

**Spring 2017 New Student Orientation**  
**Saint Louis University | John Cook School of Business**

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**Spring 2017 New Student Orientation**  
**Saint Louis University, John Cook School of Business**  
**Thursday, February 2, 2017**

**Agenda**

**5:30 p.m. – 6:00 p.m.**      **Check-In**      John Cook School of Business Atrium

**6:00 p.m. – 7:00 p.m.**      **Orientation Presentation**      Anheuser-Busch Auditorium  
Mark Higgins, Ph.D. - Dean, John Cook School of Business  
Heather Bednarek, Ph.D – Associate Dean, John Cook School of Business  
Barb Gradala, M.Ed. – Director, Career Resources Center  
Molly Thompson, M.A., LPC - Graduate Career Adviser  
Nancy Biscan, Program Coordinator, Admissions  
Jill Newman, Program Coordinator, External Relations  
Kayla Ohmes, M.Ed. - Academic Advising and Student Services

### Master's Programs Office

The Master's Programs office primarily serves graduate business students enrolled in the Master of Business Administration (full-time and part-time), Master of Science in Applied Economics, and Master of Science in Supply Chain Management programs. [**Master of Accounting students will be primarily served by the Accounting office (see contact information below).**] The staff is available to assist students with academic advising, course registration, and any other matters that students may need assistance with during their graduate programs.

Saint Louis University	Phone: 314-977-6221
John Cook School of Business	Email: gradbiz@slu.edu
3674 Lindell Boulevard, Suite 132	Web site: <a href="http://gradbiz.slu.edu">http://gradbiz.slu.edu</a>
Saint Louis, Missouri 63108	

### Hours of Operation

Monday – Thursday: 8:30 a.m. to 5:00 p.m.  
Friday: 8:30 a.m. to 5:00 p.m.

### Master's Programs Contact Information

Nancy Biscan 314-977-2125	Program Coordinator-Admissions biscanna@slu.edu	Jill Newman 314-977-3839	Program Coordinator-Recruiting jnewma12@slu.edu
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Kayla Ohmes 314-977-4052	Enrollment Coordinator ohmesk@slu.edu	
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### Career Resources Center Contact Information, Davis-Shaughnessy 150

Barb Gradala, Director 314-977-3606, bgradala@slu.edu	
Molly Thompson 314-977-3561	Career Advisor thompsonma@slu.edu

### Specialized Master's Contact Information

#### Master of Accounting

Dr. George Krull, Chairperson  
krullgw@slu.edu  
Professor Neil Jansen, Accounting Contact  
njansen@slu.edu; 314-977-7267  
Pat Galati, Department Secretary  
galatip@slu.edu; 314-977-3828  
Davis Shaughnessy 400

#### MS Applied Financial Economics

Dr. Hailong Qian, Chairperson, Economics  
qianh@slu.edu; 314-977-3866  
Dr. Brian Betker, Chairperson, Finance  
betkerbl@slu.edu; 314-977-7154  
Nancy Young, Department Secretary  
youngnl@slu.edu; 314-977-3858  
Location: Davis-Shaughnessy 308

#### MS Supply Chain Management

Dr. Ik-Whan Kwon, Chairperson  
kwoni@slu.edu; 314-977-3617  
Jessi Champion, Department Secretary  
championjc@slu.edu; 314-977-3617  
Location: Davis Shaughnessy 458

### John Cook School of Business Contact Information

A complete listing of all faculty and staff is available at <http://business.slu.edu/about/connect/all-faculty-and-staff/>.

**Dean's Office**

Dr. Mark Higgins, Dean  
Dr. Heather Bednarek, Associate Dean  
Dr. Rob Boyle, Assistant Dean  
Location: Davis-Shaughnessy 200  
Phone: 314-977-2476

**ITM/OPM Department**

Dr. Reuven R. Levary, Chair  
Location: Davis-Shaughnessy 411  
Phone: 314-977-3804  
Email: levarypr@slu.edu

**Finance Department**

Dr. Brian Betker, Chair  
Location: Davis-Shaughnessy 358  
Phone Number: 314-977-7154  
Email: betkerbl@slu.edu

**Management Department**

Dr. David Kaplan, Chair  
Location: Davis-Shaughnessy 406  
Phone: 314-977-7156  
Email: kaplandm@slu.edu

**Boeing Institute of International Business**

Dr. Hadi Alhorr, Chair  
Location: Cook Hall 332  
Phone: 314-977-3853  
Email: halhorr@slu.edu

**Consortium for Supply Chain Management Studies**

Dr. Ik-Whan Kwon, Director  
Location: Davis-Shaughnessy 458  
Phone: 314-977-3617  
Email: kwoni@slu.edu

**Jefferson Smurfit Center for Entrepreneurship**

Tim Hayden, Director  
Location: Davis-Shaughnessy 100  
Phone: 314-977-3850  
Email: haydent2@slu.edu

**Accounting Department**

Dr. George Krull, Chair  
Location: Davis-Shaughnessy 400  
Phone:  
Email: krullgw@slu.edu

**Economics Department**

Dr. Hailong Qian, Chair  
Location: Davis-Shaughnessy 308  
Phone: 314-977-3866  
Email: qianh@slu.edu

**International Business Department**

Dr. Hadi Alhorr, Chair  
Location: Cook Hall 332  
Phone: 314-977-3853  
Email: halhorr@slu.edu

**Marketing Department**

Dr. Mark Arnold  
Location: Davis-Shaughnessy 307  
Phone: 314-977-3612  
Email: arnoldm2@slu.edu

**Service Leadership**

Ben Smyth, Manager  
Location: Cook Hall 124  
Phone: 314-944-3609  
Email: smythbk@slu.edu

**Emerson Center for Business Ethics**

David Webb, Director  
Location: Cook Hall 334  
Phone: 314-977-3817  
Email: dwebb@slu.edu

## Other Helpful Contacts

SLU Bookstore (Barnes & Noble) – Busch Student Center .....	314-531-7925
Career Resources Center – Davis-Shaughnessy 150.....	314-977-3824
Campus Ministry – Wuller Hall .....	314-977-2425
EMERGENCY-DPS.....	314-977-3000
Financial Aid – DuBourg Hall 121 .....	314-977-2350
Housing and Residence Life – Village Building B.....	314-977-2811
Information Technology Services—Davis-Shaughnessy 473.....	314-977-4000, option 7
International Center – Des Peres 102.....	314-977-2318
John Cook Computer Lab—Davis-Shaughnessy 473.....	314-977-3899
Masters’ Programs Office—Cook 132.....	314-977-6221
Graduate Business Student Lounge – Davis-Shaughnessy 252.....	314-977-7158
Parking and Card Services – DuBourg Hall 33 .....	314-977-3471
Pius XII Memorial Library .....	314-977-3580
Public Safety – DuBourg Hall 9 .....	314-977-2376
Registrar – DuBourg Hall 22 .....	314-977-2269
Safety Escorts – Wool Center, Rm. 114 .....	314-977-7433
Simon Recreation Center.....	314-977-3181
Student Accounts—DuBourg Hall 22 (SFS@slu.edu).....	314-977-2395
Student Financial Services – DuBourg Hall 2 .....	314-977-2395
Student Health and Counseling – Marchetti Towers East (shc@slu.edu) .....	314-977-2323
University Theater – Xavier Hall.....	314-977-2998

## Areas of Emphasis

The MBA curriculum requires a minimum of four electives as a degree requirement. Students may decide to concentrate the electives in a particular area of study to create an area of emphasis. However, since the MBA is intended to be a general management degree, it may serve some students best to consider using the electives to round out their business expertise rather than concentrating their study in one or more areas of emphasis.

Areas of emphasis include: accounting, economics, entrepreneurship, finance, international business, management, information technology management, marketing, project management, and supply chain management.

While not printed on the diploma, an area of emphasis is noted on the transcript, and as such, indicates some proficiency of knowledge in that area. Therefore, there are course requirements for each emphasis. **Please note that a course may not be applied as a requirement for more than one area of emphasis.**

Please direct questions regarding course requirements to Kayla Ohmes (ohmesk@slu.edu) or the department chairs listed.

### **Accounting**

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Accounting is the language of business. A good understanding of the elements of financial statements equips students to engage in a thorough analysis of a company's financial position. Moreover, the accounting courses at the graduate level at Saint Louis University are offered with MBA students clearly in view. In other words, students are not trained to be accountants through a study emphasis in accounting. Rather, MBA students who have an emphasis in accounting will be able to use accounting information to pursue the task of management in today's modern business enterprises.

**Course Requirements:** Any nine credit hours of graduate accounting coursework (ACCT-5010 is not eligible).

**Accounting Department Chair:** Dr. George Krull krullgw@slu.edu

### **Economics**

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Economics emphasizes application of analytical and empirical techniques that prepare students to solve practical problems in business and government. Please contact the chair to discuss educational and career opportunities.

**Course requirements:** Any nine credit hours of graduate economics coursework (ECON-5010 is not eligible).

**Economics Department Chair:** Dr. Hailong Qian | 314-977-3866 | qianh@slu.edu

### **Entrepreneurship**

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Entrepreneurship focuses on preparing MBAs for personal and financial success through the starting of their own firms, taking their place in the management of the family firm, or assuming a position of leadership as a corporate entrepreneur introducing new products or services.

Ranked since 1994 as one of the 50 entrepreneurship programs in the USA, SLU's emphasis integrates the classroom and the real world through a dynamic mix of leading-edge knowledge, involvement with successful entrepreneurs, and hands-on development of the key skills of creativity, market focus, and business planning essential to successful ventures of all three types. The program draws on SLU's world class resources including the [Center for Entrepreneurship](#) and eWeb (eweb.slu.edu), one of the Internet's acknowledged leaders in entrepreneurship education information.

**Course requirements:** Nine credit hours of graduate entrepreneurship courses must include MGT-6200 or MGT-6201, MGT-6210, and one of the following courses: MGT-6202, MGT-6204, MGT-6105, ECON-616, ECON-6260, FIN-6240, FIN-6280, FIN-6360, MKT-6100, MKT-6120, MKT-6150 or a relevant graduate course with permission of Dr. Katz and the graduate business programs office.

**Entrepreneurship Contact:** Dr. Jerome Katz | 314-977-3864 | katzja@slu.edu

## Areas of Emphasis Continued

### **Finance**

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Finance studies the latest developments in finance theory, practice, tools, and techniques commonly used to analyze and solve financial problems. Students get a sound foundation in corporate finance, investments, capital markets and financial services institutions, which allows them to make immediate contributions in the financial work place. Individuals in these positions address a variety of business and financial problems such as internal financing policy, the evaluation and selection of investment securities, and international financial transactions in the world economy.

Career opportunities in finance are quite diverse, including positions in the following areas:

- Corporate Finance, as a financial analyst, credit manager, treasurer, or corporate financial officer (CFO).
- Financial Services Institutions, as a credit analyst, risk analyst, loan production officer, or marketing financial services.
- Investment, as a security analyst, portfolio manager, marketing of financial products and services, and trading.

**Course requirements:** Nine credit hours of graduate finance courses that must include FIN-6160 and FIN-6210, and one other (FIN-6090 and FIN-6100 are not eligible). Note: Students must take FIN-6150 as required breadth course (in lieu of FIN-6000).

**Finance Department Chair:** Dr. Brian Betker | 314-977-7154 | [betkerbl@slu.edu](mailto:betkerbl@slu.edu)

### **Information Technology Management**

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Information Technology Management (ITM) addresses the continued advances in information technology that have permeated the way we do business and live our lives. It is now the rare employee of any type that does not use information processing tools in some way to assist in performing most work related tasks. ITM studies the application of information technology to business applications. Some of the areas typically investigated include: the management of information technology development and integration projects; the storage, retrieval, and application of data to address business problems; the use of telecommunications to move data and information from point of origin to points of utility; the use of information technology to enable business transactions and commerce among businesses and with customers.

The ITM specialization requires an interest in working with information technology tools that can further business purposes. The broad-based managerial skills of the MBA are supplemented with an exposure to specialized skills pertaining to information technology. This specialization is ideal for students with programming and computing experience that want to broaden their perspectives regarding information technology and its applications. It is also helpful for students already strong in another major field such as marketing, accounting, or finance, who are interested in expanding their ability to contribute to information technology projects.

**Course requirements:** Any nine credit hours of graduate information technology courses (ITM-6000 is not eligible).

**ITM Department Chair:** Dr. Reuven Levary | 314-977-3804 | [levarypr@slu.edu](mailto:levarypr@slu.edu)

### **International Business**

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International Business provides advanced study in global business through coursework in multiple regional/global business environments, trade theory, international marketing/finance, and a concentrated study abroad program. Students are sensitized to differences in business practice created by tradition, culture, politics, geography, and economics in selected regions of the world. The objective is to gain an understanding of how accounting processes, financial reporting, human resource procedures, management styles, etc. are adapted within a U.S. company as it moves into the global marketplace.

**Course requirements:** Nine credit hours of graduate international focused courses (IB-6000 is not eligible).

**International Business Department Chair:** Dr. Hadi Alhorr | 314-977-3853 | [halhorr@slu.edu](mailto:halhorr@slu.edu)

## Areas of Emphasis Continued

### **Management**

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Management focuses on the human and organizational aspects of the workplace. Students who complete this emphasis will have studied individual and group behavior; organizational communication; leadership and motivation; organizational structures and cultures; managing conflict, change and innovation; stress management; and so forth. The Management emphasis prepares the graduate to be an effective supervisor, colleague, and subordinate in any part of the organization or technical specialty.

**Course requirements:** Any nine credit hours of graduate management electives (MGT-6000, 6003 and 6006 are not eligible).

**Management Department Chair:** Dr. David Kaplan | 314-977-7156 | [kaplandm@slu.edu](mailto:kaplandm@slu.edu)

### **Marketing**

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Marketing is a rapidly growing, exciting, and dynamic area of business. Marketing develops and tests product concepts, designs merchandising and promotional campaigns, creates and manages the relationship with the customer, collects and analyzes information about the marketplace, and creates and carries out the sales plans that generate revenue for the firm. These are just a few of the many and diverse activities engaged in by the marketing professional.

**Course requirements:** Any nine credit hours of graduate marketing courses (MKT-6000 is not eligible).

**Marketing Department Chair:** Dr. Mark Arnold | 314-977-3612 | [arnoldm2@slu.edu](mailto:arnoldm2@slu.edu)

### **Project Management**

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Project Management is consistently cited as an important skill area and as companies increasingly adopt it into their businesses, the demand for knowledgeable practitioners dedicated to project management increases globally. As a result, project management is experiencing unprecedented growth and recognition as a profession.

**Course Requirements:** Nine credit hours of graduate project management courses that must include ITM-605, one of the following courses: OPM-6050, OPM-6430, OPM-6440, ITM-6100, and one course from the following: MGT-6200, MGT-6201, MGT-6105.

**Project Management Contact:** Dr. Reuven Levary | 314-977-3804 | [levarypr@slu.edu](mailto:levarypr@slu.edu)

### **Supply Chain Management**

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Supply Chain Management examines how an integrated business system links suppliers, procurement, operations, and distribution to the customer through the use of information technology. Quality and process management techniques enable an organization to manage their supply chain to achieve the highest level of customer satisfaction. The supply chain specialty was jointly designed by industry leaders and faculty experts to combine with the broad based managerial skills of the MBA to manage operations and supply chains across an organization. This unique concentration will help managers face the challenges of tomorrow's globally integrated businesses.

**Course requirements:** Nine credit hours of graduate supply chain courses that must include OPM-6440 and OPM-6460, and one of the following courses: FIN-6350, ITM-6050, MGT-6102, MKT-6250, or another graduate supply chain course (OPM-5020 and OPM-5050 are not eligible).

**Supply Chain Management:** Dr. Reuven Levary | 314-977-3804 | [levarypr@slu.edu](mailto:levarypr@slu.edu)



## Student Life and Services

### Banner – My SLU

Saint Louis University's Banner is a web-based service that provides online access to the university's general academic information and allows each student to access his or her personal records, grades, class schedules, updates to mailing/contact information, and registration information. Access the Banner Web page at the following link:

<https://myslu.slu.edu/cp/home/loginf>

For first time log-in please follow the instructions on the ITS website

<http://www.slu.edu/its/new-to-slu/the-first-time-you-log-in>

If you have problems accessing Banner, contact ITS at 314-977-4000 for assistance.

### SLU Email

All Saint Louis University students are provided with free email and computer support services. Davis-Shaughnessy houses a business student only computer lab in room 473. A student ID is required for entry. *It is recommended that all students forward their SLU email account to the account they use most often.* Contact ITS at 314-977-4000 to have this done – make sure you tell them you are a graduate business student. Steps for forwarding your SLU email are also available on the website. Students are responsible for checking their SLU email on a regular basis – offices such as Student Accounts and Financial Aid use this as their primary method to contact students.

### Parking Information

Parking is available for all students in campus garages and parking lots. Fees vary by location and part or full-time student status. For further information on parking fees, you should call 314-977-PARK or visit the Parking and Card Services web site at [www.slu.edu/services/parking](http://www.slu.edu/services/parking).

General parking permit holders can use their parking card to enter the Laclede garage after 4:30 p.m. At 4:00 p.m., you can enter the garages by taking a ticket and parking in the visitor parking area. You will need your access card when leaving.

### Student ID Cards

All students who wish to use campus services such as the libraries and the Simon Recreation Center must have a valid student ID. You may obtain an ID from the Parking and Card Services office, located in DuBourg Hall, room 33 (314-977-3471). Regular office hours are Monday, Tuesday, Thursday, and Friday: 8:30 a.m. to 5:00 p.m., and Wednesdays: 8:30 a.m. to 5:30 p.m.

## Career Resources

### Career Resources Center

The Career Resources Center (CRC) at the John Cook School of Business provides career development support and education for business students and alumni. The CRC serves all Master's Programs students (MBA, MACC, MS-SCM, MS-AFE EMIB) and Alumni from the Master's Programs.

The mission of the Career Resources Center is to provide excellent career management education, personalized services, and to serve as the catalyst for creating meaningful connections and developing outstanding internships and employment opportunities. The Graduate Career Adviser is dedicated to the career development needs of each of the master's business students, whether they are pursuing new employment opportunities or seeking to grow in a current position. To schedule an appointment, students can call 314-977-3824 or stop by the CRC.

Individual services include:

- ✓ Advising on career exploration, transition, development, and strategy
- ✓ Career Assessments
- ✓ Resume & Cover Letter Development
- ✓ Mock Interviewing & Interviewing Strategies
- ✓ Networking and & Informational Interviewing Strategies

Additional services include:

- ✓ *Career Connections Newsletter* distributed electronically to all JCSB graduate students. Newsletter contains job postings, career-related speaker and networking events, and information about career resources
- ✓ Speaker and Networking Events
- ✓ Career-related Workshops
- ✓ Career Library of print and online sources.

### Hours of Operation

Monday – Thursday: 8:30 a.m. – 6:00 p.m.

Friday: 8:30 a.m. – 5:00 p.m.

Hours may vary in summer and when classes are not in session.

### Career Resources Library

Finding Your Way with an MBA – Insights from Those Landing Their Ideal Jobs is one of the many titles available for checkout from the Career Resources library, located in Davis-Shaughnessy Hall 150. Learn about specific careers or check out the selections on job hunting, interviewing, and salary negotiation. The Career Resources Center collaborates closely with the Career Services library as well as Pius XII Memorial Library, which houses vast resources for job-seekers.

### Internships

All graduate business students who are studying on a full-time basis are strongly encouraged to participate in an internship that will provide a resume-building educational enhancement to their Graduate program.

International students may obtain additional assistance in navigating United States laws regarding work authorization. Interested students should speak with the International Center

(314-977-2318) and the Graduate Career Adviser for more information on each of the internship options available:

- ✓ Accept an unpaid internship in the US
- ✓ Apply for Curricular Practical Training (CPT)
- ✓ Apply for Optional Practical Training (OPT) three months before graduation

Master of Accounting students may receive credit for an internship if they meet the eligibility requirements:

- ✓ Be a current student in the John Cook School of Business
- ✓ Be in good academic standing within the School of Business
- ✓ Obtain faculty sponsorship and approval of the academic rigor of the internship
- ✓ Obtain CRC and faculty approval of the internship site
- ✓ Identify a site supervisor who will complete a mid-term and end-of-term evaluation of the student's work
- ✓ Complete 60 work hours for every credit hour received (e.g. 3 credit hours = 180 hours)

Please note: United States laws regarding legal work authorizations can change with little to no notice. The school policies will always comply with United States law. Saint Louis University cannot and does not guarantee a summer internship to any student. Students may take full advantage of University career services as they seek employment as a summer intern.

## **General Resources**

### **Master's Programs Student Lounge**

Available in Davis-Shaughnessy room 252 is a comfortable space allocated solely to graduate business students. Business periodicals and computers are available for use as well as a refrigerator and microwave. In 2005 – a television, purchased by GBSA, was added to the lounge. The space is locked – simply stop-by the Master's Programs office if you would like access.

### **Food/Vending**

Ameren Café is located on the south end of the first floor of Cook Hall. Vending machines are located on the first floor of Davis-Shaughnessy Hall. The Fusz Food Court and Busch Student Center also offer a variety of food and beverage services.

### **Computer Lab Hours – John Cook School of Business, Davis-Shaughnessy 473/474**

Monday-Thursday: 8:00 a.m. to 10:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: Closed

Sunday: 4:00 p.m. to 10:00 p.m.

Hours may vary in the summer and when classes are not in session.

### **Printing/Copier Options**

Students wishing to use the on-campus computer labs or copiers are required to pay for any printing they do. The printer/copier operates with your student ID card and money can be put on this card at <http://www.slu.edu/x47103.xml>. You can print in the computer lab in DS 473. You can also print wireless at Pius XII Memorial library.

## Telephone

A courtesy telephone is available on the first floor of Davis-Shaughnessy Hall for local calls. Phone and fax (school-related) are available in the Master's Programs office, Cook Hall, room 132.

## Multimedia Labs

The Instructional Media Centers (IMC) North and South offers computer workstations with specialized tools for creating presentations and educational materials. Materials may be purchased with interdepartmental charges or with Billiken Bucks.

## Textbooks

In order to obtain textbook information, you can search for your class online on the bookstore website, or you can contact the academic department. The bookstore can deliver to the Master's Programs Office.

The Saint Louis University bookstore offers the following three ways to obtain your textbooks:

1. In-Person: Bookstore Hours - Open daily from 8:30 a.m. to 5:30 p.m. (Monday through Thursday), 8:30 a.m. to 4:00 p.m. (Friday), and 12:00 p.m. to 3:00 p.m. (Saturday).
2. On-Line: Visit the bookstore Web site at [www.slu.bkstore.com](http://www.slu.bkstore.com) and click on contact us. Provide them with your course information, contact information for a form of payment, and your books can be held or shipped directly to you (shipping charges do apply).
3. Phone or Fax: Contact the bookstore by phone at 314-531-7925 or by fax at 314-531-4199.

## Student Computer Purchases

Computers are available for purchase through Saint Louis University's Information Technology Services department at a discounted price. Call 314-977-2558 for more information or online at <http://www.slu.edu/busch-student-center/student-tech-service-center/hardware-and-software-discounts>.

## International Students

In addition to the Master's Programs office, international students are serviced by the International Services office on campus. Before and upon arrival at SLU, international students should be in contact with our International Services office: <http://www.slu.edu/international-services-home>

## Getting Involved

There are a variety of ways to add to the classroom experience. Opportunities for networking, formal and informal discussions, and socializing are organized on a regular basis and all students are encouraged to utilize these resources whenever possible. Several associations and advisory boards also serve as crucial links between students and the administration. Students are encouraged to watch for bulletin board notices and e-mail newscasts, as well as visit the JCSB upcoming events link: <http://business.slu.edu/news-and-events/>

## Graduate Business Student Association (GBSA)

An association for graduate business students was created in fall 1996. The association is a representative body for all graduate business students enrolled in the John Cook School of Business. In summer 2005, GBSA combined with the Evening Student Advisory Group (ESAG) to make a bigger impact on improving the SLU experience for all graduate business students. GBSA is a committed advocate for student interests between the school, the faculty, and the university and any other bodies with whom the students may interact. The association, in combination with the Master's Programs office, publicizes various events during the year. If you

are interested in joining GBSA or would like more information, contact Nancy Biscan ([biscanna@slu.edu](mailto:biscanna@slu.edu)).

### **Common Breaks**

During the fall and spring semesters, GBSA (Graduate Business Student Association) and the Master's Programs office sponsor Common Breaks for all Master's Business students. The breaks, which are held the last full week of the months of September, October, November, February, March, and April (Monday through Thursday) from 7:15 to 7:45 p.m., offer the students, faculty, and staff the opportunity to network with one another while enjoying light refreshments. The breaks are held in the atrium area of the John Cook School of Business and have become a valuable tool in creating an atmosphere of community as well as giving students an opportunity to exchange ideas and work on furthering future networking contacts. If you would like to help with common break at any point throughout the year, contact Graduate Business Programs at [gradbiz@slu.edu](mailto:gradbiz@slu.edu).

## **Student Health and Safety**

### **Student Health Services**

All students are required to submit an immunization record. Full-time students are required to either enroll in the University Health Plan (UHP) or complete a waiver if they have health insurance. However, students enrolled in the Part-Time program will be required to complete the waiver in any semester they take 9 credit hours or more as the system will recognize them as a full-time student. The necessary forms can be found on the Student Health Services Website: <http://www.slu.edu/student-health-and-counseling-services/required-health-forms>

### **Student Success Center: Disability Services**

Saint Louis University is committed to providing equal educational access for all of its students by ensuring that students with documented clinical or medical disabilities receive reasonable accommodations that support effective participation in all aspects of the educational experience.

At Disability Services, students, faculty and staff are welcome to obtain information regarding services available, procedures, documentation, and best practices.

In general, students with documented clinical or medical disabilities who anticipate needs for accommodations are encouraged to contact Disability Services at the earliest opportunity and must do so in order for the university to officially consider and recognize the need for reasonable accommodations. All inquiries about the availability of reasonable university-related accommodations are kept confidential, and should be addressed to:

Jane Jones

Program Manager, Disability Services

[disability\\_services@slu.edu](mailto:disability_services@slu.edu)

Phone: 314-977-3484

Fax: 314-977-3486

Busch Student Center, Suite 331 (part of Student Success Center)

20 North Grand Boulevard

St. Louis, MO 63103

### **Campus Public Safety**

The Department of Public Safety at Saint Louis University is dedicated to creating a campus environment that is as safe and secure as possible. A campus security report, as required by the

Jeanne Clery Act, is published every year. This report details the policies and procedures of Saint Louis University to deter, report, and respond to campus related emergencies and crime. It also summarizes crime statistics and highlights programs to educate the university community about safety and security. A copy of the report is available on-line at <http://www.slu.edu/public-safety-and-emergency-preparedness-home/annual-disclosure-of-crime-and-fire-statistics> or in hard copy in the Department of Public Safety, Wool Center, Rm 114, Saint Louis, Missouri 63103-2097. In addition, a 24-hours a day, seven days a week escort service is also available to all students going anywhere within two blocks of campus. Call 314-977-RIDE (7433) to request an escort. Emergency phones are located throughout campus, just look for the blue light boxes. Students taking the Metrolink can also request a pickup service through Public Safety, if traveling after dark.

### **Class Cancellation Due to Weather**

Information concerning the cancellation of classes due to weather is available by calling 314-977-SNOW, or listening to the following radio stations: KMOX (1120 AM), KYKY (98.1 FM), or WSIE (88.7 FM).

### **Student Referral Program**

If you know someone who may be interested in any of the Master's Business Programs, please ask anyone in the Master's Programs office about the student referral program.

## **Academic Standards and Procedures**

### **Academic Integrity**

Saint Louis University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students, but also undermines the validity of the university's evaluation of students and takes unfair advantage of fellow students. Furthermore, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.

Examples of academic dishonesty include copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student's work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor and collaborating with another student or students to engage in an act of academic dishonesty.

Where there is a clear indication of such dishonesty a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigations of violation will be conducted in accord with standards and procedures of the school or college through which the course is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or college in which the student is enrolled. Possible sanctions for a violation of academic integrity

include, but are not limited to: disciplinary probation, suspension, and dismissal from the university.

### **The Learning Environment: Shared Expectations**

A list of expectations for students and faculty has been adopted by the school's faculty assembly and the Student Organization Coordinating Council (SOCC).

#### Expectations for Students

Students will treat their classroom obligations as they would treat any serious professional engagement. That includes the following:

- ✓ Preparing thoroughly for each session in accordance with the instructor's requests.
- ✓ Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
- ✓ Participating fully and constructively in all classroom activities and discussions.
- ✓ Displaying appropriate courtesy to all involved in class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to the cultural, racial, sexual, or other individual differences in the School of Business community.
- ✓ Adhering to deadlines and timetables established by the instructor.
- ✓ Providing constructive feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluation of students.

#### Expectations for Faculty

Faculty will treat their obligations for classes as they would treat any serious professional engagement. That includes the following:

- ✓ Preparing thoroughly for class.
- ✓ Punctuality in beginning class sessions, and, except under unusual circumstances, adherence to the established schedule for classes and exams.
- ✓ Providing sufficient information and materials to enable students to prepare adequately for class.
- ✓ Displaying appropriate courtesy to all involved in class sessions. Courteous behavior specifically entails communicating in a manner that respects and is sensitive to the cultural, racial, sexual, or other individual differences in the School of Business community.
- ✓ Supplying timely information about student performance on projects, assignments, and examinations.
- ✓ Providing constructive feedback to students concerning their performance. Faculty should be as objective in their feedback to students as they expect students to be in their evaluation of faculty.

### **Registration**

Registration is held in several different phases. Early registration runs for approximately five weeks beginning after midterms during the fall and spring semesters. **If you are a MACC student and have questions about registration, please contact Pat Galati (galatip@slu.edu).**

If you have questions about your courses, need to schedule an advising appointment, or would like a copy of your program of study, please call or stop by the Master's Programs office at 314-977-6221.

You are encouraged to use your Banner account for registration. However, if you need assistance, your advisor is available to answer questions and help you through the registration process.

Watch your SLU email for continuous updates on class schedules, course changes, room assignments, etc.

### **Registration Materials**

Registration Materials (calendars, course schedules, and course descriptions) can be found online <http://www.slu.edu/business/graduate-business-programs/student-resources> or in the Graduate Business office.

### **Audit Option**

Courses may be taken on an "audit" basis with approval from the professor and with formal authorization from the Masters' Programs office. Regular tuition is charged for such courses, and no credit is granted. A grade of "AU" (audit) is assigned. These courses do not count toward the graduate business degree requirements.

### **Course Changes**

Changes in course schedules may be made through the late registration period with approval of the instructor and Susan Hartmann. Withdrawals can be made through the mid-point of the semester, and a request needs to be made in writing (email or in-person) to your academic advisor.

## **Graduation Requirements**

### **Degree Conferral**

Degrees are conferred in May, August, and December/January; however, the ceremonies only take place in May and December. A student whose degree has been conferred the previous August may participate in either December or May ceremonies. The student must notify the Registrar's Office of his/her intent to graduate by the proposed deadlines on the academic calendar (see application for degree section).

In addition to the University Commencement Ceremony, business students are encouraged to participate in a separate Pre-Commencement Recognition Ceremony given by the John Cook School of Business. Pre-Commencement is only offered for May graduation and is held the day before University Commencement. It is a special way for the Business School, as well as family and friends, to honor graduating business students. The Master's Programs office notifies graduating business students of this event.

Diplomas will be available for a two week period after the academic department clears a student for graduation and there are no outstanding financial obligations. Students will receive e-mail notification from the Registrar's office when their diploma is available for pickup. Diplomas will be automatically mailed (via USPS) to the address provided on the graduation application after the two week pick-up period. If you receive your diploma and it is either damaged or misprinted, or if you do not receive your diploma within four to six weeks of the



mailing date specified above, please contact the Office of the University Registrar at 314.977.2269, or graduation@slu.edu

### **Application for Degree**

Students must formally apply to graduate. Forms are available both online and through the Master's Programs office. **If you are a MACC student, please contact Pat Galati in the Accounting Office to obtain an application.** It is each student's responsibility to become familiar with the deadlines for returning applications for degree (generally, if you are within your last semester of study). A minimum cumulative grade point average of 3.0 is required for graduation. Whether or not you participate in commencement, you are required to pay a \$75 graduation fee with your application.

If a student applies for graduation and does not complete the degree requirements for that semester, another application for degree must be completed at the beginning of the term in which they will be graduating.

### **Exit**

A student will not be cleared for graduation until a final review of degree requirements are completed by the Master's Programs office.

Students completing the degree application will be notified of their progress towards graduation, along with any special conditions that may apply. As final grades are reviewed, the official list of graduates is sent to the Registrar's Office, and a final letter of congratulations is sent to the student. Students not cleared for graduation will either be removed from the list or placed on hold for up to a period of 30 days until they can be cleared to graduate.

## **General Requirements**

### **Academic Standing**

A "B" average must be maintained to insure good academic standing in any graduate business program within the John Cook School of Business. A limited number of hours of "C" in courses numbered 5000-6999 may or may not be accepted at the discretion of the school.

For a student to be in good academic standing, it is implied that he or she has not been required to withdraw, is not under academic suspension, and that the cumulative grade point average is 3.0 or better. Should a student's average fall below a "B", good standing is lost whether or not notification is sent and the student is not eligible for further registration unless granted probationary status. Each student's progress is followed by the Master's Programs office, and letters are sent at the end of each semester to those with academic difficulties.

Unless a student is in good academic standing, he or she is not eligible to apply for graduation even in the event that coursework has been completed. A 3.0 minimum cumulative grade point average is required for graduation.

### **Semester Hour**

Saint Louis University operates on the semester system, and graduate business students earn three semester hours for each three-hour course completed. Students in the evening program who enroll for nine credit hours or more per semester, and six or more hours in the summer session, are considered to be full-time. Student in the full-time day MBA Program must be

enrolled for a minimum of 12 credit hours a semester. Academic work designated by 5000 and 6000 level numbering is, by definition, offered for "graduate credit".

### Grading System

The following grades are awarded for graduate business coursework:

<b>A</b> (4.0)	<b>AF.....</b> Failure due to excessive absences or unauthorized withdrawal
<b>A-</b> (3.7)	<b>W.....</b> Authorized withdrawal from course by the appropriate deadline
<b>B+</b> (3.3)	<b>X.....</b> Failure to take a scheduled, regular final exam. This must be cleared within 30 days of close of semester by making arrangements with the instructor to make up the final exam. Failure to do so will result in an "F" recorded on the academic record.
<b>B</b> (3.0)	
<b>B-</b> (2.7)	
<b>C+</b> (2.3)	
<b>C</b> (2.0)	<b>I.....</b> Incomplete coursework as of the last class period. An incomplete is given entirely at the discretion of the faculty member. The student and instructor jointly agree to the conditions for clearing the incomplete as outlined on the application for incomplete form, which must be completed prior to assigning the incomplete. If an incomplete is not cleared within one year, it automatically becomes an "F".
<b>C-</b> (1.7)	
<b>F</b> (0.0)	

Students may enroll in a limited number of courses in other Saint Louis University colleges or professional schools. Courses must be pre-approved by petition before enrolling. Courses will be graded according to the system of that college or school.

### Grade Reports

Grade reports are available at the end of each semester on Banner. Should you need an official printed copy, you may request one using Banner. You may also contact the Registrar's (314.977.2269) office to request a report. Please note, the Graduate Business office is not able to provide grade information over the phone, nor can they print official grade reports.

## Specific Requirements

### Grade Appeals

When students wish to appeal a grade received in a class, they must first consult with the professor within 30 days after the start of the regular semester following the recording of the disputed grade, in an effort to resolve the complaint. If a resolution is not reached, the appeal is made in writing to the Department Chairperson no later than 45 days after the start of the semester following the recorded disputed grade. If the complaint is still not resolved, students may request in writing (within five days following notification to the students that the dispute was not resolved), that the Department Chairperson forward the complaint to the Dean. Following notification of the Dean's decision, either party may, within 15 days, appeal the decision to the Provost.

### Petition Procedure

Any special action relating to a student's degree requirements or academic status must be supported by a petition requesting approval, signed by the Associate Dean, Department Chair, and Program Coordinator, where applicable. Forms used in requesting such changes may be

obtained in the Graduate Business office, Cook Hall, room 132 or online at <http://www.slu.edu/business/graduate-business-programs/student-resources>.

Completed forms should be submitted to the Program Coordinator, who reviews the request, and when appropriate forwards to the Department Chair, who either approves or denies the request and forwards on to the Associate Dean.

Petitions for special action should not be assumed to be approved unless the student has received notice that the request has been granted. Students will be notified via email. On average, it takes two weeks for approval.

### **Withdrawals**

If you choose to withdraw from a class, please be aware of the academic calendar, which can be found on the most up to date schedule of classes. Once classes have started, you will need to e-mail your academic advisor to request that you be removed from the course.

### **Program Completion Time Limit**

All degree requirements must be completed within five years of the first attendance. Upon a petition, an extension of time may be granted during the fifth year, only for extraordinary reasons (a petition must be approved for an extension).

If a student fails to complete at least one course during one calendar year and subsequently wishes to continue in the program, he or she may be asked to reapply, and may be subject to revisions of the original program requirements.

### **Upper Division Undergraduate Courses**

A limited number of 4000-level courses may be included toward the MBA degree with prior approval by the Associate Dean, upon formal petition. No more than six hours of upper division undergraduate coursework may be included toward the MBA degree.

Unless the course was part of the original program assignment, specialized graduate business students must obtain the formal petition approval of the Department Chairperson, the Associate Dean, and the Program Coordinator prior to enrolling in a 3000 or 4000-level course for inclusion toward the graduate business degree. No more than nine hours of undergraduate coursework may be taken in the specialized master's business program.

Master's business students are required to earn a minimum grade of "B" in order to include upper divisional undergraduate coursework in their master's program.

### **JEBNet (Jesuit Education in Business Network)**

The majority of Jesuit colleges and universities, along with three Catholic, non-Jesuit Universities across the United States, participate in the MBA Multilateral Agreement. This understanding provides students with unparalleled flexibility to transfer graduate credits without losing valuable time and money, and to complete their MBA degree at another Jesuit or Catholic university listed in the agreement in the event that they relocate to another region of the country.

Participating students are required to meet the admission requirements of the school to which they wish to transfer. Please contact the Master's Programs office for a list of participating schools and more details. More information may also be found at [www.jebnet.org/mba](http://www.jebnet.org/mba).

## **Study Abroad**

The John Cook School of Business sponsors one-week, study abroad courses during intersessions in Hong Kong and Madrid, Spain. The courses are taught by SLU faculty and students earn three credit hours. More information can be found at the Boeing Institute of International Business, Cook Hall, room 232, by phone at 314.977.3898, or on their website at <http://biib.slu.edu>

## **Tuition, Fees, Financial Aid, and Scholarships**

### **Financial Arrangements**

Your registration is not complete until financial arrangements have been made. Bills are mailed prior to the semester to all students enrolled. Those who register after the pre-determined mailing dates of bills must make financial arrangements after registering by contacting Student Accounts (DuBourg Hall, Room 2, 314-977-2395). Tuition payment is due prior to the start of the semester. If your company or organization offers direct payment, please contact Student Accounts directly at 314-977-2395 to have this set-up.

If your company or organization will compensate you upon the completion of your course and a final grade, please contact your academic advisor and they will contact Student Accounts to have your record flagged. You can also fill out a form online: <http://business.slu.edu/programs-of-study/graduate-business-programs/tuition-financial-aid/tuition-deferment-options/> You will be responsible for paying your bill in full within three weeks of course completion. Those wishing to utilize deferred payment must sign up each semester they wish to use the option.

### **The Boeing Company Voucher System**

If you work for the Boeing Company, please complete your tuition voucher and email Carolyn Merkel directly in Student Accounts at [merkclcm@slu.edu](mailto:merkclcm@slu.edu).

### **Refunds**

A percentage of tuition may be refunded to a student who withdraws from a course, based on the tuition refund schedule as outlined on the semester calendar.

### **Scholarships**

Depending on the degree program you choose, the availability of scholarship opportunities will vary. The Cook School currently offers the following graduate business scholarships:

- One-Year MBA Scholarships
- Evening MBA Scholarships
- Master of Accounting Scholarships

Please visit our website to see the most up to date information about our scholarship opportunities and deadlines.

## **Appendix A: How to Set Up mySLU**

mySLU (mySLU.slu.edu) is Saint Louis University's web portal for current students, faculty and staff to access important SLU systems (like Banner Self-Service and the Payment Suite) by way of a single web site. This tool allows every user in the SLU community to be better connected to news, events and people across campus. mySLU may also be customized by the user to create a personal web site.

Accessing mySLU

You must activate your SLU Net ID prior to the first time you login into mySLU (See instructions below).

Users logging into mySLU for the first time need 2 items; their SLUNetID (username) and their SLU Banner ID. Both of these items will be sent to you by the Master's Programs office after you have confirmed your admission.

Your SLUNetID will be familiar to you as your email address (before the @SLU.EDU).

Your temporary SLUNetID Password has been set to the last 6 digits of your Banner ID preceded by "Id".

For Example: If your Banner ID is 000123456 then your initial SLU Net Password is Id123456

Activating your SLU Net ID

Log onto SLU's password management (password.slu.edu) site using the information above.

Click Change Password on the left-hand side of the screen and set a new password for your SLUNetID according to the guidelines shown. Your new password must be a combination of letters and at least one numeric character.

Keep your SLUNetID and new password in a safe place. Once you have changed your password, log out of the site. Re-log in for the changes to take place.

## **Appendix B: How to Register**

Banner Self-Service is a Saint Louis University System that provides students access to:

- Class Registration
- Student Academic Records
- Student Account Information
- Student Demographics Information
- Student Employment Records
- Scholarship/Financial Aid Records

Accessing Banner Self-Service:

Once in mySLU, click on the 'Tools' tab then click the Banner Self-Service icon.

Log-in to your MySLU account - Problems logging in?, please contact ITS

Click on the Student Tab

Click on Add or Drop Classes

Select the appropriate term from the drop down menu and click submit

You are now on the Add/Drop Classes page

Find the CRN's for your courses by clicking on the grey Class Search button in the lower left to search the live database

Enter the CRN's in the boxes near the bottom of the page and click Submit Changes

If you encounter Registration Errors please contact the Graduate Business office.