Welcome
Welcome from the Associate Dean
A busy schedule this evening—please refer to your paper copy for more details. Will discuss such items as graduate policies, study abroad, and technology. These slides will be posted on the Lindner College of Business (LCB) website.
Technology
International Programs
Library Resources
Library Resources

• Our business library is ranked 8th in the country
• More online resources than most other university libraries
• Visit the website at: http://www.libraries.uc.edu/
• Contact Wahib Nasrallah at: 556-1866
Safety
Campus is safe, but be smart!
- Third largest police force in the county
- Night walk
- Emergency phones
- Lock your car
- Hide valuables
- Motorist assistance

Call 556-1111 or 911
Career Services
Career Services

- Staff on-site here in Lindner Hall to assist you: Room 607
  - Resume critique
  - Practice interviewing
  - Career assessment
  - Job leads
Career Services

- Brooke Hiltz, Associate Director
  - 556-4417; brooke.hiltz@uc.edu

- Angie Lucas, Assistant Director
  - 556-5741; angie.lucas@uc.edu
Navigating UC
Navigating UC: Resources
The GPO staff is looking forward to working with you during the course of your program

- Dona Clary, Director, Graduate Programs
- Jason Dickman, Director, Recruiting
- Rosemary Andrew, Associate Director, Graduate Programs
- Julie Glassmeyer, Assistant Director, Graduate Programs
- Rufan Li, Assistant Director, Graduate Programs
- Karen Mueller, Assistant Director, Graduate Programs
- Angel Elvin, Assistant Director, PhD Programs
- Brandy Schroeder, Coordinator, Special Projects
- Delores Thomas, Graduate Programs Coordinator
- Kevin Mussman, Graduate Programs Coordinator
- Vivek Choudhury, PhD, Associate Dean, Graduate Programs
The Graduate Programs Office staff can assist with many administrative issues:

- Academic Advising
- Registration Assistance
- Graduate Policies

Staff are available by appointment, E-mail, and phone. The Office is staffed until 6:00pm (except Friday). Clifton Office: 606 Lindner Hall, 556-7020
TOP STUDENT RESOURCES

OneStop
  • In University Pavilion and [www.onestop.uc.edu](http://www.onestop.uc.edu)

Other websites:
  • Lindner College of Business [www.business.uc.edu](http://www.business.uc.edu)
  • Graduate School [www.grad.uc.edu](http://www.grad.uc.edu)
  • UC [www.uc.edu](http://www.uc.edu)

Graduate Programs Office
Academic Directors
Professors
Navigating UC:
Registration
• Make sure you register for the correct Call Number, Course Number, and Section—we offer the same class during multiple terms and at varying times

• Certain classes are restricted to certain cohort groups (for example, MBA, MS-IS)

• We do monitor enrollment in courses

• To accommodate all students we may ask you to drop a class—this happens rarely—but we would not ask if not necessary
ALL THINGS REGISTRATION:

- Semester registration
- View your bill
- View your schedule
- Add/Drop classes
- Financial aid

OTHER USES:

- UCID & Username
- Academic Calendars
- Update Address and Name
- Waive health Insurance
- Transcripts

www.onestop.uc.edu
Registration Deadlines (14-week classes):

- Please be aware of these deadlines, they govern:
  - Dropping classes without a W grade
  - Dropping or adding classes without a signature
  - Dropping classes and receiving a refund
  - Late registration fees

- See OneStop for calendars and deadlines
  - www.onestop.uc.edu
Registration Deadlines (flexibly scheduled classes):

- Two types of flexibly scheduled classes
  - Seven-week classes (1st or 2nd half of term)
  - Blast classes (variety of formats, e.g., 2 or 4 all-day sessions)

- Different registration deadlines for these classes—check your online schedule for refund and withdrawal date information

- No penalty for dropping prior to start of class

- Penalties could occur once class has begun (financial & academic)

- Once the term has begun some adds must be processed through the GPO office
Registration Deadlines

- Each term registration deadlines for the upcoming semester will be forwarded to students (via email)
- This deadline serves as a priority registration for current students
- Please keep in mind, first priority for classes is given to the group for whom the class is a required class in that term
- This deadline allows us to more accurately assess class scheduling needs
• No hard copy bills
• E-mail notification only
• Online bills available 24/7 at One Stop website
• Bills due by midnight prior to the first day of each term
• Changes in registration might create changes in your bill
• Students may pay by check or electronic check (this option available on One Stop under Pay My Bill - no additional charge)

• Payments made by Discover, MasterCard, Visa or American Express may only be made via the web through the One Stop Web site (www.onestop.uc.edu - “Pay My Bill”).
  • There is a 2.5% surcharge per transaction to pay by credit or debit card

• Tuition payment plans available—please see the bursar’s website for more information (www.uc.edu/bursar).
Navigating UC:
Graduate Policies
Graduate Degree Policies

- Registered for at least one credit hour every academic year to maintain current student status
  - *If your student status lapses, you will have to be reinstated*

- Registered for at least one credit hour every *term* to use University Facilities – library, labs, health insurance, etc.

- Registered for at least one credit hour during academic year of graduation

- Please be familiar with academic policies found at the following locations: LCB website, One Stop, Graduate Studies Website
Time to Degree

- Five years to complete the degree
- Must have a cumulative GPA >= 3.00 to graduate
- Leaves of Absence [appeal to graduate school]
  - Medical leaves
  - Military leaves
Incomplete Grades

• Students have up to one year to convert an Incomplete in a course to a letter grade

• If the Incomplete is not officially changed by the Professor within one year, it will automatically convert to an F, which will remain on the student’s permanent record.

• If you have an I grade, please do not re-register for the class
GPA Requirements

- 4 Point Scale
- Probation
  - Cumulative GPA < 3.00
  - Must maintain semester GPA >= 3.00 while on probation
- Dismissal
  - Semester GPA < 3.00 while on probation
  - GPA < 2.00 in any term, no probation period
  - F in any two classes, no probation period
Failing Grades

- Students who fail a required course must retake course and pass the course before they may graduate.

- An F cannot be changed without approval from the University.

- Grade replacement does not occur at the graduate level.
Graduation

Graduation Application
1. Must apply online for graduation--$50 fee
2. Deadline for application—no exceptions made for this deadline
3. Look for emails from the Graduate Programs Office
4. No fee for certificate graduation, but you must apply

• All requirements must be completed
• Students must be registered for one credit hour in academic year of graduation
• Must also register to walk in commencement ceremonies (May, August or December)
• Go to www.uc.edu/commencement for information
Navigating UC: Dual Degrees & Certificates
Lindner College of Business offers dual degrees:

- MBA/MS-IS
- MBA/MS-BA (Business Analytics)
- MBA/MS-Marketing
- MBA/MS-Accounting
- MBA/MS-Finance
- MBA/MS-Taxation (distance learning)
- MBA/MA-Economics

- Dual degrees require a specialized curriculum
- Please see Dona, Karen or the appropriate program director, if you want to pursue a dual degree
A variety of certificate programs are available to you

- 12-credit hours required
- Transcriptable
- Incorporated into your degree program
- Visit www.business.uc.edu/graduate
- Talk with your assistant director
Certificates

Requirements

• Must apply for the certificate through online apply ($20)
• Must meet certificate requirements
• Not all certificates will work for all students
• Must also apply to graduate from the certificate
Navigating UC: General Information
Communication

• **E-mail**
  • E-mail is our primary means of communicating with you
  • Set-up your UC account—forward it if you like
  • However, keep the UC E-mail account cleaned out
  • Read your E-mail

• **Blackboard (Canopy)**
  • Blackboard is used by faculty to distribute course materials and announcements

• **Your Contact Information**
  • Please keep it current with the college and UC
Student ID Cards

- 4 Edwards Center Lobby
- 8 am – 5 pm, M – F
- Need a Driver’s License or other picture ID
- 556-4925
UC Health Insurance

- Automatic enrollment
- Cost: $1064.00 / semester
- You must be insured by another (American based) carrier or use UC’s Health Insurance
- Submit waiver online through One Stop
- Must waive each Autumn Semester—must waive by 1/26
- Students enrolled in spring are automatically covered in summer
- 556-6868 or http://www.med.uc.edu/uhs/
Campus Parking

- $351.00/semester parking in Campus Green Garage
- $177.00/semester for evening parking in Campus Green Garage

Edwards 4 – Lobby
- M – Th, 7:00 am – 6:00 pm
- F – 7:00 am – 5:00 pm
- 556-2283
- See website for extended hours during peak times of the year

www.uc.edu/parking
Textbooks and Laptop

Textbook information

- UC Bookstore website: http://www.uc.edu/bookstore/bktextbks.asp
  (program—main campus, division—22)

- Professors

Purchase options

- UC Bookstore
- DuBois Bookstore
- Online vendors – Amazon, Barnes & Noble, etc.

Laptop

- All students are required to have a laptop
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dona Clary</td>
<td>556-3546</td>
<td><a href="mailto:dona.clary@uc.edu">dona.clary@uc.edu</a></td>
</tr>
<tr>
<td>Rosemary Andrew</td>
<td>556-7022</td>
<td><a href="mailto:rosemary.andrew@uc.edu">rosemary.andrew@uc.edu</a></td>
</tr>
<tr>
<td>Jason Dickman</td>
<td>556-7024</td>
<td><a href="mailto:jason.dickman@uc.edu">jason.dickman@uc.edu</a></td>
</tr>
<tr>
<td>Julie Glassmeyer</td>
<td>556-7031</td>
<td><a href="mailto:juliea.glassmeyer@uc.edu">juliea.glassmeyer@uc.edu</a></td>
</tr>
<tr>
<td>Rufan Li</td>
<td>556-7118</td>
<td><a href="mailto:rufan.li@uc.edu">rufan.li@uc.edu</a></td>
</tr>
<tr>
<td>Karen Mueller</td>
<td>556-7021</td>
<td><a href="mailto:karen.mueller@uc.edu">karen.mueller@uc.edu</a></td>
</tr>
<tr>
<td>Kevin Mussman</td>
<td>556-6904</td>
<td><a href="mailto:kevin.mussman@uc.edu">kevin.mussman@uc.edu</a></td>
</tr>
<tr>
<td>Angel Elvin</td>
<td>556-7190</td>
<td><a href="mailto:angel.elvin@uc.edu">angel.elvin@uc.edu</a></td>
</tr>
<tr>
<td>Delores Thomas</td>
<td>556-7066</td>
<td><a href="mailto:delores.thomas@uc.edu">delores.thomas@uc.edu</a></td>
</tr>
<tr>
<td>Brandy Schroeder</td>
<td>556-7061</td>
<td><a href="mailto:brandy.schroeder@uc.edu">brandy.schroeder@uc.edu</a></td>
</tr>
</tbody>
</table>
WE’RE HERE TO HELP

ACADEMIC DIRECTORS

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>Jason Dickman</td>
<td>556-7024</td>
<td><a href="mailto:jason.dickman@uc.edu">jason.dickman@uc.edu</a></td>
</tr>
<tr>
<td>MA-Economics</td>
<td>Debashis Pal</td>
<td>556-2630</td>
<td><a href="mailto:debashis.pal@uc.edu">debashis.pal@uc.edu</a></td>
</tr>
<tr>
<td>MS-Accounting</td>
<td>Margaret Reed</td>
<td>556-7054</td>
<td><a href="mailto:margaret.reed@uc.edu">margaret.reed@uc.edu</a></td>
</tr>
<tr>
<td>MS-Finance</td>
<td>Mike Neugent</td>
<td>556-7085</td>
<td><a href="mailto:michael.neugent@uc.edu">michael.neugent@uc.edu</a></td>
</tr>
<tr>
<td>MS-IS</td>
<td>Rob Rokey</td>
<td>556-7058</td>
<td><a href="mailto:robert.rokey@uc.edu">robert.rokey@uc.edu</a></td>
</tr>
<tr>
<td>MS-Marketing</td>
<td>Drew Boyd</td>
<td>556-4587</td>
<td><a href="mailto:drew.boyd@uc.edu">drew.boyd@uc.edu</a></td>
</tr>
<tr>
<td>MS-BANA</td>
<td>Ed Winkofsky</td>
<td>556-7179</td>
<td><a href="mailto:edward.winkofsky@uc.edu">edward.winkofsky@uc.edu</a></td>
</tr>
<tr>
<td>MS-Taxation</td>
<td>Joe Burnett</td>
<td>556-7040</td>
<td><a href="mailto:joseph.burnett@uc.edu">joseph.burnett@uc.edu</a></td>
</tr>
</tbody>
</table>

Assoc. Dean    Vivek Choudhury  556-7115  vivek.choudhury@uc.edu

Graduate Programs
Academic Integrity
University of Cincinnati

“At its core, academic integrity requires honesty. This involves giving credit where it is due and acknowledging the contributions of others to one's own intellectual efforts. It also includes assuring that one's own work has been completed in accordance with the standards of one's course of discipline.”

University of Texas

“Any act that is designed to give an unfair or undeserved academic advantage.”
Examples:

- Aiding or abetting—knowingly helping or encouraging another to engage in dishonesty
- Cheating—using dishonesty or deception in fulfilling an academic requirement
- Fabrication—the falsification of any information or citation in an academic exercise
- Plagiarism—submitting another’s work as your own
- Incorrect or no citation of work
Academic Misconduct

How to Avoid:

• If you are not sure, ask questions. Do not make assumptions.
• Ask your professors or the GPO for assistance
• Do not talk during exams (this is never permitted)
• Do not share any tools during exams (calculator, pencils, etc.)
• Do not use cell phones, IPODS, Computers, etc. during exams
• When working with groups, get clear expectations from the professor regarding assignment submission
• Never submit work that is not your own, i.e.; ideas, sentences, phrases, whole papers, projects and presentations as your own
Housekeeping

- Complete Honor Code
- Complete Data Sheet