



MBA PROGRAM NEWSLETTER

University of Dayton

February 2014

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Important Dates

Sat, Feb 1 Last day to apply to graduate May 2014

Wed-Mon, Mar 5-10 Mid-Term Break begins after last class / Classes resume at 8:00 a.m.

Wed, Mar 27 Summer Registration begins

Wed-Mon, Apr 16-21 Easter Recess begins after last class / Classes resume at 4:30 p.m.

Fri, Apr 25 Last Day of Spring classes

Mon, Apr 28 - Fri, May 2 Spring Term Exams

Mon, May 12 First day of Summer Session

See the *Full Academic Calendar* for more information:
catalog.udayton.edu/graduate/generalinformation/theuniversityofdayton/currentyear/

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Check Out the New MBA Program Website



The MBA Program has just launched a new website! The new website is easy to navigate and has all of the information that our students need in a convenient format! Be sure to check out our new Student Resources and News and Events tabs for valuable resources and up-to-the-minute news about the University of Dayton MBA Program.

Visit our new MBA Program website today at:
http://www.udayton.edu/business/master_of_business_administration/index.php#!

UD MBA Alumnus among Finalists in the 2013-2014 University of Dayton Business Plan Competition

The University of Dayton Business Plan Competition has advanced to the Finalist Round! **Among the five finalist teams is TravelBlender whose team members include UD MBA alumnus George L'Heureux (2010) and Genevieve Catalano. Congratulations!!**



This year's UD Business Plan competition included 117 teams comprised of 133 current students, 29 alumni, and 65 community members. This year's competition is the largest to date and included the largest number of students and alumni in the competition's history. **The School of Business Administration has been represented by the highest number of individuals across the teams.**

Beverages and Snacks at River Campus

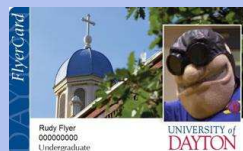
Snacks and beverages are available at the vending machines located on the second floor of the River Campus near the MBA classrooms. **A new hot beverage vending machine is coming soon!**

Please note that there is an ATM located on the first floor near the cafeteria area.

The Riverview Café, located on the first floor in the Cafeteria area, closes at 2:00 p.m. in the afternoon. **Please make other arrangements for hot meals prior to arrival for evening classes.**



Remember your Flyer Card!



Just a reminder that the River Campus, located at 1700 S. Patterson Blvd., is a secure building. **Students must use their Flyer Card to access the building.** Please note that there will not be a receptionist on duty during evening classes.



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Look up your MBA Courses Online!

The MBA course schedule is available on Porches!

- Go to the Flyers First tab
- Click on "Search and Register for Classes"
- Select the desired Term
- Select "Advanced Search"
- Select "Master of Business Admin" and "Section Search"

You will see a list of all the MBA classes offered for the entire term.

This list includes seat availability, instructor names, dates of classes, room assignments, and additional remarks.

Summer registration news coming in March.

After you have registered for the term, please check Porches just prior to the start of classes as room assignments may change.



Registration Information

How do I register for classes?

Summer 2014 registration begins
Wednesday, March 27th



The first day of registration ...

- ⇒ Register online beginning at 8:00 a.m.
- ⇒ Register by phone with the MBA Office beginning at 8:30 a.m.

Registration

- **Fully accepted MBA students should register online (for non-permission courses)**
- Conditionally accepted students must register by phone.
- Permission classes may not be self-registered. Please call the MBA office to register for all permission classes.

Telephone Registration

If registering on the first day of registration, please leave only one voicemail on one phone line.

Please speak clearly and include:

- Your full name (spelling your last name)
- Your student I.D. number
- Courses with section number you would like to register for
- Your daytime telephone number

UD Bookstore Video: Ordering Textbooks

See video link below for assistance ordering textbooks online:

http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=278905&cm_mmc=%20Redirect- -VanityURL- -udaytontextbooks.bkstr.com- -278905

Note: Due to a water main break in the UD Bookstore, online textbook orders may not be fulfilled in a timely manner. It is recommended that textbooks be purchased in-person at the temporary bookstore located in the MAC gym at the RecPlex.

Visit the UD Bookstore website:

<http://www.udayton.edu/bookstore/>





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Deferred Tuition

Reimbursement Plan

Does your employer reimburse you for your MBA tuition? You may be eligible for a tuition deferment plan.

To apply, go the Office of Student Accounts/Bursar page on the UD website, under "Payment Plans" choose MBA/Graduate Engineering/ADAP Deferment Application.

Please see the Bursar's website:

www.udayton.edu/bursar/

GMAT/GRE

Preparation

For exam preparation it is strongly recommended that students:

- Purchase a test preparation guidebook. Both Princeton Review and Kaplan offer multiple guides for both exams.
- Spend at least 40 hours preparing for the exam.
- Take practice exams offered online to test-takers once registered for their exam at the www.mba.com and <http://www.ets.org/gre> AND/OR the online/CD/paper practice tests that comes with a test preparation guidebooks.

Note: Practice exams are no longer held on campus due to the convenience of the online offerings.

Half Semester MBA Course Policies

The following registration, examination, and financial guidelines will be applied to ALL MBA courses scheduled for half semester (8 weeks-Fall & Spring Terms and 3/6 weeks for Summer Terms) duration.

Registration

Last day to complete registration: Last business day before the date of the first scheduled class session.

Last day for late registration, change of grading options, and schedules: Last business day before the second scheduled class session.

Last day to withdraw without record: Last business day before the third scheduled class session.

Last day to withdraw with record of W: Last business day before the sixth scheduled class session.

IMPORTANT: Tuition & Fees Refund Schedule

If you drop a class, you will receive a percentage refund based on the following schedule:

- 100% refund if course is dropped before the first class session
- 65% refund if course is dropped before the second class session
- 35% refund if course is dropped before the third class session
- 0% refund if course is dropped after the third class session

Late Fees

If the class is held the first half of the term, a late fee will be assessed based on the regular policy:

- \$15 during the first week of the term
- \$30 during the second week of the term
- \$45 during the third week of the term and thereafter

If the class is held during the second half of the term, a late fee will be assessed based on the starting dates of the class following the schedule above.

Examinations

Final examinations will be held on the last scheduled class session (could be a Saturday). For some terms, there are only fifteen class days provided by the schedule. When this occurs, the last class day is established as Saturday and is designated the final exam day for the first half session course.





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MBA Program Grading Policies

Grading

Grading is based on a point system in which corresponding letter and quality points are the following:

- A Excellent (4.000 quality points)
- A- (3.667 quality points)
- B+ (3.333 quality points)
- B Average (3.000 quality points)
- B- (2.667 quality points)
- C Poor (2.000 quality points)
- F Failing (0 quality points)

DegreeWorks and Student Transcripts on Porches

To view your progress toward your Degree Requirements in DegreeWorks:

- Go to Flyer First (Academics) tab
- Select **DegreeWorks**
- Click "Run Audit"

To view your Unofficial Student Transcripts on Porches:

- Go to Flyer First (Academics) tab
- Select "View Academic Transcript" Under **Registration Tools**
- Choose Transcript Level "Graduate"
- Click "Submit"

Expectations & Evaluations

The faculty maintains high expectations of students. By creating and maintaining a climate of challenge, faculty help students to demonstrate significant academic achievement. These expectations are shared with students early in each semester and those challenging goals are then reinforced as the term progresses. The faculty then carefully examines student performance in light of these objectives and will use the full range of possible grades below to evaluate that performance. A GPA of 3.0 or higher must be maintained and is the minimum required for graduation.

Graduate Retake Policy

If an "F" grade is received in a Foundation, Core, or Capstone class, the student must repeat the class and earn a passing grade. All retaken classes, including the original attempt, are shown on the student's transcript and in most cases the grades for both the original course and all retake attempt(s) are included in cumulative quality-point average calculations. Consistent with University policy, however, graduate students may retake a single course one time only during the course of their program and exclude the lower grade from the calculation of their cumulative quality-point average, although both attempts will be shown on the transcript. Please refer to the Graduate Retake Policy for more details http://ecommons.udayton.edu/senate_docs/201/.

Other Possible Grades Assigned

Incomplete "I" Grade A student in good standing in a course may, after the official withdrawal deadline, petition to the professor for an "I" grade. This grade is appropriate only if extraordinary conditions beyond the control of the student have led to an inability to complete course requirements. This must be documented and approved by an instructor who may then assign an "I" grade if a) the reasons presented by the student are deemed acceptable, b) the student has completed a sufficient amount of coursework to justify this grade in anticipation of completion of the work, and c) the professor and student agree to a one-term plan of action for completing the coursework. In the School of Business Administration, the additional coursework must be completed and graded within one calendar year from the date listed on the grade report or that "I" grade will automatically change to an "F" on the student's transcript.

Audit "X" Grade The "X" grade indicates that the student has registered to audit the course. No credit hours or quality points are awarded. Any course taken for audit may not be retaken at a later date for credit. Therefore, a course required for graduation may not be audited.

No Grade "N" Grade The "N" grade indicates that no grade was reported by the instructor. Questions should be directed to the instructor.





Academic Standards

The faculty of the University of Dayton School of Business Administration is committed to a rigorous learning environment which challenges MBA students to achieve high levels of performance. This environment fosters the development of contemporary business skills and abilities among students.

MBA Program "Two Strikes and You're Out" Policy

Any student found to have violated the usual standards of academic honesty may receive an "F" for the course.

Any student found to have violated the standards of academic honesty FOR THE SECOND TIME will be dismissed from the MBA Program.

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MBA Program Academic Standards

Academic Probation

A student will be placed on probationary academic status if his or her cumulative grade point average falls below 3.0 .

- While on probation, a student may not transfer any coursework from another university or college and may not receive financial assistance administered by the School of Business Administration.
• That student must follow an academic recovery plan, approved by their graduate program. This plan will specify goals, expectations, and a timeline for achieving good academic standing. It must also specify the duration of the probationary period.
• A student on academic probation will be returned to good academic standing if their cumulative grade point average reaches 3.0 or better at the end of the probationary period.

If a student remains below a 3.0 upon completion of the academic probation period, they will be dismissed from the program. Finally, a student who has returned to good academic standing, but whose GPA again falls below 3.0, must complete a plan to return to good standing and have it approved by the program director if they wish to continue in the program. In no circumstances, however, will students be permitted to take more than 9 credits beyond initial degree requirements in order to return to good standing. Likewise, all must be eligible to graduate within the five-year limit for post-foundation credits. Failing this, a student will be dismissed.

Please see the University Academic Standards Policy for more details at http://catalog.udayton.edu/graduate/schoolofbusinessadministration/academicstandards/.

Academic Dishonesty

The University of Dayton considers academic dishonesty to be "any attempt by a student to obtain, or to assist another student to obtain, a grade higher than honestly earned." (This includes plagiarism, submission of term papers which were not written by the stated author, fabrication of source materials, cheating on examinations, and submission of work prepared by another person.

In addition to the above, it should be noted that the instructor assumes that all students understand that materials submitted for grading should have been prepared solely by the student submitting the assignment, and that the materials in question have been prepared originally and solely for submission in this class, this semester. Thus, submissions of co-authored materials (unless the assignment specifically calls for co-authorship), submissions of work prepared for this course during previous semesters, and submissions of work prepared for other courses during the current semester or previous semesters will be considered to be "an attempt by the student submitting such materials to be an attempt to obtain a grade higher than honestly earned," and thus falling under the academic dishonesty policy.

Such behaviors, and any other violation of the usual standards of academic honesty, may result in a grade of "F" being awarded for the course. Students receiving such a deficient grade due to academic dishonesty will not be allowed to withdraw from the course with a grade of "W."

Please see the University of Dayton Graduate Bulletin's section dealing with academic dishonesty for more details at http://catalog.udayton.edu/graduate/generalinformation/academicinformation/academicdishonesty/.



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Thinking about choosing a Concentration?

The University of Dayton MBA Program offers concentrations in **Marketing, Finance and Cyber Security.**

Taking (3) elective courses in the above areas will result in a concentration noted on the students official transcript.

Keep in mind that **declaring a concentration is purely optional.** Over half of our current MBA students have chosen to earn a general MBA.

MBA Student Advising

For more information on the MBA Program requirements **request an appointment** with an MBA Program Advisor at mba@udayton.edu or call 937-229-3733.

Post Master's Business Certification Program

The University of Dayton has designed a unique Post-Master's Business Certificate Program designed to enable business leaders to keep pace with today's changing business demands. The program allows professionals who have already achieved a master's degree in business to further advance their career development by earning a professional graduate certificate in an approved concentration field.

A Post-Master's Business Certificate may be earned in Cyber-Security, Finance, or Marketing. In addition, students may choose any three electives to earn a certificate in Contemporary Topics. To attain a certificate, a student must complete a minimum of nine (9) semester hours of approved graduate elective credit at the University of Dayton in the chosen area of concentration. Additional prerequisite credits may be required via academic course work or placement exams if graduate studies were completed more than four years ago.

Students have three years to fulfill the required credits. Upon completion, a Post-Master's Business Certificate noting professional competency in the chosen academic discipline is issued. For more information on how you may keep your professional skills updated and earn the recognition you are seeking, please contact the UD MBA Office at (937) 229-3733 or visit our website at www.udayton.edu/business/master_of_business_administration/index.php#2.

Cyber Security Concentration / Certificate

The University of Dayton's Masters in Business Administration (MBA) program in partnership with Riverside Research are offering students the unique opportunity to take a three-course sequence in cyber security management, resulting in a certificate or MBA concentration.

This credential qualifies students to support the government and industry through addressing domain specific requirements and preparing candidates for three highly sought after DoD 8570 Certifications: (ISC)2 Certification & Accreditation Professional (CAP), CompTIA's Network+ and Security+. In less than one year, qualified students are able to obtain three DoD 8570 certifications and complete approximately one third of the course requirements toward their MBA.

Qualified students may opt to participate in only one or two of the courses, based on availability. **Individuals interested in the new cyber security management classes must be eligible for U.S. government security clearance. Please note that there is an additional \$750 special fee for MBA 662B as well as MBA 662C.**





Do You Know what Career Services has to Offer?



Hire A Flyer – job board featuring Ohio and National employer contact information, job postings, and the Alumni Network. (Please upload a resume for complete access.)

<http://careers.udayton.edu/>

- Job Search & Networking Strategies
- Resume and Interview Resources including Mock Interviewing
- Career Development Workshops
- Salary & Negotiation Tips
- Career Transition Assistance

You can contact **Sylvie Stewart**, Career Advisor at ssewart1@udayton.edu.

For an appointment call, 937-229-2045

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UD Spring 2014 Career Fair

Monday, February 3rd, 1:00-5:00 pm at UD Arena

This event is open to all UD students and alumni interested in looking for internships/co-ops and full-time careers. Employers will be seeking candidates from a variety of majors for opportunities with their organizations in cities across the country.



For more information see: www.udayton.edu/careerservices/events/careerfairs.php

Favorite Career Website Resources!

1. <http://www.onetonline.org/>
Dept. of labor site, use the "Occupation Quick Search" box located at the top right of the page, key in a job area that interest you such as "analyst" or "marketing" to see detailed reports of specific job options. Each report explains jobs, skills, knowledge, salary and much more! Great tool for borrowing words when creating your resume wording and prepping for an interview.
2. <http://www.careerinfonet.org/employerlocator/>
Amazing feature! Allows you to find employer targets for any city and state, by industry target, often times shows contact names.
3. <http://www.yellowpages.com/> - use to find specific target companies
4. <http://www.indeed.com/>
Similar to a Google search for jobs posted on internet sites. Set up alerts by putting your email address at the bottom of the page and jobs will be sent to you.
5. <http://www.udayton.edu/careerservices/statistics/index.php>
Career Services graduate stats site - great for seeing where (employer name and location) past grads have found employment and the average starting salary per major reported.
6. <http://www.udayton.edu/careerservices/> - Check out all of our resources!!!

How to Activate Your Hire A Flyer Account

From the Career Services website, <http://careers.udayton.edu/>, click on **Hire a Flyer** in the green menu bar and then select Student Login.

- Use your Novell/LDAP username and password to log in.
- Click on My Account and select My Documents to Upload or update your resume.
- Select On-Campus Interviews in the menu bar, then select Qualified Schedules for all interviews.
- Select Career Events in the menu bar for all information sessions/events.





Did your know what our Libraries have to Offer?

Roesch Library offers leading-edge digital resources along with more than a million volumes of books. As part of the pioneering OhioLINK system students have access to check resources from 85 state and private academic libraries and the State Library of Ohio as well as interlibrary loans from more than 400 universities around the world.

Do you know how to access Journal articles in Business Source Complete?

Go to the Library home page at <http://www.udayton.edu/libraries/index.php>

- Choose the “Databases” tab
- Click on “B”
- Scroll down to “Business Source Complete”

This is the best database to search for articles found in the top business journals!

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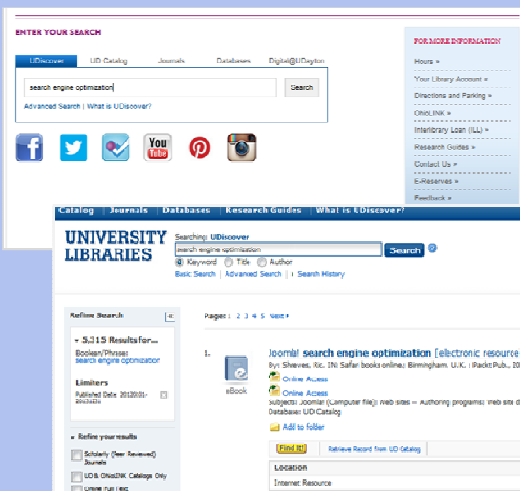
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Library Service for MBA Students: Discover UDiscover!

UDiscover is a new search enhancement recently added to the University Libraries’ website (<http://udayton.edu/libraries>). It streamlines the process of searching the “deep Web” of resources brought to you by Roesch Library and OhioLINK, finding information you would miss if you only use Google.

To use UDiscover, just type some keywords in the search box on the library site.



You can limit your initial results using tools in the Refine Search area on the left. Articles, e-books, and other sources are interfiled. Online Access links or the Find It button will lead you to each item or tell you where to get them. You may still need to consult specialized databases (see how to access journal articles in Business Source Complete article at lower left).

Questions? Contact Joan Plungis, Reference and Instruction Librarian at jplungis1@udayton.edu or 937-229-4245 OR Roesch Library Information Desk, 937-229-4270, text or e-mail ref@udayton.edu.

Summer 2014 Fellowship Opportunity for MBA Students

The University of Dayton Office for Graduate Academic Affairs annually awards competitive fellowships to graduate students who wish to devote time to research and/or creative/scholarly projects during the third (summer) term of the academic year.

The Graduate Student Summer Fellowship program is intended to assist students in completing capstone or independent study projects, master’s thesis or doctoral dissertation research, or other creative/scholarly activities that satisfy curricular requirements. Graduate students from all disciplines in good academic standing are invited to apply each summer.

This year’s fellowship awards will include a \$5350 lump sum payment. A total of 35-40 fellowship awards are anticipated, contingent upon the quality of proposals submitted. Please note that beginning this year, during the fellowship award period, awardees will be prohibited from having any other means of employment, including University of Dayton-issued GA contracts.

The application deadline is 4:30 p.m. on Thursday, March 6, 2014. Awards will be announced in mid-April. Questions? Contact the Office for Graduate Academic Affairs (GAA) at 229-2390

UNIVERSITY of



DAYTON

MBA Program

University of Dayton

MBA Program

School of Business Administration
300 College Park, Dayton, Ohio 45469-7020
River Campus, 1700 S. Patterson Blvd. M2500

Phone: (937) 229-3733

Fax: (937) 229-3882

E-mail: mba@udayton.edu

Find us on Facebook, Twitter, and LinkedIn

Visit us online today!

business.udayton.edu/mba

The University of Dayton
MBA Program is
a Proud Sponsor of
Generation Dayton

OUR MISSION
To be the advocate on behalf of our members, to provide value to those we serve, to enrich, support, connect, and motivate all young professionals in the Dayton region.
GENERATION DAYTON
The Place For Dayton's Young Professionals
A Program of the Dayton Area Chamber of Commerce
Generation Dayton Is Seeking Young Professionals To Get Involved:
ATTEND MEMBERSHIP 411
JOIN ONE OF OUR COMMITTEES
COME TO EVENTS
BRING COLLEAGUES
USE OUR MESSAGE BOARDS
INTERACT VIA SOCIAL MEDIA
To learn more or to become a member visit
www.generationdayton.org

MBA OFFICE

Office Hours:
8:30 a.m. - 4:30 p.m. Monday through Friday
Advising after 4:30 p.m. available by appointment

Table with 3 columns: Name/Title, Phone Number, and Email Address. Includes staff members like Mandy Schrank, Theresa Weber, Rebecca Tinch, Jim Castrataro, and Sylvie Stewart.

RECOGNIZED. RELEVANT. REWARDING.

University of Dayton
River Campus
1700 S. Patterson Blvd.
Formerly the NCR World Headquarters



Shuttle Service Connects Main Campus,
River Campus & GE Building

The University will continue to provide shuttle services while classes are in session during the semester.

The pick-up/drop-offs are at Irving Commons, RecPlex, CPC, Roesch Library, River Campus, as well as limited service to the GE building.

For the estimated shuttle time schedule, please see:

http://www.udayton.edu/finadmin/purchasing/shuttle.php

