



Master of Business Administration

Graduate Student Handbook

2018 – 2019



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[This handbook was prepared and published by the MBA Program Academic Advising Office and is intended to be used in conjunction with the Graduate School Policy and Procedures manual for graduate students and all other published policy of Wright State University. The College reserves the right to change or modify any policy at any time. It is the students' responsibility to acquaint themselves with all rules and regulations governing the University, College, Department and Program.]

I. The Raj Soin College of Business – Overview

Welcome

Welcome to the Raj Soin College of Business Master of Business Administration (MBA) Program! The Raj Soin College of Business has a long tradition of developing influential business leaders in the region and beyond and our faculty takes great pride in supporting your advancement during your academic experience and throughout your career.



Accreditation

The Raj Soin College of Business is fully accredited by Association to Advance Collegiate Schools of Business (AACSB) which is the highest accrediting body for business colleges in the world. This means that our faculty, curriculum, and all other educational resources are thoroughly and professionally evaluated by an independent board of educators and have been found to be of exceptional quality. Less than 5% of 13,000 business programs in the world have earned this accreditation. As an added distinction, the Accountancy programs are separately accredited by AACSB International, and the undergraduate program in MIS was the first in Ohio to be accredited by ABET, Inc. (the Accrediting Board for Engineering and Technology).

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Mission, Vision and Values

Mission

We enable our students and regional business stakeholders to discover, develop and realize their highest potential through our teaching, research, and outreach efforts.

Vision

To be a dynamic business leadership learning community, nurturing life-long education, and creating positive impact on business and society.

Values

We embrace and practice:

- Exceptional teaching and learning, a focus on providing students with a high quality educational experience
- Ethics and character excellence, a desire to cultivate awareness of the attributes that enable excellence through personal and collective efforts
- Applied relevance, a focus on the practical implication of our work for the members of our stakeholder community
- Collaborative spirit, a desire and willingness to initiate work across boundaries in the way we conduct ourselves
- Imaginative thinking, a passion for creative, novel, innovative work across all areas of responsibility—service, research, and teaching
- Global perspective, an acknowledgment that all organizational activities take place in the context of an interconnected, global society
- Appreciation of differences, the willingness to embrace, leverage, and develop distinct perspectives, needs, and points of view
- Service and community engagement, a focus on creating regional economic and social impact

RSCOB Professional Code

As I enter the Raj Soin College of Business and the business profession, I solemnly and willingly declare the following:

- I will seek to develop the characteristics of an ethical leader, dealing honestly and ethically in all my undertakings
- I will appreciate the importance of contributing to the development of my profession and seek to become a valued colleague
- I will strive to achieve academic excellence through hard work and with integrity
- I will respect the rights and dignity of all individuals and embrace their differences as a means of enrichment
- I will seek to develop business etiquette attire, comportment and all communication, both oral and written
- I will present myself in ways that reflect positively on the Raj Soin College of Business and the business profession
- I will serve as a positive role model and mentor to other students interested in business
- I will continue life-long learning in order to maintain a high level of professional competence.

Equal Opportunity Policy

Wright State University, including the Raj Soin College of Business, provides equal educational opportunity. In its educational policies and practices, the university prohibits discrimination against any person or group on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, genetic (DNA) information, veteran status, military status, or sexual orientation. This prohibition extends to admissions, housing, financial aid, health care insurance, employment and all other university services or facilities.

II. Admission

Profile of a Successful MBA Candidate

A successful candidate to the MBA program will have the following qualifications:

- A 4-year bachelor's degree from an accredited institution in any discipline
- A strong academic foundation for graduate study as reflected in the applicants cumulative undergraduate* grade point average (GPA) on a (4) four point scale:
 - Regular Admission – Applicant has a GPA of a 3.0 or higher, no GMAT required.
 - Conditional Admission – Applicant has a GPA of a 2.7 to 2.99, no GMAT required.
 - Conditional admit students must have a cumulative GPA of a 3.0 or higher after completing 9 credit hours of MBA coursework. If they do not meet this goal they will be denied admission.
 - Credits earned while in this status will apply towards the degree requirements.
 - Applicants with a GPA between 2.5 to 2.69 will not be admitted into the MBA program but may petition for admission and will be required to submit a GMAT[^] score from within the last 5 years with a minimum score of a 400.
 - If the GMAT is at least 400 and GPA at least a 2.5, then the applicant will be granted conditional admission.
- Proof of English proficiency if the applicant's native language is not English: (LEAP: Level 4; TOEFL: 213 CBT or 79/120 IBT; IELTS: Band 6)
- Demonstrated professional and ethical integrity

*Applicants who have successfully completed an accredited American graduate degree (or equivalent international graduate degree as determined by International Admissions) with a cumulative 3.0 GPA or higher, will be reviewed based on cumulative graduate GPA in place of the undergraduate degree GPA.

[^] Applicants with (6) six or more years of executive management and leadership experience may petition for conditional admission to substitute work experience for the GMAT Exam. They must submit a detailed resume and a 250 – word essay describing how and why they qualify for the GMAT exemption with their petition form. If approved, these applicants will be granted conditional admission.

[^] A minimum GRE score can be used to substitute for the GMAT score. See the following details:

GMAT Substitutions

If the applicant has taken the GRE within the last five (5) calendar years and has an acceptable score the GRE can be substituted. The GRE is an acceptable substitution for the GMAT if the following minimum scores are met:

If the verbal score is: Than the quantitative score must be at least:

142 – 145 148

146 – 151 146

152 – 155 142

155 or above 140

Other Types of Admission

Provisional Admission

Applicants who have incomplete documentation, determined by the Graduate School, may be admitted provisionally by the Graduate School for one semester until all official documents are received.

Non-Degree Status

To be admitted into non-degree status, a student must have a minimum of a bachelor's degree from an accredited American institution. All undergraduate and graduate level transcripts must be submitted with the application. Non-degree graduate level students can take all of the 5000 level foundation courses and up to two (2) upper level (6000 and 7000 level) courses. Once admitted, non-degree students will have to meet with an MBA Program Academic Advisor to secure permission to register in MBA classes. Non-degree status is not admission to the MBA Program. A non-degree graduate student will still have to apply to the Graduate School office for admission to the MBA program as mentioned above.

Admission Procedure

American Citizens, Green Card Holders, and H1B Visa Holders

Applicants should fill out the online application on the Graduate School website and submit all supporting documentation (official copies of all transcripts, and official GMAT score if required) along with the application fee. Applications and documentation should be submitted for an admissions decision no less than two (2) months before the intended start date. Please see the Graduate School website for more information on admission.

International Students Requiring an F-1 Visa

International students requiring a study visa must also submit all the documents required for the visa application as stated on the University Center for International Education (UCIE) website, in addition to all the required academic documentation for admission to the program. All application materials must

be submitted to International Admissions no less than 6 months before the intended start date. Please see The International Admissions on the UCIE website for more information on international admission.

III. MBA Program Overview

The MBA program is designed to develop successful and ethical business leaders with a cross-functional understanding of the total business environment and the vision to see opportunities in the global marketplace.

Students are immersed in a culture of innovation and problem-based learning that will prepare them to embrace and formulate new ideas. They'll apply classroom theories to workplace challenges; learn to collaborate and work effectively in teams across and within functional areas; enhance communication skills; sharpen critical and analytical thinking; deepen ethical-decision making in a business context and pro-actively anticipate rapidly changing business challenges in a global economy. Students will have the opportunity to build a supportive network of fellow students from different professions, backgrounds and nationalities.

Program Intake

Although the College will admit qualified students any semester, the program and course sequences are designed for a fall start. A full time student who starts in fall and has **no** foundation classes to take can complete the program (**most concentrations**) in only one (1) calendar year. The average student in the program needing some foundation courses completes the program in two (2) years.

Campuses

The MBA program is offered at two (2) campuses. The Main Campus (in Dayton OH) offers the flexible part time and full time MBA program on weeknights (Monday through Thursday), as well as fully online classes. The Lake Campus (in Celina OH) offers the 2-Year Part Time Weekend Program exclusively.

MBA Program Orientation

The College offers an online MBA Orientation for new students each semester.

Curriculum

The MBA curriculum is comprised of eleven (11) classes: seven (7) core classes, three (3) concentration electives, and one (1) capstone class. There is no thesis required.

In addition, a student may be required to complete five (5) foundation courses if his/her recent academic background shows a weakness in basic business competencies. All the foundation classes should be completed before commencing upper level coursework.

Foundation

MBA 5100	Survey of Financial & Managerial Accounting
MBA 5200	Survey of Economics for MBA's
MBA 5300	Survey of Finance (Prerequisite: MBA 5100)
MBA 5400	Survey of Business Law
MBA 5800	Applied Statistics in Business

Currently, the foundation classes are regularly offered as short intensive online classes designed to allow the student to progress rapidly through any required foundation. Because the Foundations courses are short intensive courses they do not always follow the standard A, B or C terms and may have unique drop dates that will be posted on the registration web page. All required foundation classes should be completed before commencing upper level coursework.

Foundation Waivers and Placement Exams

Foundation courses may be waived by the College based on previous coursework and/or placement exam scores. The placement exams are optional.

MBA 5100, MBA 5200 and MBA 5400 may be waived if the student has satisfactorily completed (with a grade of B or higher) equivalent undergraduate work within the past seven (7) years. In order to have MBA 5300 or MBA 5800 waived students must pass the placement exam. No previous academic credit will be considered. MBA 5200 has an optional placement test if undergraduate credit does not meet the criteria.

Students must meet the following eligibility requirements in order to register for the placement exam(s):

- Students must have academic credit in the related field of study
- Students wishing to take the placement test for MBA 5300 must have credit for or be waived out of MBA 5100 (the prerequisite course)
- Students must meet with an academic advisor and have an eligibility form submitted to the appropriate department on their behalf.

The placement exams are offered every term by appointment only. Students will need to meet with an academic advisor to determine what placement tests can be taken and to get an eligibility form submitted to the appropriate department on their behalf. After the appropriate department has been notified the student can contact the department and schedule to take the placement test(s) needed.

The following rules apply:

- The placement exam(s) must be completed within the first semester of the program
- Placement exams can only be taken once.

Pre-MBA Status

All MBA students who need one or more Foundation courses will be admitted to a Pre-MBA status. This status will restrict student enrollment in upper level (6000-7000) MBA courses without prior advisor consent and require that all Foundation courses (5000 level) be completed first.

- When all Foundation courses have been completed either by being waived out of the course by passing a placement exam, or successfully completing the course, the student will be changed to full “MBA” status which will allow the student access to upper level MBA courses.
- In the semester in which the student is completing the last of their required Foundation course(s), they may request permission from their academic advisor to concurrently enroll in up to a maximum of six (6) credit hours or two (2) courses of upper level MBA coursework for which they have completed the prerequisite (if any). No more than six (6) credit hours or two (2) courses of upper level MBA coursework, can be taken before all of the Foundation courses are completed.

Core

MBA 7100	Strategic Cost Management (Prerequisite: MBA 5100)
MBA 7220	Economics for Managers (Prerequisite: MBA 5100, MBA 5200, and MBA 5800)
MBA 7300	Financial Analysis & Decision Making (Prerequisite: MBA 5300)
MBA 7500	Leadership and Ethics
MBA 7520	International Business Management: Operations and Environments
MBA 7600	Marketing Strategy
MBA 7800	Supply Chain Management (Prerequisite: MBA 5800)

Concentrations

Concentrations are offered in the following fields:

- Economics
- Finance
- Health Care Management (in conjunction with the School of Medicine)
- Interdisciplinary Business (concentration classes must be pre-approved by an advisor)
- International Business
- Investments
- Management, Innovation and Change
- Marketing
- New Venture Creation
- Project Management

Please refer to the *MBA Fact Sheets* for information on the three (3) classes that make up each concentration. Since concentration classes are offered less frequently than any of the core classes and may have specific prerequisites, it is highly recommended that students declare their concentration at

their first meeting with an Academic Advisor so concentration classes and any associated prerequisites can be mapped out in advance.

Capstone

MBA 7550 Competitive Strategy (Prerequisites: all Foundation courses, the majority of the Core courses and MBA 7300 must be completed)

Eligibility for MBA 7550 is evaluated by the department and permission is given on a case by case basis. Students who wish to be considered for the Capstone course should put their name on the electronic waitlist in the Wings Express system. Before the start of each semester the list will be reviewed and students in their final semester will be given priority registration. If any space remains, students in their second to last semester with extenuating circumstances will be given secondary consideration.

Prerequisites

All prerequisites are enforced. Students cannot take a class and its listed prerequisite concurrently without the expressed consent of the department.

Course Load

Students not in a cohort can take classes either as a full time or part time student. They can freely scale their credit load up or down depending on their own preferences and requirements. Students in a cohort are expected to complete the course load as prescribed by the cohort they are in.

Full Time Student

The Graduate School defines a *full-time* student as a student who registers for six (6) or more hours of graduate credit per semester.

The College defines a *full-time* student as one whose primary focus is the MBA program. Full time students tend to take three (3) to four (4) classes each semester.

Part Time Student

The Graduate School defines a *part-time* student as one who takes less than six (6) hours of graduate credit per semester.

The College defines a *part-time* student as one whose primary focus is not the MBA program. These students tend to have full time jobs and/or family and are progressing through the MBA program at one (1) to two (2) classes per semester.

Out of Class Time Obligation

The common assumption of graduate level study is that for every one (1) hour of class time, the student should complete a minimum of two (2) hours of school work outside of class. It is highly recommended

that students evaluate the time they have outside of class to devote to school work and adjust their course selections accordingly.

Class Schedule

MBA foundation classes and core classes are offered each semester at the Main Campus. Information regarding concentration classes and the semesters when they will be offered in the upcoming academic year is listed on the *MBA Fact Sheet* and is updated frequently to reflect class offerings. *MBA Fact Sheets* are available at the Academic Advising Office.

Weekday Classes

Classes are offered Monday through Thursday either twice a week from 5:00pm to 6:20pm, or once a week from 6:30pm to 9:10pm.

Weekend Classes

Weekend classes are generally only offered at the Lake Campus. Weekend classes are offered Friday 4:00pm to 9:30pm and Saturday 8:00am to 1:30pm. These courses may be offered every other weekend for the complete semester, or every weekend for a condensed term.

There is a mandatory special course fee of \$50 per semester hour (\$150 per 3 credit hour class). Each of the weekend classes has one (1) meal catered. If a student needs to drop a weekend course, he/she will have to contact his/her academic advisor in order to get a prorated special course fee refund.

The *2-Year Part Time Weekend Cohort Program* is a lock-step program designed to complete the entire MBA curriculum with a concentration in Interdisciplinary Business in two (2) years. If foundation courses are needed the student must complete those courses in addition. The complete 2-year course plan, when offered, is available in the Academic Advising Office or on the MBA website.

The weekend classes are designed so that if a student starts in the fall semester they can complete the entire MBA program part time over a period of two (2) years.

Weekend classes at the Main Campus, when available, are open and any admitted MBA student can register for the weekend classes offered as long as the required prerequisite work has been completed. The weekend program offered at the Lake Campus (Celina, OH) is a closed program and preferential registration is given to weekend program students.

Online Courses

Online Foundation

Currently, the Foundation classes are regularly offered as 5-week short intensive online classes designed to allow the student to progress rapidly through any required foundation classes. Students who register

for an online class should be comfortable with technology and the format of online delivery. Please note that the registration deadlines and drop dates for these short intensive classes may be different from regular full semester classes. Always check the details in the course description in Wings Express.

Online Core

MBA Core classes are regularly offered online and currently any admitted MBA student is eligible to register for online sections not set aside for an online cohort.

Online MBA Program

The entire MBA program is offered online. The MBA online program consists of MBA courses regularly being made available to students each semester on a first-come-first serve basis. Thus, students may mix and match online and face-to-face classes to complete the MBA degree. The only MBA concentration courses that are included in the fully online MBA program are the Interdisciplinary Business, Marketing, and Healthcare Management Concentration courses.

International Students with an F1 or J1 visa are not eligible for this program due to US federal laws and regulations governing online course work.

Expectations of Online Coursework

Students who register for an online class should be comfortable with technology and the format of online delivery.

While there are no scheduled on campus class meetings in most cases, web-only classes are not assumed to be independent study where students work at their own pace. There will be a course syllabus and schedule with assignments due. In the registration system you will see some classes may be coded as On-Line, these will not have any requirements to meet or be online at any specific time. You may see online classes coded as Hybrid – in these classes the instructor may require students to attend scheduled online class meetings and/or attend some face-to-face class meetings. In Hybrid courses, testing may be online or on campus as determined by the instructor. Students can click on the *CRN* of the course in *the Look Up Classes* web page for details about each online course.

There are distinct benefits and challenges for online course instruction. For students taking online classes for the first time, it may require some additional tutorial help with becoming oriented to and comfortable with the online format.

Students who register for an online class should be contacted by the instructor who will give further information on the structure of his or her class and the tools used. Some instructors rely heavily on *Pilot*, an application available through the *Academics* tab in *WINGS*. The class instructor will input each student in his/her class into the *Pilot* system. This process may take several days after the student is registered for class to gain access to the *Pilot* system. If a student is having any issues with the *Pilot* system we encourage him/ her to contact the class instructor.

IV. Program Requirements

Program of Study

The *Program of Study* is a defined program that is negotiated between a student and an academic department offering a program. The institution specifically indicates that it will award the degree sought by the student if the work stipulated in the program is satisfactorily completed. By signing the *Program of Study* form, the graduate student specifically agrees to his or her responsibilities for completing the requirements of the program.

The *Program of Study* should be signed by both the student and the Academic Advisor at the students' initial advising appointment to be held before the student registers in his/her first class. If the student is planning to take foundation course placement tests, the Program of Study will need to be completed as soon as the last placement test score has been determined, but no later than the last day of the first semester in the MBA program. A restriction may be applied to a newly admitted students' account which will prevent registration until the *Program of Study* is signed. Continuing students will not be eligible for graduation until an accurate *Program of Study* is on file.

If the student wishes to change his/her concentration or add multiple concentrations, a new *Program of Study* must be drawn up and signed by both the student and the Academic Advisor.

Transfer Credit

No more than twelve (12) semester hours of equivalent graduate level credit (4 classes) from an AACSB-accredited institution with a B grade or better can be transferred. All potential transfer credit must be evaluated and approved by the College. A maximum of one (1) approved transfer course credit can be applied to any concentration. Course credit from a previously conferred degree cannot be applied. See the MBA Program Academic Advising Office for more information.

Five (5) Year Time Frame

The MBA program must be completed within five (5) calendar years from the semester the first upper level (6000-7000) course is taken. Failure to complete the program within five years will result in dismissal from the program. Any 6000- or 7000-level credits earned while enrolled during the five year timeframe cannot be applied if readmitted to the MBA program without MBA committee approval.

Academics

Minimum GPA

Students must achieve a cumulative grade point average of at least 3.0 in all courses taken for graduate credit.

Probation

Students admitted in regular status who have attempted nine (9) semester hours of graduate credit will automatically be placed in probationary status the term their cumulative graduate grade point average drops below a 3.0. Students in probationary status may remain enrolled only as long as all of the following conditions are met:

- The student's current semester GPA is 3.0 or higher;
- The total number of hours the student has earned that would count towards the student's degree program is less than or equal to the total number of hours required for completion of the program plus an additional nine hours;
- The student undergoes formal advising before registering.

If any of the above conditions is not met, then the student will be immediately dismissed.

Credit Hour Limit

Graduate students can normally earn a maximum of eighteen (18) semester hours in a term.

Minimum Grades

No more than six (6) semester hours of "C" grades may be applied to the degree requirements (6000-7000 level courses). No grade below a "C" is accepted.

Grading System

Academic achievement is indicated by the following letter grades and points used in calculating grade point averages:

<u>Grade Quality</u>	<u>Level Grade</u>	<u>Points per Credit Hour</u>
A	Highest	4
B	Second	3
C	Third	2
D	Lowest	1
F	Failed	0

W – Withdrawal Given. The student withdrew or dropped during the fourth through fifth weeks of classes or equivalent, or for which the student petitioned for withdrawal.

X – Student failed to complete course and did not withdraw. The grade X remains on the permanent record and is figured in the grade point average as zero grade points.

I – Incomplete. Given only when part of the required work is missing and arrangements have been made with the instructor to complete the work. The "I" grade may remain on the student's academic record for up to two (2) consecutive terms. This policy does not prohibit instructors from awarding an "I" grade for a lesser period of time. The student will have to make up an incomplete grade by the date the instructor has stipulated or if no date was stipulated, no later than the last day of classes of the second

term. Failure to make up an incomplete grade will result in it being changed to a grade of "F". Students may not graduate with a grade of "I" on their records.

Repeat Policy

Graduate students may repeat two (2) courses previously taken for which the grade received is below a "B" and have the second grade calculated in the cumulative GPA. This applies to all courses on the student's academic record (5000, 6000, and 7000-level courses). Only the hours and grade points earned the second time the course is taken will be included in the computation of the grade point average and the meeting of degree requirements. All other course repeats will include both grades received for a course in the cumulative GPA.

The above course repeat policy does not apply to a course for which a grade was issued as a sanction due to a violation of the University Academic Integrity Policy. If such a course is repeated, the course will not be designated as a repeat and both course grades will be averaged into the graduate cumulative grade point average. The course grade received as a sanction will remain on the student's transcript.

Academic Conduct

Student Code of Conduct

As part of its educational mission, Wright State University established the *Code of Student Conduct* and student conduct system. The Code and related system serves to educate students as to their civic and social responsibilities as members of the campus community, as well to provide students with the opportunities for service and leadership; to resolve disputes in a cooperative, educational, and non-adversarial manner; to facilitate informed participation in the conduct process; and to increase awareness of and respect for differences of culture, gender, religion, race, sexual orientation, and ability.

The Code applies to Wright State University undergraduate, graduate and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension is not permitted. All policies, processes and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Please see the Office of Community Standards and Student Conduct for more information.

Classroom Behavior

In order to foster an optimal learning environment, students are expected to behave cordially and respectfully in all courses and course formats (i.e., traditional classroom, online). Disruptive, rude behavior will not be tolerated in any course. Respectful and professional behavior (i.e., Netiquette) is also required in online course environments.

Examples of disruptive/distracting verbal and nonverbal behaviors include, but are not limited to, the following:

- talking and other side conversation while the instructor or another student is speaking to the class
- text messaging, cell phone ringing
- sleeping

Should inappropriate behavior occur, it is at the instructor's discretion to ask the offending student to leave and/or to drop the class. Disciplinary action may be taken in accordance with the Wright State University Student Code of Conduct through the Office of Community Standards and Student Conduct (Judicial Services). Hostile or harassing behavior will be handled by the Wright State University Police Department.

Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

Examples of Academic Dishonesty:

Taking credit for the work of others, including submitting as your own work any paper, homework assignment, take-home examination, or other academic product created, wholly or in part, by or obtained from another.

Using external assistance during an examination unless expressly permitted by the instructor, including communicating in any manner with another student during an examination; copying material from another student; permitting another student to copy from you; using notes, calculators, or other devices during an examination without express permission from the instructor; and using the assistance of a third party in completing a take home exam when such assistance is not expressly permitted.

Falsifying information in an assigned paper or exercise, including inventing or altering data for a laboratory experiment or field project; altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading.

Engaging in improper conduct such as obtaining or reading a copy of a confidential examination in advance of the time at which it will be administered without the knowledge and consent of the instructor; submitting a paper or essay prepared for one class in another class without the knowledge and consent of the instructor of the latter; creating or making changes to an academic record or changing grades; stealing, changing, destroying, or impeding the academic work of another student; giving or offering something of value to an instructor for the purpose of affecting a grade or academic evaluation; and helping another student cheat.

The following recommendations are made for students:

- Be honest at all times.
- Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals work during exams.
- Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not turn in the same work in more than one class unless permission is received in advance from the professor.
- Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take-home tests, papers, or homework assignments.
- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
- Know the policy -- ignorance is no defense.

Problems, Appeals and Petitions

Resolving an Academic Complaint

In the unlikely event that a student feels that he/she has been treated unfairly while pursuing their academic studies, redress is possible. The student should attempt to discuss his/her concern with the party involved. If the concern is not resolved at that level, the student may wish to discuss the matter with their direct supervisor or department chair. If attempts to resolve the problem at the department level fail, the student may wish to consult with the Associate Dean of the College.

Faculty/Advisor Concern Conference

When any faculty member or advisor has a particular concern about the student's attitude, disposition or behavior that might inhibit the student's professional effectiveness, the faculty member will discuss the said concerns with the student. The emphasis of such a conference will be to resolve any problem which might hinder his/her success. A written record of such a conference, including both the students and faculty member's understanding of the conference, may be forwarded to the department chair and may become a part of the student's permanent record.

Petitioning for an Exception to a Program Regulation – College of Business

MBA students may petition for an exception to a program policy or procedure such as the application of expired credit or transfer credit, permission to take a substitute course, or an increase in maximum allowable credit hours in a semester. Students desiring to appeal a grade given to them by a faculty member must appeal to the faculty member first, then the department if a higher authority is required to resolve the issue. If the student has questions regarding procedure they can make an appointment with an Academic Advisor to discuss all the options available.

Petitioning for Exception to a Scholastic Regulation – Graduate School

Wright State graduate students in active status may appeal for an exception to an academic policy or procedure. Graduate students who wish to appeal may do so by submitting a petition to the Graduate School. Petition forms are available in the Graduate School office. Students should include all supporting documents with the petition.

V. Academic Calendar

The Registrar's Office produces and maintains the academic calendar for Wright State University. This active calendar can be found at the following website:

<http://www.wright.edu/raiderconnect/academic-calendar>

All official deadlines for current and upcoming semesters are listed on the academic calendar including:

- Release date of upcoming semester schedule
- Early Registration and Open Registration Periods
- First day of the semester
- Tuition payment due dates including dates for students on payment plans
- Last day to register online/in person without late registration fees
- Last day to withdraw and receive refunds
- Last day to withdraw without grade, with grade of "W" (not included in GPA)
- Last day to apply for graduation
- Official holidays
- Last day of classes for the semester
- Final Examination week
- Grades due (last date for grades to be submitted by the instructor)
- Commencement date
- When Diplomas will be mailed

It is the students' responsibility to know and abide by the posted academic calendar.

VI. Academic Advising

Academic Advising Office Staff

Mrs. JoAnn Bevelhymmer, MBA, Director of Enrollment Management
Mr. Daniel Dakin, MA, MBA, Assistant Director of Advising
Ms. Alison Gahris, M.Ed., Undergraduate Academic Advisor
Ms. Jessica Kelbley, M.Ed., Undergraduate Academic Advisor
Ms. Monique Scott, M.Ed., Undergraduate Academic Advisor
Mrs. Yao Wu Suttling, MBA, MBA and Undergraduate Academic Advisor

Role and Responsibilities of the Academic Advisor

The Raj Soin College of Business will provide access, guidance, and academic support to all transfer and adult students in the nurturing, diverse, respectful, and supportive environment that assists students in making a successful transition to college and appropriate majors, while developing the foundations for civic engagement and lifelong learning.

When a student is admitted to the MBA Program, the Academic Advisor will process the student's file, evaluate any previous credit equivalent to foundation coursework, assign a DARS audit, and maintain the students file over the period of their academic study at the College of Business. Advisors are available to discuss degree planning, course progression and sequences, prerequisites, and any other questions concerning College policy.

All MBA students are required to meet with an Advisor at least once before their program commences in order to assess and process Placement Testing to be waived out of Foundation courses as needed, sign a *Program of Study* and have any degree restrictions removed which will allow the student to register.

Advising Appointments

Advising appointments can be scheduled by calling the Raj Soin College of Business Academic Advising Office at (937) 775-2437.

Graduate student advising is done by appointment only and the College does not offer walk-in advising for graduate students. While in-person advising appointments are strongly encouraged, in the situation where a student is not able to make it to campus for a face-to-face appointment, it is possible that some issues may be resolved with a telephone appointment. In times of high advisor demand (ie: registration periods) appointments may have to be scheduled further in advance. Admitted students will need to provide their University Identification number (UID) when the appointment is made.

Office Hours

The College of Business Academic Advising Office maintains regular business hours 8:30am to 5:00pm Monday through Friday, with available extended hours. Extended hours change semester to semester. Please call the Academic Advising Office for information about extended hours at (937) 775-2437.

Communication Policy

The Academic Advising Office endorses a general policy wherein all calls, messages, and emails will be responded to within five (5) business days. In times of high volume (ie: registration periods) it may take longer to process requests and reply to communications.

University Identification Number (UID)

Students are requested to list their University Identification Number (UID) in all communication with the College.

Official Wright State Email Address

There is an increasing reliance on electronic communication among students, faculty, staff and administration at Wright State University. Because of this reliance and the acceptance of electronic communication, email is considered the official means for communication. The University will send official communications via email and expects that those communications will be received and read in a timely fashion. Students are expected to check their official email address frequently to stay current with university communications.

Students should also use their official WSU email address for all communication with faculty and staff at the College of Business.

VII. Registration

Registration begins months in advance of the start of each semester. Check the *Academic Calendar* for details regarding the registration and payment periods.

Registration Period

Every student is issued a *registration time ticket* which indicates the earliest date a student can register for the upcoming semester(s). The *Registration Status* link on the *Registration & Records* tab of the student's *WINGS Express* account lists his/her specific registration date. The last date that students are able to register is listed on the *Academic Calendar* for each semester (see *Last day to add classes* in the *Academic Calendar*).

Registering as soon as possible will not only assist the student in securing a spot in their preferred classes, but it will allow the College to assess course demand and therefore enable the College to provide the correct number of sections.

Registering for Classes

There are three (3) ways to register for an open class. The first way is to go to Raider Connect (in the Student Union) and register in person. The other two (2) ways utilize *WINGS Express* >> *Student and Financial Aid* >> *Registration & Records* tab. Students can either look up the class and select the empty check-box immediately to the left of a listed class, or they can input the 5 digit CRN number in the *Add or Drop Classes* worksheet. For more information about these processes you can look on the *Raider Connect* web site or contact an academic advisor.

Late Registration

The College of Business has no obligation to assist students in registering past Wright State University's posted registration period (*Last day to add classes* in the *Academic Calendar*). In some extenuating circumstances, an instructor may be willing to approve late registration in his/her class only if there are seats still available at that time. This is a three step process: The student must first obtain the signature of the instructor on an *Add/Drop Registration Form*, this form can be found on the *Raider Connect/Registrars* web page, secondly, the student must obtain the signature of the Director of Enrollment Management and then lastly, the student must take this *Add/Drop form* to the *Raider Connect/Registrar's* office in person to be entered into the closed class. Fees are associated with late registration. See the *Academic Calendar* for more information.

Payment

If payment is not received by the posted due date students will be dropped from classes. See the *Academic Calendar* or the *Raider Connect, Accounts & Bills tab and then the Due Dates tab* for more details. Once a student has been dropped from classes he/she cannot be reinstated. They must register again if the class is open, or in the case where a waitlist has been activated, the student must waitlist for the class. For more information see the *Tuition and Financial Support* section of this handbook, or contact Raider Connect.

Payment Plans are available and you can see more detailed information by going to the *Raider Connect* web site and then to the *Accounts & Bills* tab and lastly to the *Payment Options* tab.

Classes

Looking Up Classes

Go to WINGS Express >> Student and Financial Aid >> Registration and Records >> Look Up Classes:

- Select the *Term* and click *Submit*
- Complete the *Required Acknowledgement Service* if prompted
- Select the prefix of the class. Include the course number if a specific class is desired or leave the field blank to see all courses offered with that prefix
- Leave *Title* and *Credit Range* blank.
- Select *Campus* (Dayton); *Course Level* (graduate) and *Part of Term* (according to your preference)
- Feel free to leave the remaining fields at their default unless narrower search fields are preferred.
- Click on *Class Search*

The search results page will list all the pertinent information about the class including title, instructor, day/time, location, class capacity, and current number of students registered. Click on the 5 digit *CRN number* for further information about the class including a class description and information on required prerequisites.

Students are required to complete the listed prerequisite(s) in advance of the class.

Types of Classes

- Sections 01 to 20 – Dayton Campus, face to face
- Section 90 – online class. After registering for an online class students should check for further information in *Pilot* (accessible through *WINGS*)
- Section 75 – weekend, face to face class at the Main Campus*
- Section W98 – weekend, face to face class at the Lake Campus (Celina, OH)*

Classes indicated with an asterisk * have an extra course fee of \$50 per credit hour.

Open Classes

Class capacity (CAP) and current number of registered students (ACT) are indicated on the *Look Up Classes* search results in *WINGS Express*. Remaining seats (REM) indicates the number of available seats left in the class.

If a waitlist (WL ACT) has been started, students on the waitlist are being given the opportunity to register in the available seats first. For further information read the waitlist instructions found at the top of the *Look Up Classes* class search results page in *WINGS Express*.

Closed Classes

The College of Business has no obligation to assist students in registering in a closed class. Once a class is closed students have the option of putting their name on the waitlist for that class. Instructors cannot override the waitlist system and instructors are not able to sign students into a closed class.

Wait Listing for Classes

Waitlist instructions can be found at the top of the *Look Up Classes* class search results page in *WINGS Express*. If a space opens up in the class, the first student on the waitlist is notified by email to their Wright State email account. The student then has 24 hours from the time the email was sent to follow the instructions in the email and register in the class. If the student does not follow the instructions within the specified time, then he/she will be dropped from the waitlist. If the student wishes to get back on the waitlist they can do so, but they will be at the bottom of the list.

Withdrawing from Classes

The *Academic Calendar* lists the last date to withdraw online and in person for any given semester. It lists the refund periods where a 100% tuition refund applies. It also lists the last date to withdraw without a grade and with a grade of “W” (not included in the GPA calculation), after which students would receive a grade of “X” (treated like an “F” in the GPA calculation).

Weekend (Friday night and Saturday morning) special course fee refunds are prorated and handled by the Registrar's office. Contact your academic advisor for assistance to obtain this refund if it applies.

Please note that the short term accelerated Foundation courses may have unique drop dates not listed on the *Academic Calendar*. You can find drop date information for these classes on the *Look Up Classes* registration web page in *Wings Express* by clicking on the CRN of the class.

VIII. Tuition, Fees, and Financial Support

Tuition and Fees

Wright State University's Board of Trustees reviews tuition and fees on an annual basis. Rates are generally approved in the summer for the upcoming fall term. Wright State University reserves the right to make policy and fee changes.

Official graduate tuition rates can be found at the *Graduate Education Cost* tab on the Graduate School's website, or at the *Raider Connect* web site under the *Accounts & Bills* tab and then to the *Tuition and Fees* tab.

For more information regarding any of the topics below, please contact *Raider Connect*.

Residency

Tuition is charged at a resident rate (Ohio resident) and a non-resident rate (non-Ohio resident and international). Information on residency requirements can be found at the *Raider Connect* website under the *Registration* tab and then the *Ohio Residency Policy*.

Full Time and Part Time Tuition

Students registered in 1 to 10.5 credit hours per semester are charged tuition at a per hour rate.

Students registered in 11 to 18 credit hours per semester are charged a flat rate (at approximately the cost of 11 hours).

Other Course Fees

Some courses will have additional fees. These fees (if any) are described in the course information found in the course catalog. Weekend MBA classes (Friday night and Saturday morning) classes have an extra administrative fee of \$50 per credit hour. This fee will not be waived. Concentration classes for the Health Care Management concentration also have additional fees. Contact the Center for Global Health for more information.

Tuition Payment

Students registering for fall classes during the early registration period can maintain their registration with just a 5% down payment if he/she enrolls in the Payment Plan on or before the due date. The remaining balance will be divided into equal monthly installments with the last payment due towards the end of the semester. For information on a 3-Payment, or 4-Payment plan, please contact the Office of Financial Aid at Raider Connect.

Wright State will not defer payment of fees or accept partial payments or postdated checks. Financial accounts are subject to audit at any time throughout a student's enrollment or academic career. All student payments, regardless of method, must be made by the payment deadline. Students who registered during the Early Registration period will have their classes cancelled if payment is not received by the payment deadline for each respective term.

The preferred method for payment on student accounts is online through *WINGS Express*. Information on student fees can be found at *WINGS Express >> Student and Financial Aid >> Student Fees*. When using the online method, payment options include E-Check, Debit Card, and Credit Card (a 2.75% convenience fee is added to all credit card payments). There are also options for international tuition payments. See Raider Connect *Payment Options* for information.

Financial Support

The College of Business has competitive scholarships for highly qualified applicants and graduate assistantships available for graduate students. Those interested in student loans and external scholarships should inquire at the Office of Financial Aid at Wright State University.

Graduate assistantships and scholarships are highly competitive. They are intended for high-achieving students who are granted regular full-time admission to the MBA program. Applications for assistantships and scholarships must be made directly to the Raj Sooin College of Business submitted before the application deadline in early spring the preceding academic year. Preference is given to students with demonstrated academic ability. Please see the Raj Sooin College of Business website for additional information regarding both the GA and GTS programs.

Graduate Tuition Scholarships (GTS)

A fixed number of Graduate Tuition Scholarships are awarded to College of Business graduate students at the start of each academic year. Students are selected based proven academic aptitude (GMAT score and GPA). Scholarship amounts vary each year.

Graduate Assistantships (GA)

Normally, graduate assistants (GA's) receive appointments for two (2) semesters, beginning in the Fall. Tuition remission (excluding additional course fees) and a monthly stipend are offered for fall and spring. GA's will work approximately 20 hours per week for an instructor or a department. To receive continued support, assistants and scholars must perform satisfactorily in both degree requirements and

their assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements as determined by the program. Failure to meet these standards, or failure to perform satisfactorily as an assistant, will be grounds for cancellation of the assistantship agreement or scholarship appointment.

Usually, there are two (2) parts to the GA award, a monthly stipend (varying in amount), and tuition remission. Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees (not including laboratory or other program fees). Tuition will be applied electronically once the student is registered for the appropriate number of hours.

Tuition remissions are not authorized for audited courses or undergraduate courses unless the courses are recommended by the graduate program and are directly germane to the assistants' courses of study. Graduate assistants not completing the terms of their assistantship agreements in a given academic term may be required to reimburse the university for all or part of the tuition that was remitted. In addition, a graduate assistant dropping a course(s) after the refund date, without permission of the department/program and the Graduate School, is subject to reimbursing the University for the fees that were remitted for the dropped course(s).

For more information see the Graduate School Policies and Procedures manual. To apply, please see the Raj Sooin College of Business website.

IX. International Student Work Authorization

CPT Authorization

Curricular Practical Training (CPT) is a program which allows F1 visa students the opportunity to work off campus in the field of their study during their program as an integral part of their education.

The Raj Sooin College of Business sponsors part time CPT authorization for full time students to encourage experiential learning within students' areas of expertise as practical supplementation to their primary goal of achieving a degree.

CPT Requirements

Students must meet both University Center for International Education (UCIE) and College requirements. The following policies apply:

1. Eligibility Criteria (UCIE):
 - a. CPT must be an integral part of an established program and directly related to the students' major area of study as determined by their College.
 - b. Students are CPT eligible after having completed one (1) academic year [two (2) consecutive semesters] of full time study in valid F1 status in the United States at any institution, including undergraduate or graduate.

- c. CPT is authorized for one (1) semester at a time and must be pre-approved. CPE credit [not credit bearing] will appear on the student's transcript.
 - d. Students must be in good academic standing.
 - e. Students on a Program Extension are not eligible for CPT.
2. College Requirements (RSCOB):
- a. The student must submit the Academic Departmental Certification Form (UCIE) and the official Offer Letter to their academic advisor for review. The Offer Letter must be on official letterhead and contain:
 - i. Organization's name, address, and point of contact
 - ii. Job title and brief description of duties
 - iii. Hours per week, and beginning/end dates of the position.
 - b. Students are only authorized for CPT in their first semester if they meet the residency requirements outlined in "1b" above. If a student requests CPT in their first semester at WSU they must be concurrently enrolled full time. Students in the first semester of their program are not eligible for CPT without enrollment.
 - c. Students must be regularly admitted to the program (or have met the conditions or provisions of their admission) and be in good standing (3.0 GPA).
3. Part time CPT
- a. Fall and Spring semesters: Students must be enrolled full time and work part time. Part time enrollment with part time CPT will not be approved.
 - b. Summer semester: The College will authorize part time CPT for summer semester regardless of enrollment (excluding students in their first semester in the program, see 2b above).
4. Full time CPT
- a. Fall and Spring semesters: Advisors cannot approve full time CPT regardless of enrollment. Students seeking one (1) semester [or more] of full time CPT, regardless of enrollment, must submit a petition to the Associate Dean. Students in their first semester of the program are not eligible for full time CPT.
 - b. Summer semester: The College will authorize full time CPT for summer semester regardless of enrollment (excluding students in their first semester in the program, see 2b above).

CPT Application Process

Students must pick up the CPT Application Form and the Departmental Certification form at UCIE. Students will submit the Departmental Certification form and the Offer Letter to the MBA Advisor to review and authorize. If the CPT opportunity is approved, the student will be notified to pick up their form from their Advisor. Students will submit the application materials along with the signed Departmental Certification form to UCIE. The student will also bring a copy of the Offer Letter to the Director of Career Management (Mr. Lance Cauley) to register in a non-credit bearing CPE course. When all information has been received and processed by UCIE, the student will be issued a new I-20 which shows the employer and the work authorization. Please follow up with UCIE for more detailed information.

OPT Authorization

The College will support international student's OPT work authorization application to commence after graduation from the MBA program. OPT work authorization is valid for one (1) year only. The OPT process must be initiated at the UCIE office.

X. Graduation

Students must submit an application to the Graduate School during the application filing period for the semester in which they intend to graduate. Applications should be submitted online through *WINGS Express >> Student and Financial Aid >> Registration and Records >> Apply for Graduation*. The application fee is \$35.

All courses must be completed prior to graduation, including any outstanding temporary or incomplete grades. If the degree requirements are not completed as anticipated, it is the responsibility of the student to submit a follow-up application during the filing period for the next appropriate graduation date.

Application Filing Periods

In general, the *Graduation Application* filing period closes the last business day of the second week of the semester in which the student wishes to graduate, excluding the summer semester. Please confirm application deadlines at the Graduate School website. Late applications will be considered for the next graduation date.

Diplomas

Diplomas will be mailed via Post Office approximately six (6) weeks after conferral of the degree, to the local address on file in the Registrar's Office. It is the students' responsibility to notify the Registrar of any change of address.

Commencement Ceremony

Commencement (graduation) ceremonies occur at the end of fall semester and spring semester. Summer graduates are invited to attend the commencement ceremony the following fall semester.

Attending the ceremony is optional. If a student is interested in attending the ceremony, he/she must register during the same time period they submit their application to graduate. Students will be able to indicate their participation on their online graduation application, or they can go to the Commencement website and register online. Students who do not register for the event will not be able to participate in the ceremony. During the registration process, students will be informed about the proper graduation regalia and any other information regarding the ceremony.

X. Student Organizations

Student Clubs

The Raj Soin College of Business offers a variety of student-lead organizations to help students explore careers in business. Each club determines its' own objectives and activities for members. By participating in one (1) or more clubs, students will meet professionals who are already successful in their business careers and network with students who are majoring in an area of business that might be of interest.

- Accounting Club
- American Marketing Association Student Club
- Association of Black Business Students
- Dean's Student Advisory Board
- Economics Club
- Finance Club
- Human Resources and Management Club
- International Business Club
- Management Information Systems Club
- Supply Chain Management Club
- Wright Financial Path

Fraternities, Sororities and Honor Societies

Alpha Iota Delta

International Honor Society in Decision Science and Information Systems

Contact: Dr. Shu Schiller, Chair, Department of Information Systems and Supply Chain Management

Alpha Kappa Epsilon

International Business Honor Society

Inactive

Beta Alpha Psi

Accounting, Finance and MIS Honor Society

Contact: Dr. James Greenspan, Chair, Accountancy Department

Beta Gamma Sigma

International Society for Business Excellence

Contact: Dr. Arijit Sengupta, Associate Dean

Sigma Iota Epsilon

National Honorary and Professional Management Society

Inactive

National Student Competitions

Financial Services Invitational

Students are challenged by sample client situations, rapid-fire questions and on-the-spot decisions.
Contact: Dr. William Wood

Google Marketing Competition

MBA marketing students compete internationally by implementing an online marketing campaign for a real business.
Contact: Dr. Charles Gulas

Institute for Management Accountants

Based on a video of their case study, only four teams nationwide are selected to attend the annual meeting of the Institute for Management Accountants.
Contact: Dr. David Bukovinsky

Society for Human Resources

Wright State's Human Resources Club works throughout the year to be recognized among the Top 10 SHRM Student Chapters in the nation at the annual SHRM conference.
Contact: Dr. Kim Lukaskewski

Alumni Association

Alumni Relations fosters lifelong relationships with graduates through special alumni services and opportunities to stay connected through the Alumni Association.

By joining the Wright State University Alumni Association graduates will enjoy many benefits such as a 20 percent discount on items at Wright State University's Barnes & Noble Bookstore, discounts on Raider basketball tickets, special discounts on Avis car rentals, and membership privileges from the Wright-Patt Credit Union.

Not only are there great discounts when students join but there are other reasons to become a member as well. It is the best way to get connected back to Wright State University and be informed of news and happenings. Members will be able to enjoy great alumni events throughout the month and meet people with common interests.

XI. Campus Services, Resources and Contacts

Wright State University offers many organizations and departments whose sole purpose is to provide support and assistance to students.

MBA Program Office

(Academic Advising)

Raj Sooin College of Business Academic Advising Office

<https://business.wright.edu/master-of-business-administration>

Phone: (937) 775-2437

Fax: (937) 775-3545

Location: 100 Rike Hall

Wright State University Graduate School

(Domestic Admission, Petitions)

<https://www.wright.edu/graduate-school>

Phone: (937) 775-2976 / 1-800-452-4723

Fax: (937) 775-2453

Location: 344 Student Union

Wright State University International Admissions

(International Admissions)

University Center for International Education (UCIE)

www.wright.edu/ucie/student/

Phone: (937) 775-5745

Fax: (937) 775-5776

Location: E190 Student Union

Raj Sooin College of Business Career Management Office

www.rscob-careers@wright.edu

Phone: (937) 775-3497

Fax: (937) 775-3545

Location: 100 Rike Hall

Academics

Academic Success Center

The Student Academic Success Center (SASC) is comprised of several services to enhance students' opportunities for continued and sustained academic success. This center includes the Math Learning Center, Tutoring Services and Writing Center.

<http://www.wright.edu/university-college/academic-help>

Phone: (937) 775-5770

Fax: (937) 775-3942

Location: 122 Student Success Center

Dunbar Library

Each college has its own librarian who can help students find research material. The Raj Soin College of Business librarian is:

Ms. Carol Fang

carol.fang@wright.edu

Business Librarian

328 Dunbar Library

Phone: (937) 775-3149

The library also has a Student Technology Assistance Center (STAC). In this center students have access to and assistance using the latest tools and technology to create or enhance class presentations, create imaging, video production, web design, podcasting, music production and information storage.

<http://www.libraries.wright.edu>

Phone: (937) 775-2525

Fax: (937) 775-2356

Health and Safety

Friendship Food Pantry

The WSU food pantry provides emergency food and referrals to students in times of need, helping them stay in school and meet their educational goals.

<http://www.wright.edu/academicaffairs/servicelearning/foodpantry>

Phone: (937) 775-2495

Location: 134 Allyn Hall

Counseling and Wellness

The Counseling and Wellness Services provides professional counseling services to Wright State University students for little or no cost.

<https://www.wright.edu/counseling-and-wellness>

Phone: (937) 775-3407

Location: 053 Student Union

Student Health Services

The services provided at Student Health Services are comparable to those offered at a family practice setting. All professionals are certified, licensed, or registered in their respective fields. In addition to functioning as caregivers and administrators of treatment, the Student Health Services staff strive to be educators and promote prevention and wellness. They are dedicated to providing primary health care and helping students maintain a healthy lifestyle. The positive approach to living emphasizes the total person: social, occupational, spiritual, physical, intellectual, and emotional.

<http://www.wright.edu/student-health-services>

Phone: (937) 775-2552

Fax: (937) 775-2277

Location: 051 Student Union

Campus Recreation

The Office of Campus Recreation is dedicated to providing quality recreational opportunities for the Wright State community. Campus Rec offers facilities for numerous sports as well as fitness classes to help students stay healthy.

<http://www.wright.edu/campus-recreation>

Phone: (937) 775-5505

Fax: (937) 775-5527

Location: 092 Student Union

Public Safety

The Wright State University Police Department is a full service police department serving the Wright State University campus community including faculty, staff, students and visitors. The department employs police officers certified through the Ohio Peace Officers Training Commission. Police services are available 24 hours a day, 7 days a week.

The Police Department has two (2) locations on campus. The administrative offices and police officer headquarters are located at 118 Campus Services Building and is open from 8:30 a.m.–5 p.m. Monday through Friday.

The Communications Center is located at 060 Allyn Hall and is open 24 hours a day, 7 days a week.

The Wright State University Police Department offers a S.A.F.E. Escort service which is a free walking escort from one location on campus to another. Plus there are emergency telephones installed around campus for reporting emergencies directly to the police department.

<http://www.wright.edu/police>

Non-Emergency Telephone (937) 775-2056

Emergency Phone number (937) 775-2111

Services

Disability Services

The Office of Disability Services offers services, programs, and activities that allow students with disabilities to participate in all facets of university life. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume responsibility for their chosen lifestyles.

<http://www.wright.edu/disability-services>

Phone: (937) 775-5680

TTY: (937) 775-5844

Fax: (937) 775-5699

Location: 180 University Hall / 023 Student Union (Test Proctoring)

Career Services

The Office of Career Services is dedicated to helping students and alumni develop career and life-planning skills, acquire experience, master job search strategies, and seek rewarding employment. They facilitate mutually beneficial relationships between employers, faculty and staff, students and alumni in order to meet the dynamic needs of today's workplace. They provide the following services to Wright State students; Career Exploration, Part-time Student Employment, Cooperative Education and Internships, and Career Employment Job Search and Development.

<http://www.wright.edu/career-services>

Phone (937) 775-2556

Fax: (937) 775-3381

Location: 334 Student Union

Raj Soin College of Business Career Management Office

The Career Management Office is committed to helping Raj Soin College of Business students achieve their career goals. This office can help with career exploration and planning, developing resumes, finding internships, finding career opportunities, interviewing, benefits negotiation and more.

<http://rscob-careers@wright.edu>

Phone (937) 775-3497

Location: 100 Rike Hall

Computer and Telecommunication Services (CaTS)

This department provides service and support for all campus technology, including Internet access, computer labs, electronic classrooms, telephones, information technology security, and administrative and computing resources. Students having trouble logging in to their students account should contact CaTS for assistance.

<http://www.wright.edu/information-technology>

Phone: (937) 775-4827 or 1 (888) 775-4827

Location: 025 Library Annex

Student Legal Services

Student Legal Services (SLS) is a non-profit law office that has served the students of WSU since 2000. SLS currently employs two (2) full-time attorneys that typically advise and represent over 1,000 students each year. Additionally, SLS promotes educational opportunities for the entire student body that are related to legal issues facing today's students. Students must pay an eleven dollar (\$11) participation fee at the beginning of each semester to use the services.

<http://www.wright.edu/student-legal-services>

Phone: (937) 775-5857

Location: 015 Student Union

MiniU – Childcare Services

Wright State University's Child Development Center offers a variety of programs for children six (6) weeks to twelve (12) years of age. If the student has dependent children and child care expenses, resources may be available to assist with those expenses or special considerations for childcare expenses may be taken into account when determining financial aid awards. Additional funding may be available through the Department of Job and Family Services in the county in which students reside.

<http://www.miniuniversity.net/Wright-State-University.asp>

Phone: (937) 775-4070

Multicultural Centers and International Services

Bolinga Black Cultural Resources Center

Opened in 1971 as a tribute to Dr. Martin Luther King, Jr., the Bolinga Black Cultural Resources Center promotes cultural diversity through programs, activities, and forums that celebrate the African American experience. The center also provides academic and personal support to students. Individual counseling is available by scheduling appointments with Bolinga Center staff, and a number of student organizations, such as Black Men on The Move, Black Women Striving Forward, and the McLin Scholars Association offer peer support.

<http://www.wright.edu/bolinga-black-cultural-resources-center>

Phone: (937) 775-5645

Fax: (937) 775-2692

Location: 140 Millett Hall

Women's Center

The Women's Center serves as an information clearinghouse on women's issues and services, fostering greater ties between women at Wright State and women in the community. The center promotes gender equity through educational programs and activities that honor the roles, contributions, and experiences of all women. The center also provides resource support for the Women's Studies program and accommodates meetings, workshops, and other small group gatherings that address the concerns and interests of women on campus.

<http://www.wright.edu/administration/womensctr>
Phone: (937) 775-4524
Fax: (937) 775-2692
Location: 148 Millett Hall

Asian/Hispanic/Native American Center

The Asian/Hispanic/Native American Center was created in October 1997 to support the academic, social, and cultural needs of Asian, Hispanic, and Native American students, faculty, and staff at the university. It also serves as an informational resource center regarding the Asian, Hispanic, and Native American experience and creates an appreciation and understanding of the diverse Asian, Hispanic, and Native American cultures represented within the community. The center's programs consist of guest speakers, workshops, film series, and celebrations of the Hispanic, Native American, and Asian Heritage Months.

<http://www.wright.edu/administration/ahna>
Phone: (937) 775-2798
Fax: (937) 775-2692
Location: 154 Millett Hall

University Center for International Education (UCIE)

The University Center for International Education seeks to achieve its mission by serving as the focal point of international education on Wright State's campus by:

- Coordinating the efforts to recruit, admit, and advise international students and scholars and assist them in achieving academic and personal success
- Promoting cross-cultural understanding by developing and coordinating exchange and study abroad opportunities for Wright State University students, faculty, and staff
- Collaborating with academic departments and global partners to internationalize the curriculum and seek external funding to support new international initiatives.

<http://www.wright.edu/ucie>
(937) 775-5745
Fax: (937) 775-5776
Location: E190 Student Union

Other WSU Services and Departments

Parking and Transportation

All students are required to display a valid parking pass when parked on Wright State property. Students can order a parking permit, manage their parking account and appeal/ pay parking citations at the Parking and Transportation website: <http://www.wright.edu/parking-and-transportation>.

Wright1 (Student ID Card)

The Wright 1 Card serves as the student primary identification card, library card and also gives students access to the fitness center, sporting events and several specialized labs around campus. It also acts as a pre-paid debit card at campus eateries, the bookstore, vending machines, and select restaurants off

campus. Students must be registered for classes before they can request a Wright1 Card in person at the Wright1 Card Center.

<http://www.wright.edu/wright1-card>

Phone: (937) 775-5542

Location: 055 Student Union

Barnes and Nobel Book Store

Located in the Student Union Building, the campus bookstore offers spirit wear, school supplies, and snacks in addition to the majority of textbooks required by instructors (for purchase or rental).

<http://wright.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=30557&catalogId=10001&langId=-1>

Phone: (937) 775-5600

To search the bookstore website to see the textbooks required for upcoming classes access the portal through *WINGS >> Academics >> Order Books*. The same portal can be found by going directly to the bookstore website.

XII. Checklist

Apply to the MBA Program

- Fill out online application at the appropriate admissions office web site; Graduate School for domestic applicants or International Admissions for international applicants and pay the application fee.
- Submit previous transcripts to the Graduate School.
- Take GMAT exam if needed. It may take up to two (2) weeks for the Graduate School to receive the scores.
- International students must also submit documents required for a visa application to The International Admissions Office.

Admission to the Program

- Receive your letter from the admissions office confirming that your application has been received. This letter will also list your *University Identification Number (UID)* and login information.
- Receive your acceptance email from the admissions office and an admission letter from the College of Business. International students will receive information and documentation for their F-1 visa from the International Admissions department.
- Call the Raj Sooin College of Business Academic Advising Office (937) 775-2437 to set up an initial advising appointment to discuss the program and sign your *Program of Study*. If you are planning on taking the optional foundation placement tests at a later date, you might not complete the *Program of Study* at your first appointment.
- Use the course planning guide to map out your required classes and any course sequences.
- Register for classes.
- Order your parking pass online in advance of the semester.
- Pick up your student ID card: *Wright1*.
- Attend the mandatory *MBA Orientation*. If you choose to take the optional foundation placement tests you will have to follow up with an advisor once the results have been received to sign a *Program of Study*.
- Purchase your textbooks and begin your coursework.
- Meet with your Academic Advisor if you have further questions about courses or College policy.

Preparing to Graduate

- Confirm that you have met all the requirements of your degree with your Academic Advisor the semester before you plan on graduating.
- Submit an application to graduate through *WINGS Express* during the application period. Register for the optional *Commencement Ceremony* if you are planning to attend.