 2012</td>
<td>3 courses + on-campus interviewing for internships</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>3 courses</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Internship</td>
</tr>
<tr>
<td>Autumn 2012</td>
<td>4 courses + on-campus recruiting for permanent positions</td>
</tr>
<tr>
<td>Winter 2013</td>
<td>3 courses</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>3 courses</td>
</tr>
</tbody>
</table>
How It Takes Shape
The Chicago Booth Experience and MBA Degree Requirements

A degree from Chicago Booth signifies to the business world that you have the depth of knowledge and breadth of skills necessary for leadership at the highest levels. The flexible curriculum plays a large role in that. Our faculty believe that having access to a wide array of academic choices engages students both in practice and in theory. At Chicago Booth you have the ability to design and focus your education towards your chosen career.

Meeting the MBA Degree Requirements
Students are required to complete the LEAD course and 20 academic courses for a total of 21 courses. Although the curriculum is flexible, the faculty have selected several academic areas where course registration is required; Foundations, Functions, Management and Business Environment. You will make course selections from each of these areas during your program of study. Fortunately, this flexibility allows entering students with more business experience a chance to take higher level courses sooner in their program of study. Additionally, it provides more opportunity for all students to learn and apply the tools necessary to understand all aspects of business. Most importantly, the Chicago Booth curriculum prepares students to enter their chosen careers.

Approaching the Curriculum
The MBA curriculum can be viewed as an hourglass. At the broadest level is the LEAD course, which every MBA student takes at the beginning of their program. After that are the Foundation courses. Students register for 3 Foundation courses, and take one in each area: Financial Accounting, Microeconomics and Statistics. Courses become more specialized with the introduction of the Functions, Management and Business Environment offerings. Students select 6 courses from this group, choosing from 7 areas of study: Finance, Marketing, Operations, Decisions, People, Strategy and Business Environment. Before branching out to electives, you will have some idea of what you'd like to concentrate in and with a broad array of elective courses to choose from, you will really be able to tap into niche interests and “deep dive” studies.
**LEAD Course**
The Leadership Effectiveness and Development course begins at Orientation and really sets the groundwork for building relationships within your Chicago Booth community. You will participate in negotiations, team-building and feedback exercises.

- All students are automatically enrolled in LEAD
- No tuition is charged
- Course meets in the autumn quarter on Tuesday or Thursday mornings, depending upon which cohort you are assigned
- You will be expected to attend Career Planning Workshops on alternate days with LEAD
**Foundation Courses**

The Foundation courses are considered the framework for the analytic tools you’ll utilize throughout the program. The material covered in Foundations will be important preparation for higher level electives. You can enroll in a basic course or elect to take a more advanced substitute.

- Required courses: 3 (1 in each area)
- Areas covered: Financial Accounting, Microeconomics, and Statistics

**Functions, Management and Business Environment**

The course offerings in these areas cover basic business functions, management styles and discuss the environments in which companies operate. Each area offers a basic class that provides an overview of the subject matter with content preparing you for future course work in the area. If you’d like to delve into something more specialized, there are a number of approved substitution courses available to you.

- Required courses: 6 from 7 different areas of study (Finance, Marketing, Operations, Decisions, People, Strategy and Business Environment).
- Areas covered: Functions, Management & Business Environment

**Functions**

In business it’s essential to have a thorough understanding of the three functions – Finance, Marketing and Operations. Chances are you’ll need to utilize the principles taught in at least one of these areas during your career, even if it isn’t called for in your everyday responsibilities.

- **Finance** courses include:
  - Lectures on risk management, investments and capital markets
  - Some quantitative coursework

- **Marketing** courses feature:
  - Both qualitative and quantitative topics such as finance, analysis and mixed decisions
  - Some data driven and lab-based coursework

- **Operations** courses will:
  - Address the fundamentals of planning, controlling and supply & demand
  - Be quantitative in nature and time intensive

**Management**

Employees are essential to performing business functions in any environment. In the Management course offerings, you will learn concepts related to Decision Making, People and Strategy. **Note: There are no substitutions for Management courses.**

- **Decisions** courses deal with:
  - Analytical, experiential, and intuitive-based decision making
  - Measuring the costs and revenues of effective decision making
  - Formulating and using decision models to deal with complex problems

- **People** courses focus on:
  - Managing people and yourself using principles of organizational behavior
  - Elevating social relationships to create value and personal advancement
  - Achieving goals by winning the cooperation of others
  - Analyzing the relationship between personnel practices and employee performance
**Strategy** courses inform on:
- Making decisions in a competitive environment
- Setting and achieving goals by employing strategic principles
- Influencing organizations to keep moving towards goals

**Business Environment**
Understanding the environment in which you work is crucial to your success. Business Environment courses address the rules that govern current business practices and how they impact you and your competitors. The coursework involves corporate governance, financial policies, and currency at the federal level.

**Elective Courses**
Elective courses allow you to focus on subjects specific to your career goals. Additionally, you can explore topics outside of Chicago Booth by taking classes in other Divisions and Schools at the University of Chicago.

- Required courses: 11 (6 of which can be taken within other Divisions and Schools at the University of Chicago)
- Areas Covered: All areas of business, including Accounting, Economics, Psychology, Sociology, and Statistics
Finding Balance
Planning Your Course Selection

We recommend familiarizing yourself with the policies around course selection early on. This will ease anxiety with registration and help you during the selection process. Remember, academic advisors can be reached easily to answer any questions you have.

Taking Basic Courses vs. Approved Substitutes
For required courses, students have the option of taking a “basic” course or a more advanced, pre-approved substitute. If you have a working knowledge of the topics covered, a basic course may be just what you need to gain a solid understanding of the material. Try to avoid falling into the “herd mentality” when choosing whether to enroll in a basic or substitute course – you’ll benefit the most by selecting a course that’s in line with your specific skill set.

To help you evaluate whether a basic Foundation or an approved substitute is the right choice for you, weigh the following (keeping in mind the 2011-2012 course offerings):

Financial Accounting*

<table>
<thead>
<tr>
<th>Course Number(s)</th>
<th>Who Should Enroll in this Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic 30000</td>
<td>Students with no prior exposure; 1 to 2 undergrad courses or any PreMBA accounting preparation</td>
</tr>
<tr>
<td>Approved Substitutes 30116, 30117, and 30130</td>
<td>Students with an Accounting major or advanced degree in Accounting; CPAs</td>
</tr>
</tbody>
</table>

Microeconomics

<table>
<thead>
<tr>
<th>Course Number(s)</th>
<th>Who Should Enroll in this Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic 33001 or 33101</td>
<td>Students with no prior exposure or only one course in undergraduate microeconomics</td>
</tr>
<tr>
<td>Approved Substitutes 33031, 33102, 33111, Econ 30100, Econ 30200</td>
<td>Better than average exposure and desire to explore topics in depth and at a fast pace; Undergrad degree in Economics</td>
</tr>
</tbody>
</table>

Statistics

<table>
<thead>
<tr>
<th>Course Number(s)</th>
<th>Who Should Enroll in this Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic 41000 or 41100</td>
<td>Students with no prior exposure or only one course in undergraduate statistics. <strong>Note:</strong> some students take both 41000 and 41100</td>
</tr>
<tr>
<td>Approved Substitutes 41201, 41202, 41203, 41301, 41901, 41902, 41903, 41910-41914</td>
<td>Prior education and/or professional experience in statistics or regression; desire or intention to take advanced asset pricing finance courses.</td>
</tr>
</tbody>
</table>

*If you plan to enroll in only three courses in autumn and wish to take a case course, consider delaying Financial Accounting (30000) to a future quarter for workload reasons.
Prerequisites: Recommended vs. Strict
Faculty have denoted some courses as having either a “recommended” or “strict” prerequisite.

Recommended Prerequisite
If you are interested in taking a course with a recommended prerequisite, this means you:
- Either should have taken the recommended course or have some academic and/or professional knowledge of the course material; and
- Do not need instructor permission to bid.

Strict Prerequisite
If you are interested in taking a course with a strict prerequisite, this means you:
- Should take the prerequisite Chicago Booth course prior to bidding; or
- Have sufficient enough academic and/or professional knowledge of the course material to formally request consent from the instructor to bid.
- Will need permission from the faculty member teaching the specific section you wish to bid for.

Securing Instructor Consent
Securing instructor consent to bid for a course with a “strict” prerequisite is an email process involving you, the faculty member, and the Chicago Booth’s Registrar’s Office. Please note the following steps:
- Consider meeting with an academic advisor to discuss what you’d like to do.
- Email the instructor, detailing your academic/professional background and why you believe this experience covers the prerequisite material.
- If the instructor approves your request, they will notify the Registrar’s Office who will manually update iBid and grant you access for bidding.

Timing of Your Request
Students are encouraged to request consent to bid from instructors as soon as possible, and in advance of the iBid deadlines. You can expect your request to be answered within 24-48 hours.
Case-based Courses
Depending on your skill set and the number of courses you take during your first quarter, we recommend you balance your schedule with at least one or two case courses. Case courses are discussion-based, involve group work and build on your leadership skills. Below are case courses you may want to consider:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Area</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>33401: Money and Banking</td>
<td>Business Environment</td>
<td>Bus 33001 and 33040 or their equiv. (can take concurrently)</td>
</tr>
<tr>
<td>33402: Understanding Central Banks</td>
<td>Business Environment</td>
<td>33040 (or an equivalent course recently at another school)</td>
</tr>
<tr>
<td>33520: The Wealth of Nations</td>
<td>Elective</td>
<td>Bus 33001 recommended, but not required</td>
</tr>
<tr>
<td>37000: Marketing Strategy</td>
<td>Functions (Marketing)</td>
<td>None</td>
</tr>
<tr>
<td>38001: Managing in Organizations</td>
<td>Management (People)</td>
<td>None</td>
</tr>
<tr>
<td>38002: Managerial Decision Making</td>
<td>Management (Decisions)</td>
<td>None</td>
</tr>
<tr>
<td>38003: Power and Influence in Organizations</td>
<td>Management (People)</td>
<td>None</td>
</tr>
<tr>
<td>38103: Strategies and Processes of Negotiation</td>
<td>Elective</td>
<td>Business 38001, 38002, or 38003 recommended, but not required</td>
</tr>
<tr>
<td>38111: Theories of Leadership</td>
<td>Elective</td>
<td>None</td>
</tr>
<tr>
<td>40000: Operations Management: Business Process Fundamentals</td>
<td>Function</td>
<td>Business 41000 recommended, but not required</td>
</tr>
<tr>
<td>42001: Competitive Strategy</td>
<td>Management (Strategy)</td>
<td>Business 33001 recommended, but not required</td>
</tr>
<tr>
<td>42114: Strategy Development</td>
<td>Elective</td>
<td>Business 42001 or 39001 recommended, but not required</td>
</tr>
<tr>
<td>42201: The Legal Infrastructure of Business</td>
<td>Business Environment</td>
<td>None</td>
</tr>
</tbody>
</table>

Additional Resources for Course Selection
In addition to Academic Services, there are a number of University resources that can be useful when planning your program of study.

2011-2012 Chicago Booth Course Schedule
The online searchable course guide provides you with the most comprehensive course information available. You can visit the guide by logging into the portal and navigating to the curriculum page at http://programs.chicagobooth.edu/curriculum/. From there you click on “course search.”

This course guide is where you will:
- Search which classes are being offered in a quarter
- Read through course descriptions, view syllabi and access faculty course evaluations
- Review grading and auditing polices for courses (e.g., allow pass/fail grading; permit provisional grades; allow auditors; and only available to PhD students)
- Learn specific details about each course (whether the course includes lectures, case studies, group work, or has an optional midterm)
Faculty
Chicago Booth faculty members will be a great resource for you during your time here. You will have a chance to meet with faculty representatives from each academic area during Orientation. They can provide in-depth information on courses, course selection and concentrations.

Chicago Booth Student Handbook
The handbook contains Chicago Booth's academic policies. You will benefit by becoming familiar with how those policies maintain the integrity of the degree. If you have any questions, Academic Services would be happy talk through the policies. The handbook is accessible online at http://programs.chicagobooth.edu/as/docs/handbook.pdf.
Structuring Your Program of Study
Choosing Concentrations

You may choose to structure your elective courses around specific areas of interest, or concentrations. Concentrations are not required for completion of the program, but most students complete 1 to 3 concentrations by graduation. Working with an academic advisor and planning ahead can result in your earning up to 5 of the available 14 concentrations offered at Chicago Booth. Any concentrations you complete will be noted on your official transcript. A complete list of concentrations is available at http://programs.chicagobooth.edu/curriculum/concentration.aspx.

The course sequencing necessary to meet Chicago Booth concentrations is straightforward, and many electives satisfy more than one concentration area. For example:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Concentrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>30130 Financial Statement Analysis</td>
<td>Accounting and Finance</td>
</tr>
<tr>
<td>30118 Taxes and Business Strategy</td>
<td>Accounting and Entrepreneurship</td>
</tr>
<tr>
<td>34101 Entrepreneurial Finance and Private Equity</td>
<td>Entrepreneurship and Finance</td>
</tr>
<tr>
<td>34103 Building the New Venture</td>
<td>Entrepreneurship and Strategic Management</td>
</tr>
<tr>
<td>42001 Competitive Strategy</td>
<td>Economics and Strategic Management</td>
</tr>
<tr>
<td>37201 Developing New Products and Services</td>
<td>Entrepreneurship and Marketing</td>
</tr>
</tbody>
</table>

Courses that meet required areas not only prepare students for advanced-level electives, but can also be used to satisfy concentrations. For example:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Area</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>30000 Financial Accounting</td>
<td>Foundation</td>
<td>Accounting</td>
</tr>
<tr>
<td>41000 Business Statistics and/or 41100 Applied Regression Analysis</td>
<td>Foundation</td>
<td>Econometrics and Statistics</td>
</tr>
<tr>
<td>35000 Investments and/or 35200 Corporate Finance</td>
<td>Functions (Finance)</td>
<td>Finance</td>
</tr>
<tr>
<td>37000 Marketing Strategy</td>
<td>Functions (Marketing)</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>40000 Operations Management</td>
<td>Functions (Operations)</td>
<td>Operations Management</td>
</tr>
</tbody>
</table>

You can find a spreadsheet online that shows each course and what specific concentrations it meets at http://misc.chicagobooth.edu/curriculum/BoothCoursesReqArea_ConcentrationOverlap1011.pdf

Concentrations Offered at Chicago Booth
We have highlighted the requirements for several commonly pursued concentrations below.

Finance Concentration
The Finance course work is structured within two areas: Investments/Capital Markets and Corporate Finance. The Finance concentration provides a thorough background for a job in the financial industry. Students must take a total of 4 courses:

- 35000 Investments (or 35120, 35150, 35151, 35901, or 35904); and
• 35200 Corporate Finance (or 35201, 35902, or 35903); then
• 2 more from the approved finance concentration list

Analytic Finance Concentration
The course work in the Analytic Finance concentration is quantitatively heavier than Finance and uses considerable modeling and computer programming. For this reason, many higher level Finance electives have strict prerequisites of 35000, 41100 or a professional equivalency. A total of 6 courses are needed to meet the Analytic Finance concentration. Students must:

• First complete the Finance concentration; then
• Complete an additional two Finance courses from the approved course list.

Note: A few courses count for the Finance concentration, but not for the Analytic Finance concentration. These courses are: Business 30130, 33510, 35000, 35101, 35205, 35206, and 35910.

Course Sequencing for Finance Concentrations
If you have no academic or professional experience in Finance, you should consider taking the Finance course 35001 in spring quarter prior to embarking on 35000 or 35200. 35001 is considered a terminal course for non-specialists, a purely introductory concept and terms course which is why it does not count towards the Finance and/or the Analytic Finance concentrations. Students who do not fall into that category, and have moderate to advanced experience, may consider enrolling in either 35000 or 35200 along with 41000 or 41100 in autumn quarter (41100 is recommended, especially if the intention is to meet the Analytic Finance concentration). If you elect sequencing which includes 35200, you will need to secure a prerequisite waiver.

Entrepreneurship Concentration
Entrepreneurship at Booth includes not only classroom courses but also experiential ones. Students interested in Entrepreneurship have a wealth of resources available to them, such as the Polsky Center, business plan competitions and student group programming/conferences. The concentration sequence draws upon other disciplines to complement entrepreneurial ideas, such as Accounting, Finance and Strategic Management. Visit the Polsky Center webpage to view concentration courses:  http://www.chicagobooth.edu/entrepreneurship/curriculum/index.aspx.

Strategic Management
Strategy courses cross functional boundaries and integrate tools from many disciplines. The concentration addresses three main areas: Competitive Strategy, Corporate Strategy, and Implementation/Strategic planning.

Course Sequencing for Entrepreneurship and Strategic Management Concentrations
Some courses may be counted towards both an Entrepreneurship and Strategic Management Concentration. 3 courses are needed to meet the Entrepreneurship concentration and 4 courses are needed to meet the Strategic Management Concentration. Students may:

• Count 1 course for both concentrations
• Need a total of 6 separate courses from the approved lists to earn both concentrations
• Begin taking courses in either discipline as early as autumn quarter
Marketing Management Concentration
The Marketing coursework at Chicago Booth is considered multi-disciplinary. The concentration makes strong use of qualitative and quantitative concepts and tools with several experiential learning opportunities. It is recommended that students interested in marketing careers take at least 5 to 6 marketing courses to be competitive with graduates from peer schools. A total of 4 courses are required to meet the Marketing Management concentration. Students must:

- Complete 37000; and
- Take an additional 3 courses from the approved list

Course Sequencing for the Marketing Management Concentration
37000 introduces a cornerstone of marketing theory known as the “3 Cs and 4 Ps”. The course is required to complete the Marketing Management concentration and serves as the prerequisite for nearly all advanced Marketing courses. Prerequisite waivers to bypass this course are granted only in cases where a student has an academic background in marketing in addition to several years of professional experience in the industry. Students interested in the Marketing Management concentration are encouraged to enroll in 37000 in either autumn or winter quarter.

Course Substitution Petitions
If you have a high degree of academic and/or work experience in a specific area and feel strongly about substituting one course for another in a concentration, you may officially petition to have a change in course sequencing for an already approved concentration sequence. Please keep in mind this is a formal process which Academic Services oversees.

Substitution Petitions
A successful substitution petition will require explicit faculty permission. An area faculty member evaluates the petition and the student is notified of the decision by Academic Services within 7 to 10 business days. Students should contact an academic advisor to determine their eligibility and petition feasibility. A petition form can be acquired in the Academic Services suite.

General Guidelines for Petitioning
In all cases, students must submit a written rationale detailing their professional and/or academic background that supports a substitution of the requirement/sequence. The rationale does not need to be lengthy, but should address why you believe the course should be approved for the required area/concentration (you may wish to include references to the course description, syllabus and/or reading list). The most common reason a petition is denied is that the student’s academic or work experience is not sufficient enough to provide the necessary depth of understanding in the required area or concentration.
Making Your Course Selections
An Introduction to iBid

iBid is Chicago Booth’s online course bidding system. You can access iBid by logging into the student portal and scrolling through the right hand side menu.

We recommend that you visit the iBid interface prior to course bidding to get acquainted with how it works. Detailed instructions, screen shots and FAQ's are posted there, along with historical bidding data. Additionally, Academic Services will provide a bidding presentation during Orientation.

General Overview of Bidding
All incoming students receive 8,000 bid points. 2,000 additional bid points per completed course are given for bidding in the subsequent quarter, allowing you to build your bid point wealth. Bidding takes place in six phases, and there are different opportunities to register for the courses you want throughout.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action</th>
<th>Point Refunds</th>
<th>Bid Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>Bid on home-program (Full-Time MBA Program) sections only</td>
<td>Not Applicable</td>
<td>9/8 (5pm) – 9/11 (11:59pm)</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Bid on home-program (Full-Time MBA Program) sections and/or Drop courses</td>
<td>100% point refund for dropped courses</td>
<td>9/14 (5pm) – 9/15 (11:59pm)</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Bid on any course (Full-Time, Evening, Weekend) sections and/or Drop courses</td>
<td>100% point refund for dropped courses</td>
<td>9/16 (5pm) – 9/18 (11:59pm)</td>
</tr>
<tr>
<td>Phase 4</td>
<td>Bid on any course sections and/or Drop courses</td>
<td>100% point refund for dropped courses</td>
<td>9/19 (5pm) – 9/20 (11:59pm)</td>
</tr>
<tr>
<td>Phase 5</td>
<td>Bid on any course sections and/or Drop courses. Ranked waitlists are created for unsuccessful bids.</td>
<td>0% point refund for dropped courses</td>
<td>9/21 (5pm) – 9/26 (5pm)</td>
</tr>
<tr>
<td>Phase 6</td>
<td>Add any open, non-waitlisted course section (no bid) and/or Drop course</td>
<td>0% point refund for dropped courses</td>
<td>9/27 (5pm) – 10/5 (11:59pm)</td>
</tr>
</tbody>
</table>

Full-time MBA Program Course Offerings
Denoted by those course sections ending in xxxx-01 through 08; offered at Harper Center, Monday through Friday, from 8:30 am – 4:30 pm (unless otherwise noted).

Evening MBA Program Course Offerings
Denoted by those course sections ending in xxxxx-81 through 84; offered at Gleacher Center, Monday through Friday, from 6:00 pm – 9:00 pm.

Weekend MBA Program Course Offerings
Denoted by those course sections ending in xxxxx-85 through 86; offer at Gleacher Center, Saturday, from 8 am – noon and 1:30 pm – 4:30 pm.
### Understanding the Market

#### Bidding Strategies

iBid is based on the basic theory of supply and demand. The bidding “market” is generated by students, as course prices may shift from year to year depending on the population. You’ll want to start planning your bidding approach in order to successfully enroll in the courses of your choice.

#### Bidding Tips

- Develop a list of particular courses and/or faculty you have prioritized as important to your academic and professional goals.
- Be flexible with the Foundation course and the Functions, Management, and Business Environment requirements, especially in areas where you don’t intend to focus your interest.
- Limit the number of bid points you spend to secure your lower priority courses. This will allow you to save bid points for courses and faculty important to you professionally.
- Determine your academic, career preparation, personal, and social commitments prior to bidding each quarter. The more days/times you are available to take classes, the more success you will see in securing the schedule you wish.
- Bid with alternates whenever possible to maximize your opportunity in securing the course you desire. You may always adjust your schedule in future rounds.

#### Sample iBid screen detailing what alternates were identified for a particular bid:

<table>
<thead>
<tr>
<th>Legend for alternate section choices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* No choice was made for an alternate section</td>
</tr>
<tr>
<td>** A choice was made for an alternate section at the same time, same day</td>
</tr>
<tr>
<td>*** A choice was made for an alternate section at any time</td>
</tr>
<tr>
<td>**** A choice was made for an alternate section for same professor</td>
</tr>
</tbody>
</table>

Finally, it is the experience of Academic Services that the early stages of bidding (Phases 1 – 3) offer the most opportunity to successfully secure classes through iBid.

#### Bid Point Allocation

A frequent question asked is how much to bid for a particular course. While academic advisors cannot predict the “market,” and, therefore, course prices, in any phase of bidding, there are several ways to best determine an appropriate bid.

- Study the archived bidding history found on the iBid interface.
- Review course evaluations for a specific course and/or faculty member. You can access evaluations on the iBid interface or through the Online Curriculum Guide (OCG).
- Get to know the market through conversations with classmates or meeting with an academic advisor.
- Factor in the day/time of the week when the course is offered; for example, there may be more demand for a section occurring on Wednesday afternoons than one taking place on Friday mornings.
- Plan ahead. If a course is offered in a future quarter, weigh your immediate goals to determine whether you can wait to bid in a later quarter.
- Learn from others’ successful and less successful bidding experiences.
Considerations for Future Quarter Course Selection and Bidding

Though the level of planning and strategizing may seem intimidating at first, you will be surprised at how quickly you’ll adapt. Some additional considerations around course selection and bidding come into play when you begin the recruiting process.

Before devising your schedule, ask yourself the following:

- Are there any midterm or final exams scheduled during times that you have professional and/or personal obligations?
- What are the implications of taking a course in the evening or over the weekend at the Gleacher Center in addition to courses during the day at the Harper Center?
- Are you more attentive in morning courses vs. courses offered in the afternoon or evening?
- Are there more efficient ways to balance your schedule and manage your time (e.g., courses with take home finals, group projects/presentations, graded homework, optional midterm, etc)?

As you begin to address these questions and manage the trade-offs you will face, you should work with an advisor for support and guidance.

Conclusion

We hope you found our Course Planning Guide useful and will continue to use it as a resource throughout your time at Chicago Booth. At Orientation, Academic Services will provide several presentations in support of the content found in this guide including an Academic Planning and Course Registration (iBid) presentation as well as the Learning at Booth presentation. Finally, Academic Services coordinates, on behalf of the Dean's Office, the Curriculum Overview which takes place upon your return from LOE.

Now in its eighth year of existence, the Curriculum Overview remains the highest-rated program offered during Orientation. Not only does the Curriculum Overview provide you with exposure to the Chicago Booth faculty who designed the curriculum, but it also allows the faculty a chance to counsel you on how:

1. Courses in an area “fit together” to encompass the area’s body of knowledge;
2. Academic areas can be divided into broad sub-fields of study (for example in Accounting - Financial Accounting, Managerial Accounting and Financial Analysis); and
3. Appropriate sequences of courses within an area (and even across areas) build a student’s program of study.

We look forward to meeting you at Orientation and working with you through your entire program of study!