Instructions for Graduate Students Requesting Tepper MBA Courses

- Log in to the Tepper Website  [http://www.tepper.cmu.edu/](http://www.tepper.cmu.edu/)
- In the upper right hand corner of the page click on MY TEPPER
- There are 3 bars across the top of the MY TEPPER page on the right, click there.
- Use your Andrew ID login to get into the MBA Course Request system: userID password
- If you have previously taken a course at the Tepper School or are in the Tepper School system, under Academic Information click on “Register for a Course”. If you are new to the Tepper School System under Non-Tepper School Student Resources click on “Register for a Course”
- Read the *Policy Statement* and click: “I AGREE”
- Follow the remaining instructions and view the Tepper MBA electives that are available.
- Request the course(s) you are interested in and click the Submit Requests button.
- Your advisor must approve the course request and you must request permission from the teaching faculty member. You then must forward the faculty approval to [masters@andrew.cmu.edu](mailto:masters@andrew.cmu.edu)

The Tepper School has different add/drop deadlines than the University. If you choose to drop a course after the Tepper School deadline you must withdraw from the class. Withdrawing means that a “W” will be recorded on the student’s official transcript. Refer to the Tepper School Academic calendar for Tepper School deadlines.