



UNC GREENSBORO

Bryan School *of*
Business *and* Economics

MBA PROGRAM
Graduate Student Policy Handbook

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I. General Overview of the Handbook, MBA Program Governance, & MBA Credo

This handbook provides information about the policies, procedures, degree requirements, resources, and student awards as applicable to students of the degree and certificate programs in the Bryan School of Business and Economics at UNCG administered through the MBA Program.

As a graduate student, you are responsible for your progress in the program: **Do not assume that your advisor or faculty members will remind you of every step that you need to take.** Read this Handbook in its entirety and consult your advisor or the Administrative Graduate Program Director if any of the requirements described are unclear.

The information provided here adds to information in the [UNCG Catalog](#). For specific university policies and regulations see the [Academic Regulations and Policies](#) section of the catalog. For other policies related to The Graduate School, see the Enrolled Students section of the [UNCG Graduate School website](#). We have limited much of the Handbook's coverage to the expectations, guidelines, and requirements specific to the MBA program. All enrolled students are expected to be cognizant of and follow the University policies and procedures as published in the Catalog and by the Graduate School.

MBA Program Governance

The MBA Program encompasses several disciplines and as a result, is governed by the MBA Program Committee rather than a department committee. The MBA Program Committee consists of six faculty members, one current MBA student and one alumni of the MBA program. The MBA Program Director/Associate Dean responsible for graduate programs and the Administrative Director of Graduate Programs serve as ex-officio members of the Committee. The MBA Program Committee provides the ongoing governance of the program. The MBA Program Assembly, consisting of all graduate faculty in the school eligible to teach in the MBA Program, approves all recommendations related to the Program's mission, goals or objectives, program requirements, admissions guidelines, and continuing eligibility requirements.

The Administrative Director of Graduate Programs and the staff in the Graduate Programs Office serve as the day-to-day contacts for any problems or issues that you encounter. The MBA Program Director/Associate Dean is the Graduate Program Director (GPD) and is responsible for all functions required for that role by the Graduate School.

MBA Advisory Board

The MBA Advisory Board is made up of 15-18 company executives, including alums, from in and around the Triad. The MBA Advisory Board has one current student representative. The main function of the board is to serve as a sounding board.

UNCG MBA Credo

As a participant in the UNCG MBA program, I know, I understand and I do in order to act in a manner that is extensive of the good for me, my organizations, my communities and my world. To extend this good, I must discipline myself to learn from historical and contemporary leaders as well as scholars who embody excellence in their thoughts and actions. I understand my life as not just mastering these standards of excellence but extending them through my own life and practice.

II. MBA-Related Certificate & Degree Programs: Details & Requirements

The MBA program offers the following certificate and degree programs:

Graduate Certificate in Business Foundations:

The purpose of the Graduate Certificate in Business Foundations is to provide professionals who have a bachelor's degree in a non-business field the opportunity to acquire education in business administration without committing to the lengthier MBA program. The Graduate Certificate focuses on fundamental business courses. This 12-credit hour certificate can be completed in as little as two semesters (either fall/spring or spring/fall) of part-time study. The Certificate is tailored to professionals who are not ready to commit to pursuing an MBA. However, these credits can apply towards the MBA if they decide to pursue the degree upon completion of the certificate program.

Certificate Requirements (12 credits)

Select 4 courses (12 credits) from the following:		
MBA 701	Quantitative Analysis	3
MBA 702	Financial and Managerial Accounting	3
MBA 703	Managerial Economics	3
MBA 716	Leadership	3
MBA 717	Innovation	3
MBA 718	Global Business in Practice	3

Requirements for the MBA Degree:

The Bryan School of Business and Economics offers a Master of Business Administration program with a 45-credit hour Early Career Professional track or a 42-credit hour Experienced Professional track. Students may be allowed to waive up to 9 credits of basic level MBA courses based on prior academic accomplishment. A minimum of 36 credits in the Early Career Professional track or 33 credits in the Experienced Professional track must be completed to earn the degree.

Concentrations in finance, information technology, business analytics, marketing, cybersecurity, international business, and supply chain management are offered both to Early Career Professional and Experienced Professional students.

The MBA – Early Career Professional track offers a face-to-face and online option and is designed specifically for individuals with limited or no professional experience. This MBA program is focused on catering to career professionals and there are no separate classes for students with less work experience. That being said, we recognize that recent graduates often need access to an MBA program early in their journey and that is where the Early Career Professional track comes into play. We will admit recent bachelor's degree graduates with less work experience and strong academic records BUT we require these students to participate in a variety of activities designed to help make up for that lack of experience, namely:

1. **Basecamp** – Basecamp is a required in-person orientation and attendance is mandatory. **If a student cannot attend Basecamp, they are required to defer their admission to a future term.** This provides an important foundational understanding of the skills needed in the program, expectations of graduate students, and helps prepare students with limited experience for the rigor of a graduate program.
2. **Mentoring program** – Students must participate in a mentoring program and actively engage in building their network and supporters.
3. **Internship** – The internship is a degree requirement and students can complete this requirement in any semester once they have completed at-least 18 credits of MBA coursework. Internships can be completed in the fall, spring, or summer semesters. There is a strong preference for students who are completing the program at a full-time pace to do their internship in the summer semester when most employers are looking for interns.

Students in the Early Career Professional program are highly encouraged to participate in professional/leadership development opportunities outside of the classroom to build specific professional skills in order to build their resume and overall career readiness.

All required and elective courses are completed in the evening or online. Students are admitted to the program in Fall and Spring.

For face-to-face students the program offers the flexibility to mix and match online and face-to-face offerings of the required courses to meet the student's needs for the semester. Elective courses may be face-to-face or online depending on the courses and/or concentration option chosen.

For online students, the program offers all courses online. By University policy, students admitted to online programs are restricted to enrolling in online courses.

Early Career Professional Track Requirements

Required Courses (36 credits)		
MBA 701	Quantitative Analysis	3
MBA 702	Financial and Managerial Accounting	3
MBA 703	Managerial Economics	3
MBA 706	Marketing Management	3
MBA 707	Financial Management	3
MBA 708	Operations for Competitive Advantage	3
MBA 712	Strategic Management	3
MBA 716	Leadership	3
MBA 717	Innovation	3
MBA 714	Business Analytics	3
	OR MBA 750 Negotiations for Management	
	OR BUS 615 Global Business	
MBA 741	Capstone Consulting Project*	3
MBA 742	Organizational Internship**	3
Electives (select 9 credits)		9
Total Credit Hours		45

* [MBA 741](#) Capstone Consulting Project *indicates Capstone Experience.*

** Students must complete 3 credits.

The MBA - Experienced Professional track offers a face-to-face and online option and is designed for those individuals with significant professional work experience. The Experienced Professional program is expected to be an interactive dialogue among the students, instructors, and course colleagues which builds upon existing professional experiences.

For face-to-face students the program offers the flexibility to mix and match online and face-to-face offerings of the required courses to meet the student's needs for the semester. Elective courses may be face-to-face or online depending on the courses and/or concentration option chosen.

For online students, the program offers all courses online. By University policy, students admitted to online programs are restricted to enrolling in online courses.

Experienced Professional Track Requirements

Required Courses (33 credits)		
MBA 701	Quantitative Analysis	3
MBA 702	Financial and Managerial Accounting	3
MBA 703	Managerial Economics	3
MBA 706	Marketing Management	3
MBA 707	Financial Management	3
MBA 708	Operations for Competitive Advantage	3
MBA 712	Strategic Management	3
MBA 716	Leadership	3
MBA 717	Innovation	3

MBA 714	Business Analytics	3
	OR MBA 750 Negotiations for Management	
	OR BUS 615 Global Business	
MBA 741	Capstone Consulting Project*	3
Electives (select 9 credits)		9
Total Credit Hours		42

* [MBA 741](#) Capstone Consulting Project *indicates Capstone Experience.*

Note that the MBA 742 internship course is waived for students in the Experienced Professional track based on their existing professional work experience. An experienced professional student can choose to not take this waiver and take MBA 742 but an Experienced Professional track student taking MBA 742 would not be able to count that course as an elective course.

Electives and Available Concentrations for All Tracks

With prior approval by the MBA Program Director or Administrative Director, a student will select 9 credits of electives. Courses in other departments and schools at the 500-, 600- and 700-level may be taken.

Finance Concentration

Select 9 credits from the following: *		
MBA 720	Investments	3
MBA 721	Financial Statement Analysis and Valuation	3
MBA 724	Financial Institutions	3
MBA 744	Real Estate Investment	3

Business Analytics Concentration

Select 9 credits from the following: *		
ISM 645	Principles of Predictive Analytics	3
ISM 646	Visualizing Data to Design Strategy	3
ISM 647	Artificial Intelligence and Machine Learning Applications for Business	3
ISM 671	Organizing Data for Analytics	3
SCM 651	Analytics for Logistics and Distribution Management	3
MBA 730	Marketing Research	3
ECO 643	Econometric Methods	3

Information Technology Concentration

Select 9 credits from the following: *		
ISM 645	Principles of Predictive Analytics	3
ISM 665	Principles of Cyber Security	3
ISM 670	IT Driven Disruptive Innovation Management	3
ISM 671	Organizing Data for Analytics	3
ISM/ENT 672	App Design and Programming	3
ISM 673	Designing Secure Computer and IoT Networks for Business	3
ISM 677	Information Systems Management	3
ISM 678	Project Management for Dynamic Environments	3

Marketing Concentration

Select 9 credits from the following: *		
MBA 730	Marketing Research	3
MBA 731	Brand Management	3
MBA 732	Consumer Behavior	3
MBA 733	International Marketing Management	3
MBA 734	Digital Marketing Analytics	3

Supply Chain Management Concentration

Select 9 credits from the following: *		
SCM 650	Principles of Supply Chain Management	3
SCM 651	Analytics for Logistics and Distribution Management	3
SCM 652	Strategic Cost, Procurement, and Supply Chain Finance	3
SCM 678	Project Management for Dynamic Environments	3

Cyber Security Concentration

Select 9 credits from the following: *		
ISM 665	Principles of Cyber Security	3
ISM 666	Blockchains and Cryptography	3
ISM 667	Global Cyber Threat Analysis	3
ISM 670	IT Driven Disruptive Innovation Management	3

International Business Concentration

Select 9 credits from the following: *		
BUS 616	International Business Negotiations	3
BUS 617	International Strategy	3
BUS 622	Cross-Cultural Management	3
BUS 695	Special Topics in International Business	3
MBA 733	International Marketing Management	3

* *Other appropriate courses allowed, as approved by the MBA Program Director.*

Visiting Students – Graduate students interested in taking MBA courses as a visiting student must be formally admitted to the program as a Bryan Prelude student. All visiting students admitted by the Graduate School are further evaluated for eligibility to take MBA courses. Visiting Bryan Prelude students are only allowed to take a total of 6 credit hours of MBA courses and ONLY 6 credits with grades of B or better can be counted towards the MBA degree, in the event a visiting student is admitted to the MBA Program.

MBA Program Learning Goals

Learning Goal	Learning Objective
1. Global Issues	Reconstructs a business model in a global environment based on economic, political, and cultural factors
2. Organizational Sustainability	Evaluates sustainable business practices
3. Ethical Leadership and Ethical Behavior	Evaluates the ethical leadership and ethical behavior in an organization
4. Organizational Innovation	Proposes strategies to manage innovation to enhance performance
5. Knowledge Integration	Proposes possible strategic solutions and recommends a strategy that integrates concepts from multiple business disciplines

III. Technology Requirements

All students are required to have a computer and have basic computer skills. Reference the [Minimum Hardware and Software Requirements](#) for details.

IV. Delivery Mode and Expectations for Peer Interactions

Main campus students are offered the flexibility of taking their courses online or on campus and while we will do our best to give main campus students this choice for all required MBA courses, due to enrollment constraints online sections might not always be available for main campus students. Alternatively, if the demand from main campus students for a required course is overwhelmingly for online course sections, then the program may decide to offer the required course in online mode only.

Online students must take their courses exclusively online.

Online asynchronous sections do not have mandated meeting times, but this is an MBA Program and refining soft skills is a designed outcome for the program. Group work, networking, and interacting with other fellow students is an important part of this MBA journey and students should expect to work out times to meet with group members and interact with fellow classmates and collaborate in general.

Faculty can also require students to turn on their cameras when attending mandatory and non-mandatory online virtual sessions.

V. Exam Proctoring

To ensure academic integrity many faculty will require proctored exams which may include requiring students to install lock-down browsers and video monitoring of students taking exams. Faculty can require students to use third-party proctoring sites when necessary. Most third-party sites charge a proctoring fee which would be the responsibility of the student.

VI. Advising & Plans of Study

It is mandatory that new incoming graduate students meet with their academic advisor in order to review a Plan of Study and obtain an advising code to register for courses. Once a student has been accepted as a Certificate, Prelude, or MBA degree student, information about setting up an advising appointment will be sent via email.

New students will need to contact the Graduate Programs Office to set up an advising appointment with their advisor. Advising is usually scheduled in one-hour blocks during working hours. Students have the flexibility of scheduling appointments in person and virtually.

Before the advising appointment, students must activate their UNCG computing accounts. This includes activating the UNCG Student ID, setting a user PIN, and activating the UNCG email address. Directions on how to activate the UNCG computing accounts is sent via email.

Calendly for Continuing Student Advising

Once students have started their first semester, students are responsible for scheduling their own meetings with their academic advisor during registration periods. These meetings are to give guidance on what courses are open in the coming semester and to give students their course registration code.

Continuing students make their own appointments online through their assigned advisors Calendly appointment calendar. Appointments with Tuisha Fernandes Stack may be scheduled [here](#). Appointments with Emily Christiansen may be scheduled [here](#).

Plans of Study

The Plan of Study is a roadmap used by the student to guide his or her progress through the coursework necessary for the MBA or the Graduate Certificate. The Plan of Study must be outlined by the student and their advisor and approved by the MBA Program Director. The initial Plan of Study is submitted at the end of the first semester of the program. The plan must indicate the major field of study, a concentration (if one has been selected), the specific courses that the student will take to complete the minimum degree requirements, and a timetable as to when these courses will be taken. The final Plan of Study is submitted at the start of the last semester in the program.

Please note that most required courses are only offered once per year. As a result, the Plan of Study must conform to the schedule of course offerings and students must follow the plan to successfully complete each course on their Plan of Study. Failure to do so will generally result in a delay of graduation that is longer than a single semester as the student might have to wait a year for the opportunity to take the course not scheduled or not successfully completed.

For sample Plans of Study, check the [MBA Curriculum Webpage](#).

VII. Special Notes on Specific MBA Courses

1. MBA 741: Capstone Consulting Project

MBA 741 requires a capstone project that involves meeting with teammates, an outside mentor, and a client. As a result, the instructor may find it necessary to fix a regular time when all students on the team must meet to be able to interact with the mentor and client if the students are unable to schedule those times on their own. In addition, MBA 741 requires that all students on a team be fully engaged throughout the semester. If a student cannot meet these commitments due to personal or professional commitments during that semester, then they may not be allowed to enroll in that course for that semester or they may be dropped from the course during the semester.

2. MBA 742: Organizational Internship Requirement for Early Career Professionals

Students in the **Early Career Professional Track** must complete the **MBA 742: Organizational Internship** course in order to meet their degree requirements. Students can complete this requirement in any semester once they have completed at least 18 credits of MBA coursework. Internships can be completed in the fall, spring, or summer semesters. There is a strong preference for students who are completing the program at a full-time pace to do their internship in the summer semester when most employers are looking for interns. MBA 742: Organizational Internship carries 3 credits and students will need to make payment of tuition and fees for this course in the semester they register for it.

One of the goals of requiring an internship is for the student to understand how to successfully search for employment, develop interview skills, and learn to successfully network with potential employers. The student acquires these skills by attending events, working with our career development staff, searching for a position, and interviewing for positions. Another goal is for students to use the knowledge and skills learned from their MBA courses to add value to their internship employer.

Failure to acquire and complete an internship is generally an indication that the student did not invest their time and energy into these endeavors. The student is expected to undertake the activities during the program to successfully complete an internship before graduation.

Internship course credit must be earned while internship hours are being completed. Students may repeat the internship course one additional time for a total of 6 credit hours but only 3 credit hours are required to meet the degree requirements.

3. MBA 743: Directed Studies

The Directed Studies course is designed for a student to pursue the independent study of a topic not currently offered as a separate course in the MBA Program or other departments. The course must be completed under the supervision of a faculty member with expertise in that area. The independent study must be approved by the MBA Program Director and the student must complete the Directed Study Proposal Form (see advisor for the form) and the [Permission to Register for Independent Study](#) form before enrollment in the course will be considered.

*Important Note: This course is not designed to add flexibility to the student's schedule or avoid existing courses. MBA 743 can only be used as an elective course and cannot be taken in place of a required course.

4. MBA 745: Experience Business Abroad



Studying abroad is a great opportunity that allows for new cultural and practical experiences that would otherwise be difficult to access. However, studying abroad for a full semester can be hard to coordinate for working professionals or those with other responsibilities at home. MBA 745 is a week-long international experience course that takes place during Spring Break and is open to all business graduate students. MBA 745 includes business interactions, corporate and factory tours, cultural experiences, and time off to explore the host city. Interest meetings for MBA 745 are typically held in the Fall Semester and information will be shared about the application as it is developed. Find out more information about [MBA 745: Experience Business Abroad here](#).

VIII. Understanding the Operation & Expectations of the UNCG MBA Degree

Time Limits

The master's curriculum must be completed within **5 years** from the first course which counts towards the degree.

Continuous Enrollment

The Graduate School requires students to be continuously enrolled from the time of entry through the completion of all requirements. The policy states that a student should be enrolled in course work that has been approved for the program each fall and spring semester during the academic year or one semester during the academic year in combination with Summer Session. If a student is admitted to the program but has not completed any 500-level or above courses for two consecutive semesters, or a semester and a summer session, they will be considered to have withdrawn from the program. At that point, a student will be required to file an application for readmission to the Graduate School to resume their course of study. A student who withdraws will be required to comply with regulations and requirements in effect at the time of readmission to the Graduate School.

See the section on "Leaves of Absence" below for exceptions to this policy.

Leaves of Absence

Graduate students may leave the University for one semester in a calendar year and maintain continuing student status. Students absent for more than the one semester without an approved leave of absence must apply for readmission through the Graduate School, after first receiving the endorsement of the DGS. Students must complete the [Leave of Absence Application](#) to be approved by the Graduate School. Leaves of Absence may extend for up to one calendar year.

Grading Policy

MBA and other graduate courses are graded on a scale of A, B, C, and F. Any grade below a "C" is considered a failing grade.

The grade of "I" is given in content courses where the student is unable, for reasons beyond the student's control, to complete course requirements by the end of the term in which the course was offered. The "I" is removed by completion of the deferred requirements within 6 months from the last day of examinations in the term in which the course was taken. An "I" not removed within this time limit automatically becomes an "F."

For completion of a graduate degree program, an overall average of "B" is required. No more than six credit hours of credit evaluated as C+ (2.3) and/or C (2.0) can be applied toward the minimum credits required for the degree.

Academic Standing and Probation

Students enter the Graduate School with no academic standing and must earn a GPA of 3.0 to be considered in Academic Good Standing. Continuing students must maintain a cumulative GPA of at least 3.0 in all graduate coursework at UNC Greensboro to remain in Academic Good Standing.

Any student whose cumulative GPA for all graduate courses falls below a 3.0 will be placed on Academic Probation, effective for the next term during which the student is enrolled.

Probationary Status will be removed, and the student returned to Academic Good Standing, if:

1. The student's GPA for each term during which the student is on probation is 3.0 or better, and
2. The student's cumulative GPA for all graduate courses is at least 3.0 at the end of the semester in which the student completes 9 semester hours after being placed on Probation.

If Probationary Status is not removed upon the completion of 9 semester hours after being placed on Probation, or if the student achieves a term GPA below 3.0 while on Academic Probation, the student will be dismissed from the program and will be ineligible to continue in the Graduate School.

If the Graduate School determines that it is not possible to return to Academic Good Standing within the allotted credit hours for graduation, that student will not be placed on Academic Probation. Instead, that student will be immediately dismissed from the Graduate School.

If a student is placed on Academic Probation more than once in the same program, they will be immediately dismissed from the Graduate School. While on Academic Dismissal, students are not eligible to take graduate level courses as a non-degree seeking student.

Academic Integrity

Honesty, fairness, trust, respect, and responsibility are tenets that UNCG faculty and staff value and cherish. The first responsibility for academic integrity lies with individual students and faculty members of the UNCG community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the entire community. Students may find the [Academic Integrity Policy here](#), which includes both student rights and responsibilities. The University policy generally recommends suspension or expulsion on the occurrence of a second academic integrity violation. However, because of the importance of integrity for professional graduate programs, the MBA Program retains the right to request that students be suspended or dismissed from the program for serious violations of the academic integrity policy for first time offenses.

Expectations of Professional Behavior for Students of the MBA Community

All students are required to adhere to the [Student Code of Conduct](#). In addition to abiding by the University standard for student behavior, all MBA students are expected to exhibit professional behavior and respect toward fellow students, faculty, and staff at a level that is consistent with behavior in the professional workplace.

MBA students are also required to work with external partners for course projects and the MBA 741 Capstone Consulting course. Students are expected to conduct themselves in a professional and civil manner in all these interactions. Students are also expected to maintain academic integrity, data and

research integrity, and confidentiality while working on these projects. Failure to do so may not only affect the student's final grades but may result in further disciplinary action including suspension or dismissal from the program.

A faculty member may suspend and ultimately dismiss a student from a course under the [Disruptive Behavior in the Classroom Policy](#). The MBA Program may consider further sanctions including suspension or dismissal from the program for students that exhibit disruptive behavior or other unprofessional behavior.

Formal Complaints and Grievances

Both faculty and students have a responsibility to maintain collegial relationships and to handle any disputes that arise in a professional manner. If a student believes that they have been treated unreasonably in a class, professional development, assistantship, or other setting, then they should first attempt to resolve the problem informally, through an honest and open discussion with the faculty or staff member involved. Faculty and staff have an obligation to be responsive to such discussions and try to resolve problems fairly. Lack of satisfactory resolution at this point should be followed by discussion with the following persons, in order, as needed:

1. The Administrative Director of Graduate Programs
2. The relevant supervisor for the staff member or the relevant Department Head for faculty
3. The MBA Program Director/Associate Dean
4. The Dean of the Bryan School
5. The Graduate School

A written summary of the complaint may be requested at any point in this chain. Every attempt will be made to resolve the concern quickly and fairly. There may be circumstances in which the student feels that he or she cannot discuss the issue with one of the parties described above (e.g., one of the persons in the chain is the basis of concern). In such instances, the student should access the next person in the chain outlined above for further discussion. If a student remains unsatisfied with the resolution, they may access the formal grievance procedures outlined in the University Catalog. [The Grievance Policy](#) spells out the steps to take if a student decides to pursue a formal grievance.

Forms for Submitting Changes to the Program

The Graduate School has a [list of useful documents and forms](#) that graduate students may need to make changes during their course of study. Under the "Enrolled Student Forms" section, you can find the paperwork needed to request a concentration, apply for a Leave of Absence, get permission for independent study, and more.

Applying for Graduation



All students are required to formally apply for graduation via UNCGenie. [The application for graduation is due by the end of the first week of classes of the term in which the degree will be granted.](#) All students will be charged a University and a Bryan School graduation fee. If a student applies for graduation but does not complete the requirements for the degree that semester, they need to apply again in the semester in which they believe they will complete the requirements for the degree. However, the graduation fees, if paid, will not have to be paid again.

All graduate students must be enrolled for at least one credit during the term in which they are scheduled to receive their degree.

IX. Professional Development for MBA Students

Professional Development Requirements for Early Career Professionals



Learning how to be a confident and polished team player in a professional setting is critical for the success of MBA graduates. As the Early Career Professionals track does not require professional work experience, the MBA program invests considerable resources in providing professional development opportunities to these students. All Early Career Professional students are required to attend **Base Camp** prior to the start of their initial semester. In addition, these students are required to participate in a mentoring program and other professional development opportunities throughout the first year of the program.

Professional Development Opportunities and Events for All MBA Students

All MBA students are invited and expected to attend a curated series of diverse events held throughout the year. Events include a series of employer spotlights, career fairs, workshops, and other employer-related events.

Handshake

[Handshake](#) is UNCG's online job board. Students with an active Handshake account can search for full-time jobs, part-time jobs, and internships. Employers who post to Handshake are specifically seeking UNCG students and graduates. Graduate students are strongly encouraged to create a free Handshake account upon starting the program.

Bryan Graduate Career Center

As a Bryan School student, you have access to many people ready to help you develop your professional self. The Graduate Career Coach focuses on the specific needs and professional goals of graduate students. The specialist is here to aid Bryan School Students with professional development, mock interviews, refining resumes, internship searches, and career coaching. A wonderful resource center linked to all things professional development can be accessed in Canvas. Contact the [Bryan Graduate Career Center](#) for more information.

X. Financial Support

Assistantships

Students pursuing the program full time with campus delivery option are eligible for Graduate Assistantships (GA). Initial offers of support are made to the best-qualified applicants to the graduate program at the same time, or shortly after, an offer of admission is extended. If a student is not offered support at the time of admission, they may be offered support later, as it becomes available.

Graduate Assistants from the MBA Program are assigned to academic and administrative departments in the Bryan School. Students may be required to work as an assistant for a faculty member or in an administrative role. MBA assistantships require a total of 18 hours of assistantship work each week for 15 weeks. Full-time students may not be employed for more than 20 hours per week including the assistantship. As a result, students enrolled full-time will not normally be employed outside the University and graduate assistants are prohibited from being employed for more than 2 hours per week outside of their assistantship.

Students must be enrolled in a minimum of 9 graduate hours to be eligible for an assistantship. To retain an assistantship, a student must remain in Academic Good Standing with a 3.0 GPA. Graduate Assistantships, if awarded, apply only to the academic year and do not cover the summer semester.

The service required by a departmental assistantship may be teaching, research, or administrative assistance, or some combination of these. Service assignments are made before the beginning of each year by the Program Director. Assistantship start and end dates are determined each semester by the Graduate School. Hourly assignments can vary from week to week depending on project timetables, the needs of faculty, and the needs of students. As much as possible, the assignment will be made by mutual agreement between the GA and the GA supervisor, but GAs must remember that these assignments are an obligation. An assistantship constitutes a job for which the GA is being paid, therefore the GA is expected to treat it as such and work the hours for which payment is received. If the GA fails to meet (or refuses to carry out) the responsibilities of assigned duties, the assistantship may be terminated. If a GA believes that they are being asked to perform excessive or inappropriate work as a graduate assistant, they should discuss this with their supervisor. If the GA cannot resolve the problem, they should discuss it with the Program Director or Administrative Director.

An annual review of graduate assistants serves as the basis for reappointment to an assistantship the following year. There is no absolute guarantee that students' support will remain the same from year to year; however, if the student has performed well and funding continues to be available, typically the student receives continuing financial support. Further, students who fail to maintain a B average cannot qualify for continued financial support.

Fellowships and Scholarships

In addition to assistantships (which have a service requirement), UNCG has non-service fellowships and scholarships. The MBA Program has a limited number of fellowship and scholarship awards that are awarded to select students.

XI. Important Tools for Planning Success in the MBA Program

A great resource to check throughout your graduate career is the [Current MBA Students Page](#). This website is frequently updated to deliver important information on orientation schedules, useful resources, advising information and dates, reminders to graduating students, semester course schedules, and much more. We highly recommend saving this website to your web browser bookmarks!

Canvas:

Canvas is a cloud-based Learning Management System that UNCG uses to communicate course information (syllabi, assignments, meeting dates, etc.) and provides a platform for class discussions and student communication with peers and faculty. Canvas is used for all online courses and for most face-to-face classes. Watch this [Canvas Student Orientation Tour](#) for a better understanding of how to use Canvas.

UNCG MBA New Student Onboarding Course (in Canvas):

[The New Student Onboarding course in Canvas](#) is a critical first step toward acclimating to the MBA Program and is intended to supplement the in-person or online orientation and the initial advising appointment. Students should complete Module 7 – Tips for Success from an Advisor prior to their initial advising appointment and should complete the entire onboarding course prior to attending orientation.

UNCGenie:

[UNCGenie](#) is a critical tool for accessing and updating your student information, adding or dropping courses, checking final grades and degree standing, applying for financial aid and paying for tuition, and much more.

Syllabi Directory:

If you are searching for your current course syllabi, are interested in taking a particular course as an elective, or are looking for syllabi for upcoming courses, use the [Syllabi Directory](#) to search all business course syllabi.

Important Dates / Academic Calendar:

Important dates (course drop/add, University holidays, withdrawal dates, etc.) can be found on the Academic Calendar each semester. The [Fall 2023](#) and [Spring 2024](#) Calendars outline dates you should take note of for this academic year, but you can also access calendars for prior and upcoming semesters on the [Registrar's Office website](#). The Parts of Term calendar, accessible on the Registrar's office website, has important add/drop deadlines published.

XII. Support Services & Facilities for Students

The Graduate Programs Office, located in Suite 301 in the Bryan Building, is your central support office while you work through the MBA Program. You are always welcome to walk-in or call the office for quick answers to your questions. For issues that require more than a quick response, please email your advisor to make an appointment. A scheduled appointment provides both the time and opportunity for more in-depth conversation and analysis.

The Graduate Programs Office sends important information about upcoming events, important deadlines, career and internship opportunities, course advising and registration dates, and much more via the UNCG email system, so please be sure to check your UNCG email regularly!

Meet Your Support Staff!



Tuisha Fernandes Stack
Administrative Director of Graduate Programs
Academic Advisor for MBA
tmfernan@uncg.edu



Emily Christiansen
Student Services Manager
Academic Advisor for MBA
emily.christiansen@uncg.edu



Courtney Mazzuca
Admissions Manager
cvmazzuc@uncg.edu



Dr. William Brown
Associate Dean of the Bryan School of Business & Economics
Graduate Program Director for the MBA



Paola Mendoza
Graduate Assistant

Graduate Program Office Hours of Operation:

During the academic year, the office is open:

Monday through Friday, 8:00am – 5:00 pm.

The office is closed during scheduled University holidays.

How Can You Contact the Graduate Programs Office?



Suite 301, Bryan Building, 516 Stirling Street, UNCG Campus



mba@uncg.edu



336-334-5390

What can the Graduate Programs Office help with?

We are happy to help with basically anything that you need relating to your graduate experience!

Common questions and issues include:

- How to drop a course and when do I need to drop by?
 - o Review the steps on [Spartan Central](#) website.
 - o To find important dates for the current term, visit the Registrar's Office [Calendars webpage](#). Make note of the *Parts of Term* calendars where you will find the last date to drop a class with tuition and fees refund and the last day a student can withdraw from a course without incurring a WF (withdraw fail) grade.
- How do I withdraw from the program, outside the leave of absence policy?
 - o If you choose to exit the MBA Program, please email your advisor with your intent to withdraw. Your advisor will then work with the Graduate School to complete the withdrawal process.
- How do I declare or change a concentration?
 - o Complete the [Request to Declare or Change Concentration/Change of Campus](#) form.
 - o Have your academic advisor approve and sign the form.

XIII. Tips for Success in the MBA Program

Keep these tips in mind to make your graduate experience more successful and less stressful!

1. **Communicate with your faculty early and often.** – Faculty are your class leaders, but also your partners in learning. Ask clarifying questions to understand the concepts presented throughout your courses, engage your professors' education and experience to lend context to the material, and participate by offering your perspective and knowledge as well!
2. **Ask lots of questions!** – If you are uncertain about a topic in class or how a process works, your professor, classmates, and support staff can help you find the solution.
3. **Come prepared for class** – Read cases, chapters, solve problems, etc. This makes your class time more effective, increases learning and engagement, and creates a rich learning environment. This method of “flipped learning” means that time outside the classroom is used to create a basis of knowledge, which is then deepened in class through discussion and activities.
4. **Form study groups** – Your peers are some of your greatest assets through the program. Utilize each other's strengths to help better your understanding of course content and application. We learn better together and learn more effectively when we teach others.
5. **Seek help when you need it** – If you are struggling academically, personally, or professionally, there are many resources available to you to help. Not seeking help can lead to increased stress or situations that are more difficult to solve. For example, do not wait until the exam to ask questions if you are confused about the content!
6. **Check Canvas and your UNCG email.** – It is critical that you engage with the learning and communication tools used in the MBA Program. Faculty and staff communicate a lot of important information via Canvas and your UNCG email that is aimed to benefit you. Be on the lookout for important dates, class updates and assignments, networking events, job and internship opportunities, reminders to apply for graduation, and more.

XIV. Additional Information & Resources to Enrich Your Graduate Experience

1. MBA Specific

Student Organizations

UNCG has several student organizations offering social, educational, volunteer, and professional development activities. Student organizations are a great way to get involved with the campus and local communities, add to your resume, and build a stronger network. UNCG student organizations allow you to network with fellow students and community leaders, pursue new interests, and build leadership and career skills.

Two popular groups within the MBA program are [Spartan Women in Business](#) (SWIB) and [Beta Gamma Sigma](#) (BGS).

Student Awards

MBA students may become eligible for student awards during their final semester of the program. [Click here](#) for a list of graduating student awards and the criteria for each award. Students are recognized during the Bryan School Graduation Ceremony held in May every year.

2. Academic and Study Resources

Writing Center

The goal of the University Writing Center is to enhance the confidence and competence of student writers by providing free, individual assistance at any stage of any writing project. Staff consultants are experienced writers and alert readers who are prepared to offer feedback and suggestions on drafts of papers, help students find answers to their questions about writing and provide one-on-one instruction as needed.

The University Writing Center is located at 3211 MHRA Building. You may call 336.334.3125 for information or to schedule an appointment, or just drop in.

Speaking Center

The University Speaking Center provides reactive and proactive services for UNCG students, faculty, employees, and members of the Greensboro community. Services are designed to empower clients with communication skills, confidence, and competence. Assistance is offered in the preparation and delivery of speeches, development of knowledge and skills in interpersonal communication and overall success in group or team communication situations. The University Speaking Center is located at 3211 MHRA Building, and you can call them at 336.256.1346.

Jackson Library

The library is the tallest building on campus (look for the tall white tower) with its main entrance on College Avenue. The library staff offers a highly recommended tour of the library at the beginning of

each semester. You are encouraged to sign up in advance at the circulation desk, as group size is limited. Self-guided tours are also available at any time.

There is printed information about a wide variety of library services near the reference desk, which is located immediately on your left as you enter the main part of the library. You can also reserve meeting spaces within the library for individual or group study via the library's website.

Steve Cramer, the business librarian, is an excellent resource. [Visit his webpage](#) to find out more about Steve, his research subject areas, and how to contact him.

3. Health and Wellness

Kaplan Wellness Center (Campus gym)

A valid UNCG ID is required to access the gym and use all equipment or facilities. Kaplan Center has lots of fitness amenities, including an indoor track, rock wall, pool, basketball courts, group fitness classes, as well as changing rooms and showers (gender-neutral and private changing spaces included). Guest passes are available from the Kaplan Wellness Center Admin Office for a small fee. Hours are designated during which family members of students may use the facilities free of charge (when accompanied by UNCG host/hostess student).

Counseling Center

The Counseling Center offers a wide range of services designed to support and challenge the personal growth, academic success, and emotional health of currently enrolled UNCG students, as well as services and programs to promote positive mental health throughout the University community. The services offered include short-term individual counseling, group therapy, workshops, crisis intervention, psychiatric services, consultation, and outreach activities.

*Online students can access this resource but must come to campus to receive services.

Student Health Services

Get on-campus access to a medical clinic, make an appointment to see a doctor, access the pharmacy, and check out the other medical services offered, like Spartan Recovery, acupuncture, and immunization help.

*Online students can access this resource but must come to campus to receive services.

4. Technology and Computer Accounts:

iSpartan

iSpartan is your one-stop-shop for the applications and tools used at UNCG. You can access your Microsoft Outlook email from iSpartan. Please be sure to frequently check your UNCG email account! If you are having problems logging in call the tech support line at 336-256-TECH.

Computing Accounts

UNCG provides computing accounts for all admitted and enrolled students. These accounts allow access to email, file storage and software, and online classroom components via Canvas. Students can activate their accounts once an admission letter is received.

6Tech

6-TECH was created to provide the University Campus Community with a single point of contact for technology support. Students can call 336-256-TECH (8324) or email 6-tech@uncg.edu to seek technical assistance or get immediate technical support from the 6-TECH Service Desk (or be directed to the proper support personnel on campus).

5. Campus and Operational Resources:

SpartanCard

The UNCG SpartanCard is your all-in-one campus ID card. In addition to serving as your official ID, the UNCG SpartanCard can also be used as a debit, printing, library, and meal card. To get your SpartanCard, visit the SpartanCard Center, located on the first floor of 106 Moran Commons (Fountain View Dining Hall).

Parking Permits

A variety of parking permit options are available to students. These permits allow parking in different locations across campus. Most Bryan graduate students choose the “C,” “E,” or “WE” permit, which allow parking in lots located near the Bryan Building. Students can also park off-campus and catch a shuttle or use deck parking, which can be paid for by the hour. The number of permits that can be issued is limited. It is strongly recommended that you do not delay purchasing a permit if you plan to commute to campus every week.

XV. UNCG MBA Faculty

To find out more about our faculty, their specializations, publications, and contact information, please refer to the [Bryan School’s Directory of Faculty & Staff](#).