

MBA Programs
Student Handbook
2009-2010

CARLSON SCHOOL OF MANAGEMENT
UNIVERSITY OF MINNESOTA

MBA Programs Student Handbook

This handbook is designed to assist you during your time as a Carlson MBA student by highlighting and explaining our enhanced student services

We strive to provide consistent, responsive and reliable service, as well as a professional and respectful learning environment

This publication endeavors to clarify MBA program staff and student dual responsibilities, which contribute to a meaningful and positive educational experience

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

TABLE OF CONTENTS

CARLSON SCHOOL OFFICES & SERVICES

Carlson School Offices	5
MBA Program Contact Information	5
About the Carlson School of Management	8
Carlson School Academic Departments & Areas of Emphasis Advisors	10
Graduate Business Career Center	11
Office of International Programs	11
Office of Alumni Relations.....	12

UNIVERSITY OF MINNESOTA OFFICES & SERVICES

U Card – Your Campus ID Card	13
University of Minnesota Bookstores	13
Financial Aid	14
Billing.....	14
Student Immunization.....	14
International Student and Scholars Office.....	15
Disability Services	15

STUDENT SERVICES AND MORE

MBA Office Hours	15
Areas of Emphasis Information Sessions	15
E-Mail Accounts	16
Computer Facilities	16
Master’s Lounge	16
Study Space/Breakout Rooms	17
Parking	17
Lost and Found	18
Cash Machine	18
The MBA Association/Leadership Advisory Board	19
Support to Clubs and Student Groups	20

ACADEMIC INFORMATION

MBA Homepages	20
Diversity.....	20
Transcripts	21
Grades	22
Pre-Class Assignments	22
Degree Progress	22
Student Evaluation of Teaching Scores	22
Family Educational Rights and Privacy Act (FERPA)	23
Request to Change Directory Information	24
Request to Suppress Personal Information	24
Student Name Change Request	24
Grading Policies.....	24
Application for Degree.....	27
Graduation.....	27
Program Policies.....	28
Alumni Taking Courses.....	29

LIBRARIES AND RESOURCE CENTERS

Wilson Library	30
Business Reference Service	30

Herman Library	30
QUICK REFERENCE DIRECTORY	30
EXECUTIVE MBA PROGRAM INFORMATION	32
Class Weekend Services	34
Program Opportunities	35
Directories	36
FULL-TIME MBA PROGRAM INFORMATION	37
About the Coordinated Core	37
Team Learning in the Coordinated Core	37
About Electives	38
International Student Class	38
PART-TIME MBA PROGRAM INFORMATION	39
Registration.....	39
Waitlist	39
Tuition and Fees	39
Carlson Part-Time MBA Graduation Planner	40
Program Policies.....	40

Carlson School Offices & Services

Carlson School Offices

Office of the Dean

Alison Davis-Blake, Dean
Sri Zaheer, Associate Dean, Faculty & Research
Michael Houston, Associate Dean, International Programs
Edward Joyce, Associate Dean, MBA Programs
Robert Ruekert, Associate Dean, Undergraduate Program

4-300 Carlson School of Management
321-19th Avenue South
Minneapolis, MN 55455
612-625-0027

MBA Programs Office

1-110 Carlson School of Management
321-19th Avenue South
Minneapolis, MN 55455
612/625-5555
612/626-7785 (Fax)

MBA Administration

Kathryn Carlson, Assistant Dean, MBA Programs and Graduate Business Career Center
612/624-2039, kcarlson@umn.edu
Becky Boudreau, Associate Director, Administration
612/626-5796, strel001@umn.edu
Diane Maki, Assistant Area Manager
612/624-1652, d-beru@umn.edu
Lea Schwartz, Assistant Area Manager
612/625-4595, schwa142@umn.edu
Jacquelyn Wingfield, Administrative Assistant
612/626-8129, wingf002@umn.edu

MBA Admissions & Recruiting

Jeff Bieganeck, Director of Admissions and Recruiting, MBA Programs
612/625-6558, biega002@umn.edu
Robyn Blilie, Associate Director, Executive MBA Program
612/625-0306, wickx013@umn.edu
Dan Bursch, Senior Associate Director, Admissions and Recruiting, Part-Time and Full-Time MBA Programs
612/626-4793, bursc004@umn.edu
Courtney Chandler, Admissions & Data Manager, Part-Time and Full-Time MBA Programs
612/624-3899, chand061@umn.edu
Tiffany Cork, Associate Director of Admissions & Recruiting, Part-Time and Full-Time MBA Programs
612/626-0727, treutima@umn.edu
Rita Greenberg, Marketing Coordinator, Part-Time and Full-Time MBA Programs
612/626-7751
Gencie Benson, Program Assistant/Receptionist, MBA Programs
612/624-0802

Linh Gilles, Associate Director, Admissions & Recruiting, Part-Time and Full-Time MBA Programs
612/626-0066, huyn0070@umn.edu

Brian Jacobson, Admissions Manager, Part-Time and Full-Time MBA Programs
612/625-0727, jacob083@umn.edu

Tracy Keeling, Associate Director, Admissions & Recruiting, Part-Time and Full-Time MBA Programs
612/6247397, tkeeling@umn.edu

Patrick McCarthy, Associate Director, Admissions & Recruiting, Part-Time and Full-Time MBA Programs
612/626-2954, mccar390@umn.edu

MBA Student Affairs

Melanie Boutell, Associate Director, Registration, Full-Time and Part-Time MBA Programs
612/625-7582, suexx004@umn.edu

Jessica McLain, Student Affairs Coordinator, Full-Time and Part-Time MBA Programs
612/626-6242, mclai003@umn.edu

Melissa Meyer, Student Affairs Manager, Executive MBA Program
612/626-7476, meye0568@umn.edu

Stephanie Nichols, Registrar and Advising Manager, Full-Time MBA
612-626-0010, s-nich@umn.edu

B. Bea Rajsombath, Associate Director, Academic Advising, Full-Time and Part-Time MBA Programs
612/626-9386

Jon Ruzek, Associate Director, Student Affairs, Full-Time and Part-Time MBA Programs
612/626-6249, ruzek010@umn.edu

Cindy Solo, Program Assistant/Receptionist, Full-Time and Part-Time MBA Programs
612/625-4857, c-solo@umn.edu

Vanessa Witt, Student Affairs Coordinator, Full-Time and Part-Time MBA Programs
612/626-0047

Peter Woxland, Registrar, Full-Time and Part-Time MBA Programs
612/626-7553, woxla005@umn.edu

MBA Programs Office Hours

1-110 Carlson School of Management

Hours when classes are in session:

Mon-Thurs: 8:00 – 7:30 p.m.

Friday: 8:00 – 4:30 p.m.

Saturday: 7:30 – 4:00 p.m. (September-May)

Academic Programs

Center for Human Resources and Labor Studies (CHRLS)

John Budd, Department Director

3-300 Carlson School

612-624-2500; 612-624-8360

irc@carlsonschool.umn.edu

International Programs

Anne D'Angelo King, Assistant Dean

2-210 Carlson School

612-625-9361

ip@carlsonschool.umn.edu

Master of Business Administration Programs and Graduate Business Career Center

Kathryn Carlson, Assistant Dean
1-110 Carlson School
612-624-2039, kcarlson@umn.edu

Master of Business Taxation

Mark Sellner, Program Director
3-310 Carlson School
612-624-7511
mbt@umn.edu

Master of Accountancy (MAcc) Program Office

Larry Kallio, Director of Graduate Studies
3-310 Carlson School
612-624-7511

Ph.D. Programs

Sean Curley, Director
4-201 Carlson School
612-624-5065
brons003@umn.edu

Undergraduate Program

Mary Kosir, Assistant Dean
2-190 Hanson Hall
612-624-2542, mkosir@umn.edu

Institutional Advancement

Sara Fenlason, Director
4-300 Carlson School
612-624-1343, fenla009@umn.edu

Corporate Relations

Rand Park, Director of Corporate Relations
4-300 Carlson School
612-625-1345,

Alumni Relations

Stephanie Hagel, Associate Director
4-315 Carlson School
612-626-9486, shagel@umn.edu

Administrative Services

Carolyn Chase, Assistant Dean
4-300 Carlson School
612-625-9562, chase007@umn.edu

Information Technology

Connie Buechele, Director
3-100 Hanson Hall
612-625-0085, buech004@umn.edu

Human Resources

Mychal Coleman, Director
4-300 Carlson School
612-624-7209, cole0133@umn.edu

Financial Services

Michelle Wills, CFO
4-300 Carlson School
612-625-9890, m-will1@umn.edu

Facilities

Deb Savage, Building Manager
4-213 Carlson School
612-624-3842, savag006@umn.edu

About the Carlson School of Management**MISSION STATEMENT**

The mission of the Carlson School of Management is to discover transformative knowledge about the issues faced by organizations and managers in a dynamic global economy and to create exceptional learning and career opportunities by facilitating an engaged and coordinated community of scholars, students, and practitioners.

ABOUT THE UNIVERSITY OF MINNESOTA

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The university's mission is threefold: research and discovery, teaching and learning, outreach and public service.

RESEARCH AND DISCOVERY: Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation and the world.

TEACHING AND LEARNING: Share the knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

OUTREACH AND PUBLIC SERVICE: Extend, apply and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

BACKGROUND ON THE CARLSON SCHOOL AND CURTIS L. CARLSON

The Business School at the University of Minnesota was founded in 1919 and renamed the Curtis L. Carlson School of Management in 1986, to honor the successful entrepreneur, alum, and committed friend of the School.

Curtis L. Carlson was born and raised in Minneapolis, and he graduated from the University of Minnesota in 1937. One year later, Carlson used a \$55 loan from his landlord to establish the Gold Bond Stamp Company. From that point, he never looked back, working hard to ensure the company's growth and success. The business, which grew to a multi-billion dollar enterprise including the hospitality, travel, and restaurant industries, was renamed Carlson Companies in 1973.

For all his success and international prominence, Carlson maintained a heartfelt fondness for his alma mater, apparent in his ongoing advocacy and generosity. He is the University's single greatest benefactor, giving more than \$36 million during his lifetime, and led the successful \$356 million Minnesota Campaign a decade ago.

In fact, much of Carlson's attention and gift giving focused on the Carlson School. He recognized the importance of a world-class business school to both the local and global economies in a growing international marketplace. It became his mission to ensure that the Carlson School was among the best in the country. Carlson's \$10 million gift to the school, combined with another \$10 million in private funds he helped solicit, were instrumental in the construction of the new Carlson School Building.

ABOUT THE CARLSON MBA PROGRAM

MBA Program Mission: To recruit and enroll the highest quality MBA students and provide them with world-class knowledge, leadership development, career opportunities and valued connections through collaboration with faculty, staff, and the global community.

MBA Program Vision: To Transform the global marketplace by developing innovative and ethical leaders through powerful and dynamic learning experiences.

CORE VALUES OF THE CARLSON LEARNING COMMUNITY

Student Responsibility for Information

The relationship between graduate students, faculty members and staff of the MBA Program and the Carlson School is a cooperative one, which involves shared responsibilities and is based on mutual respect. It is the program's responsibility to communicate expectations, policies and procedures, as it is the student's responsibility to be familiar with the academic information and policies contained within this handbook and other documents.

Student Rights

The Carlson School and the MBA Programs are committed to providing an environment that has respect for all individuals, including all students, faculty, alumni, and staff, which is free from discrimination, bias, harassment or threats to personal safety. Additionally, we will provide an environment where students can be assured that their rights to privacy of personal records and confidential data will be

honored. Faculty and staff are required to adhere to the highest professional standards and University of Minnesota policies regarding privacy of data.

Standards of Academic Integrity

While competition for grades is a reality, gaining advantage over classmates through dishonest or unethical means is not tolerated in our community. Toward the goal of promoting an ethical and fair academic environment, the **Carlson Code of Conduct**, provides guidelines for academic honesty and integrity. You will be expected to be familiar with the contents of the Carlson Code of Conduct and by accepting admission, you have agreed to abide by it.

Classroom Environment

As a Carlson MBA student you are expected to adhere to the following guidelines:

- You should attend all class sessions unless you have legitimate reasons, i.e., illness or death in the family.
- If you are unable to attend a class session, you must inform the course instructor and a member of your individual study group(s) prior to the start of the class session.
- In study groups you must conduct yourself in a professional manner, respect individual differences and make regular and timely contributions to your group and to the class as a whole.
- Respect faculty and your classmates, as you would like to be respected.
- Guest speakers are an important part of the Carlson School’s tradition of experiential learning. Therefore, students should view themselves as representatives of the Carlson School and the MBA Programs and should conduct themselves accordingly.
- If you are unable to handle the course load you must contact the instructor immediately. It is not acceptable to simply neglect assignments, projects, midterms or finals.
- Students are expected to be respectful of the Carlson School building, leaving rooms in a clean and orderly condition.
- All MBA students are required to follow all rules and policies on laptop use such as:
 - reviewing, understanding, and complying with all policies, procedures and laws related to access, acceptable use, and security of University information technology resources;
 - asking systems administrators or data custodians for clarification on access and acceptable use issues not specifically addressed in University policies, rules, standards, guidelines, and procedures; and
 - reporting possible policy violations to the appropriate entities listed in this document (in the Contacts and Procedures sections).

Carlson School Academic Departments

Each academic department has a faculty person designated to counsel students on questions concerning classes and Professional Portfolios.

Department Chairs	Phone	Cluster Office
Accounting Judy Rayburn, Chair	612/624-3840	3-122
Finance Andrew Winton, Chair	612/624-0589	3-122
Center for Human Resources and Labor Studies John Budd, Chair	612/624-4804	3-300

Information and Decision Sciences Alok Gupta, Chair	612/626-0276	3-365
Marketing and Logistics Management George John, Chair	612/624-6841	3-150
Operations and Management Science Chris Nachtsheim, Chair	612/624-1077	3-150
Strategic Management and Organization Myles Shaver, Chair	612/ 625-1824	3-365
Medical Industry Leadership Institute Steve Parente, Chair	612/624-1532	4-147

Graduate Business Career Center

2-100 Hanson Hall

Phone: 612-624-0011

E-mail: bccemail@umn.edu

The mission of the Graduate Business Career Center (GBCC) is to partner with external organizations, faculty, and staff to fulfill career and leadership development of students, to provide outstanding talent for corporate partners and to offer innovative resources and services, resulting in exceptional career opportunities. The GBCC has conveniently provided many of its services and resources on its website and through the Edge recruiting system: www.csom.umn.edu/Page1900.aspx.

Allison Corkey, Associate Director

612/624-0011

Shelley Jensen-Decker, Assistant Director

612/624-0011

Jill Hauwiller, Associate Director

612/624-0011

Anne Lowry, Director

612/624-0011

Claudia Melo, Assistant Director

612/624-0011

Katie Smith, Director, Business Development

612/624-0011

Office of International Programs

2-210 Carlson School

Phone 612-625-9361

Website: www.carlsonschool.umn.edu/internationalprograms

The International Programs Office at the Carlson School is committed to international business education at the undergraduate, graduate, and professional levels. Today's businesses seek MBAs with a global perspective and our study abroad programs provide a rich educational environment for international learning.

International Study Abroad Options

There are many opportunities at the Carlson School for study abroad. The Carlson School sponsors semester exchange programs in 14 countries plus short-term study abroad programs in six countries. For

more information on international program options, contact Deirdre Opp, Global Enrichment Elective Coordinator, by phone at 612-624-4334 or by e-mail at: ip@csom.umn.edu.

Office of International Programs Staff

Michael Houston, Associate Dean
TBD, Director of Development
Anne D'Angelo King, Assistant Dean
Wendy Witherspoon, Program Director,
Global Enrichment
Abby Pinto, Associate Program Director,
Global Enrichment
Kirstin Alexejun, Coordinator, Global Immersion

Roxanne Rawson, Program Director, Global Immersion
Deb Basarich, Program Support Specialist
Matthew Goode, Program Director, Global Executive MBA
Deirdre Opp, Coordinator, Global Enrichment
Lisa Englander, Coordinator, Global Enrichment
Theresa Heath, Coordinator, Global Executive MBA

Office of Alumni Relations

4-300 Carlson School

Phone: 612-625-1556

Website: www.carlsonschool.umn.edu/alumni

Carlson School alumni develop friendships and business relationships that last a lifetime. With more than 47,000 members in 70 countries, our alumni network forms a cross-section of some of the world's most influential business leaders. Join alumni for social networking at First Tuesdays and First Fridays as well as throughout the academic year at various events in the Carlson School.

Stephanie Hagel, Associate Director.

MBA First Tuesday

The Carlson School of Management's First Tuesday Luncheon Series began in August 1992 to provide an opportunity for alumni and friends of the Carlson School to continue their management education. The First Tuesday Luncheon Series features top-notch executives as keynote speakers addressing hot topics in business and leadership. Held on the first Tuesday of every month, the program attracts alumni and business leaders from throughout the corporate community, and has become an attractive spot for people in the metropolitan area to network. For more information please visit:

www.carlsonschool.umn.edu/firsttuesday

MBA First Friday

The MBA Alumni Advisory Council of the Carlson School is proud of its most popular program, the MBA First Friday. This event is designed as a monthly happy hour and networking opportunity for our recent MBA graduate population (graduates of the last 10 years) and current MBA students. After a long week of work and classes, enjoy hors d'oeuvres and drinks at different locations throughout the Twin Cities Metro Area on the First Friday of each month. For more information please visit:

www.carlsonschool.umn.edu/firstfriday

University of Minnesota Offices and Services

U Card – Your Campus ID Card

*Coffman Memorial Union
Phone 612-626-9900*

The U Card identifies you as a student, staff or faculty member on the Twin Cities campus. The U Card is your key to numerous campus services and facilities. More specific information regarding your U Card can be found by visiting the U Card website at www.umn.edu/ucard.

New Executive and Part-Time MBA students to the University of Minnesota will have their U Card pictures taken during Orientation. Bring your driver's license, state ID or passport and be prepared to have your picture taken. Your first U Card is free. Part-Time MBA cards can be obtained in room 1-110 of the Carlson School of Management once classes begin. Executive MBA cards will be distributed on the first class weekend they are available. Full-Time MBA students can have their picture taken at the U Card office once summer orientation begins in G22 of the Coffman Memorial Union, Monday-Friday 8-4:30 p.m.

Please have your U Card on your person at all times when in the Carlson School. You may be asked to show proof that you are a UMN student to remain in the building during evening hours. You will also need your U Card to gain entrance to breakout rooms and the Graduate Student Lounge.

You should keep your U Card even after you leave the University because it never expires. If you return as a student, staff, or faculty member, your card will still be valid.

If your U Card is lost or stolen, a replacement U Card can be obtained for a \$15 replacement fee at the U Card main office. The U Card identifies you as a student, staff, or faculty member on the Twin Cities campus. The U Card is your key to numerous campus services and facilities.

University of Minnesota Bookstores

*Coffman Memorial Union
Phone 612-625-6000*

Textbooks for courses taught in the Carlson School are available at the University of Minnesota Bookstore, located in the Coffman Memorial Union and online at: www.bookstore.umn.edu.

Bookstore Hours for Fall and Spring Semesters

Monday through Friday: 8:00 a.m. to 6:00 p.m., Saturday: 10:00 a.m. to 4:00 p.m.

(Bookstore hours are subject to change. Extended hours are in effect the first two weeks of each semester. Contact the bookstore at 612-625-6000 to confirm current hours). For more information visit: www.bookstore.umn.edu/services/hours.html#ch.

Gopher Books™ Online

Web based textbook service that connects you with the exact textbook that your instructor assigned. All books can be ordered for home delivery. Both new and used books are available. To order books online visit:

www.bookstore.umn.edu

Purchasing Your Textbooks Using Your U Card

You can use your U Card to charge bookstore purchases to your Student Account. Just bring your U Card and another photo ID to the Twin Cities U of M Bookstore and they will swipe your card just like a credit card and you will be billed by student accounts along with other tuition and fee charges.

Note: Bookstore charges do not qualify for the installment payment plan and are due in full on your next bill. The billing cycle for books is once per month so if you charge books prior to the start of the semester your book charges may be due prior to the start of the semester. Refer to: www.onestop.umn.edu/onestop/tuition_billing/charging_books.html for the most up-to-date information.

Financial Aid

*200 Fraser Hall
Phone 612-624-1111*

Students interested in financial aid information have resources available to them. Visit the U of MN Financial Aid Web website: www.onestop.umn.edu/onestop/financialaid.html. The Financial Aid office is located on the East Bank of the University, in 200 Fraser Hall, One Stop Student Services, and it offers full service counseling and aid disbursements. That office is open 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. The phone number is 612-624-1111 and the departmental email is helpingu@umn.edu. The MBA student staff representative is Jim Parker at 612/626-0750 or j-park1@umn.edu.

Billing

*200 Fraser Hall
Phone 612-624-1111*

You will be billed directly from the University of Minnesota in an electronic format via email. Your billing statements will be sent directly to your University Email account. You can also check your account balance and make electronic payments online at anytime. To learn more about your billing and payments, please visit:

<http://onestop.umn.edu/onestop/tuition.html>

For general questions regarding billing or your account, please contact One Stop at: 612-624-1111 or via email at: helpingu@umn.edu.

For questions regarding Third Party Billing, please contact Sheila Rhody at: 612-625-8559

Student Immunization

Student Immunization Record (Required)

This is required of all students born after 12/31/56 who are enrolled at the University of Minnesota. All information on the form, except your name, is private data. Please direct questions to Boynton Health Services, 612/625-8400. The form can be printed from the web at:

www.bhs.umn.edu/services/immunizationservices.htm

Please mail to: Boynton Health Services
410 Church St. SE
Minneapolis, MN 55455

If you attended the U after 1989, they may already have your immunization records on file. Please contact Boynton Health Services to verify.

International Student and Scholar Services Office

*190 Humphrey Center
Phone 612-626-7100*

International Student and Scholar Services (ISSS) is dedicated to serving the University of Minnesota's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources.

In addition, ISSS supports the University of Minnesota's international efforts by helping departments to bring new foreign nationals to our four campuses and communities, by providing intercultural training for students, staff, and faculty, and by offering events that build links between the U.S. and international campus communities.

As a new international student in the MBA program you should visit the ISSS web site to assist in your orientation to the Carlson School. Their web address is: www.iss.umn.edu. Once you get to the web site, click on "New Students" on the left hand bar. Once you arrive at the Carlson School, you will be able to get more information from ISSS at their mandatory orientation session on how to get a social security card and driver's license.

Disability Services

*180 McNamara Center
Website: ds.umn.edu*

Disability Services assists disabled students in accessing campus courses, programs, facilities, services, employment and activities by providing services such as assistance with disability documentation, information, referral and reasonable accommodations (i.e., interpreters, document conversion, readers, and exam modifications). For more information, contact Disability Services at Suite 180 McNamara Alumni Center, 200 Oak Street SE, 612/626-1333 (V/TDD).

Student Services & More

MBA Programs Office (1-110)

The MBA Student Affairs office (1-110) has staff on site to answer questions and assist you, a free copier (after business hours), a stand-up computer station, fax machine, numerous MBA forms, and an assortment of classroom supplies you may need. The Executive MBA Program office is conveniently located in the Executive Center (2-250) of the Carlson School of Management during class weekends and during the week in suite 1-110.

MBA Programs (1-110) Office Hours:

Monday – Thursday	8:00 a.m. – 7:30 p.m.
Friday	8:00-4:30 p.m.
Saturday	7:30 a.m. – 4:00 pm. (September-May)

Academic Advising (1-110)

Full-Time and Part-Time MBA only

An academic advisor is available to for consultation during MBA program office hours. Individual and group advising occurs regularly throughout the academic year and includes information on Areas of Emphasis, strategic course selection and career planning.

Areas of Emphasis Information Sessions (aka Professional Portfolios)

Full-Time and Part-Time MBA only

Areas of Emphasis Information Sessions are held throughout the semester to inform Full-Time and Part-Time MBA students about specific classes and their frequency, professors, and careers related to that particular emphasis. The Academic Departments and the MBA office sponsor these meetings. Students are notified of the sessions through their Carlson School of Management e-mail accounts and the MBA bulletin board located near the elevators on the second floor of the Carlson School of Management. Specific sessions relating to each Area of Emphasis are offered throughout the semester. To learn more, please visit: www.carlsonschool.umn.edu/Page4143.aspx or <http://www.carlsonschool.umn.edu/Page4205.aspx> .

E-Mail Accounts

Prior to orientation, MBA students will initialize their University of Minnesota Internet accounts. Students are responsible for the e-mail sent to their University account. **We ask that students check all University e-mail accounts because this is our primary form of communication with MBA students.** If you would like to forward your e-mail accounts to one account you can find forwarding directions and information at OneStop (www.onestop.umn.edu) and click on “Personal Information” under the “Quicklinks” heading. You will then login through your University account and be able to update your information. You will then login through your University account. Choose “Internet Options” from the drop down menu. On the “Internet Account Information” page scroll down to “Set E-mail Forwarding”. Choose the “Other” option and *carefully* enter the account you wish your University E-mail to be forwarded to.

***Please note that if you forward your UMN email account, you are responsible for making sure that the account you’ve forwarded to is operational and that you are receiving all communications sent to your UMN account.**

Computer Facilities – Full-Time and Part-Time MBA only

**HelpDesk: 1-148 Carlson School
Phone 612-625-5550
E-mail: csomhelp@umn.edu**

The Graduate Computer Labs are located in rooms L-112 and L-113 on the lower level of the Carlson School of Management. Wireless networking is available throughout most of the Carlson School.

Fall and Spring Semester Lab Hours:

L-112

Monday – Thursday	7:00 AM – 11:00 PM
Friday	7:00 AM – 6:00 PM
Saturday	7:30 AM – 6:00 PM
Sunday	10:00 AM – 11:00 PM

L-113

Monday – Thursday	8:00 AM – 11:00 PM
Friday & Saturday	8:00 AM – 6:00 PM
Sunday	10:00 AM – 11:00 PM

Shortened hours are offered during Summer Session.

Master’s Lounge – Room 1-112 Carlson School

The Master’s Lounge (1-112) is reserved for all Carlson graduate students to use for study groups, reading, or socializing. The lounge also has telephones for your use, however, they cannot be used for

long-distance calls. In addition, there is a fax machine (local only), computer, a foosball table, and a ping-pong table. For security reasons, it is equipped with a card-swipe and is accessible using your U Card. If you have trouble getting into the lounge with your U Card, please see the MBA Programs Office in 1-110

Study Space/Breakout Rooms

There are several areas available to Carlson School of Management students for study space. A total of 24 breakout rooms are available from 7:00am-11:00pm, restricted to the hours the building is open. You also have access to a Master's Lounge. In addition, there are several quiet study areas surrounding the Carlson dining room on the lower level of the building, as well as breakout rooms on the first and second floors and lower level. The Carlson School breakouts rooms are equipped with a card-swipe device, accessible with your U Card, and can be reserved with 24 hours advance notice through the website:

www.csom.umn.edu/Page1131.aspx

These rooms are accessible to registered students in Carlson School programs. Students wishing to use/reserve classroom space during non-class hours are encouraged to call Central Room Scheduling at 612/625-6030.

Parking

Free parking ranging from ½ hour-4 hours is available on area neighborhood streets south and southeast of the West Bank campus. Pay close attention to signage indicating the length of parking time.

Metered parking is available on Riverside Avenue just south of the Carlson School of Management. There is no cost for parking after 6:00pm on weeknights.

University Ramp parking is available in the 21st Ave Ramp (across the street from the Carlson School of Management) and the 19th Ave Ramp (connected by a skyway to the Carlson School of Management). There is a flat \$6.00 fee charged for cars entering after 5:00pm daily. Parking is free all day on Sundays in the 21st Ave Ramp (except during events). The 21st Ave. Ramp is now staffed 24 hours a day. Please visit **www1.umn.edu/pts** for any changes before each semester.

Other Parking Options

Park in the following locations around the Carlson School:

- **Lot 94** (adjacent to the Barbara Barker Dance Center between 21st & 22nd Ave.) **Cost is \$3.75!!!**
- Metered parking around Carlson School on Riverside Ave.
- Surface lot 86 (adjacent to Mondale Hall)
- Ramp at the Holiday Inn at seven corners
- Surface lot adjacent to 400 Bar on Riverside Ave (cross over Cedar Ave.)
- Neighborhood adjacent to campus (please follow city signage for available parking time)

Link to more information on parking rates:

<http://www1.umn.edu/pts/parkingrates.htm>

Link to West Bank campus map: <http://www1.umn.edu/pts/maps/wbcolr.htm>

*NOTE: Some ramps may be subject to event parking rates – look for signage before events.

We understand the frustrations of parking on a University campus and hope these insights will help you during your time in the MBA program. For any additional questions, please contact University Parking and Transportation Services at 612/626-PARK or at parking@umn.edu or visit their website at:

www1.umn.edu/pts

Executive MBA Students: Parking is provided for you on class days only and you must use the parking card provided to you at orientation. We will not validate your parking if you come to campus on non-class days or have forgotten your card. If you lose your parking card, please notify the student affairs manager immediately.

Lost & Found

Any valuables found in the building will be dropped off at the Mailroom (L-142) on the lower floor of the Carlson School of Management. Please contact the Mailroom (612/625-1340) for lost items or fill out the Lost and Found inquiry form here: <https://www.carlsonschool.umn.edu/page8186.aspx>

The MBA Program Office is not responsible for any items lost or stolen from the building.

If you are an Executive MBA student, please contact the Student Affairs Manager (612-626-7476) for items lost inside of the Executive Center.

The Carlson School is a public building. Classrooms are not locked or monitored during lunch breaks. Students are asked not to leave computers, bags, wallets or purses containing money, credit cards or other types of identification in the classroom or elsewhere in the building, unattended. The Executive Center classrooms are monitored during breaks and lunch on CEMBA class days. Computers may be left in the classroom during lunch breaks; however, the Carlson School is not responsible for a lost or stolen computer or other equipment that students bring to class.

Cash Machine

An ATM is located across from the dining area on the south end of lower level of the Carlson School of Management for your convenience.

Inclement Weather Procedures

Emergency Closing Procedures: Radio and television are the main sources of information on University closings. Closing may occur when blizzard conditions create hazardous travel. University Relations will contact the wire services and the following radio and television stations:

KUOM – AM 770	WCCO – TV 4	WCCO – AM 830	KSTP – TV 5
WDGY – AM 1130	KMSP – TV 9	KSJN – AM 1330	KARE – TV 11
KSTP – AM 1500	KSJN – FM 91.1		

In addition, class cancellation information will be on the main office phone line (612-625-5555).

Fire Alarm Policy

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. After a building has been evacuated, occupants must wait for Police and Emergency Response Staff to announce clearance to re-enter.

If a complete campus evacuation and closure is necessary during a disaster it will be announced and coordinated by the University of Minnesota Emergency Operations Team. Note that it may or may not be necessary to vacate the building during minor incidents. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events, evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. We encourage you to contact your Department Administrator, Program Office or Carlson School Physical Resources with comments and suggestions concerning life safety issues.

MBA Association

i) Statement of Purpose

The Carlson MBA Association (MBAA) exists to improve the Carlson experience. The MBAA adds value to the education of Carlson School MBA students through extracurricular community, corporate, organizational, and student activities. It serves as a liaison between MBA students and administration as well as a forum for students to voice concerns about the MBA program.

The MBAA's objectives are as follows:

- To be the voice of the MBA student body
- To be the active link between MBA student, administration, faculty, and global community
- To facilitate learning, involvement, and interaction both inside and outside of class that fosters an active, open, and fun culture
- To unite students, school, and community optimizing their interaction to provide a top business education and memorable experiences

Membership is open to all Carlson Full-Time and Part-Time MBA students without regard to race, religion, color, sex, national origin, age, marital status, or sexual orientation. Members pay dues each year to assist with social programming and networking events. Members are encouraged to participate in MBA Association activities or events, as well as to develop leadership skills by assisting with the planning and promotion of these activities/events.

Elections are held each spring semester. Elected officers consist of a President, Vice President, Communications and Operations Officer, and Chief Financial Officer. First- and second-year Full-Time MBA students represent elected committee chairs. For more information of the MBAA and the election process visit <http://www.csom.umn.edu/Page4321.aspx>.

Current officers from the Class of 2010 are:

Doug Everling, **President**

Anil Hurkadli, **Vice President – Academic Affairs**

Marc Friedman, **Vice President – Finance**

Bru Mutebi, **Vice President – Community Affairs**

Perry Cameron, **Vice President – External Relations**

Tozar Gandhi, **Vice President – International Affairs**

They invite you to contact them about questions and concerns about the student environment. They can be reached through email at MBAA@umn.edu.

Leadership Advisory Board

The primary goal of the Part-Time MBA program is to build business leaders and this program has been a leader in delivering a high-quality education since the 1960s. The Part-Time MBA program has deep roots in the business community with over 9,000 program alumni. It is one of the top-10 MBA Program in the country, providing an outstanding education for fully employed individuals in the Twin Cities and greater Minnesota.

The Leadership Advisory Board is designed to complement and go beyond the classroom experience. It is designed to enrich the existing high quality student experience. The council gives students the opportunity to become involved in a variety of volunteer committees and activities. Involvement beyond the classroom gives students the opportunity to apply their learning in a variety of unique ways, thus enhancing their leadership skills. The Leadership Advisory Board initiative also aligns with the Carlson School and the Part-Time MBA goals. These specific goals include, integrating our stakeholders into one Carlson School community, engaging Part-Time MBA students in leadership development activities, and providing opportunities to enhance the student experience. For more information visit <http://www.carlsonschool.umn.edu/Page6189.aspx>

GOALS:

- Integrate students more fully into the Carlson School community and build the Carlson School brand.
- Provide opportunities for student's involvement beyond the classroom that enhance leadership skills.
- Provide opportunities for involvement that embrace community diversity.
- Enhance career opportunities through professional networking.

The MBA Association (MBAA) has a variety of clubs and organizations for all MBA students. The Part-Time MBA Leadership Advisory Board is designed to be a complement to the MBAA, supporting activities targeted at Part-Time MBA students.

Leadership Advisory Board opportunities include the following clubs and committees: Student Ambassadors, Orientation Committee, Networking Committee, Graduation Committee, Part-Time MBA Outstanding Faculty Award Committee, Ventures Plus, Carlson Compass, National Association of Women MBAs (NAWMBA).

Support to Clubs & Student Groups

The MBA Student Affairs Office provides information, support, and resources to MBA students chairing committees or leading clubs or other official student groups. Contact Jon Ruzek, Associate Director of Student Affairs, at (612) 626-6249 or via email at ruzek010@umn.edu for more information.

Academic Information

MBA Homepages

Executive MBA program information can be found at: www.carlsonschool.umn.edu/cemba/students

Full-Time MBA program information can be found at: www.carlsonschool.umn.edu/ftmba/students

Part-Time MBA program information can be found at: www.carlsonschool.umn.edu/ptmba/students

Diversity

The University of Minnesota is committed to achieving excellence through diversity, consistent with its academic mission and standards. The Board of Regents Policy states: "As a community of faculty, staff, and students engaged in research, scholarship, artistic activity, teaching and learning, or activities which support them, the University fosters an environment that is diverse, humane, and hospitable. As an

institution, the University is a global enterprise which serves the state, the nation, and the world through its outreach and public service, and in partnership with community groups.”

The Carlson School is also committed to creating an environment where all students can achieve their professional and personal goals within a supportive learning community.

All student organizations, publications, events, and communication should reflect the School’s value of diversity and respect for all persons. Inappropriate, intolerant, or offensive language or behavior constitute a violation of the University of Minnesota Student Code of Conduct and may result in disciplinary actions; the code is available through the University of Minnesota at www.umn.edu/regents/policies.html. You, as student, are responsible for information contained in “A Statement of Standards of the Student Conduct Enforceable by University Agencies.” The code is available through the Office for Student Conduct and Academic Integrity website at: www1.umn.edu/oscai.

Students are strongly encouraged to report concerns related to the climate for diversity in the Carlson MBA Program to school officials, with assurance of strict confidentiality. MBA students should contact:

Keelii McCarty, Program Manager
Diversity Initiatives
mcca0375@umn.edu
4-143 CSOM
Phone: 612.626.7407
OR
The Office of Equal Opportunity
419 Morrill Hall
Phone: 612-624-9547

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

Transcripts

Official University transcripts may be obtained by sending a written request to:

Transcript Service
200 Fraser Hall
106 Pleasant St. SE
Minneapolis, MN 55455

You may also fax a transcript request to 612/625-4351 or order transcripts online at: <http://www.onestop.umn.edu/onestop/grades.html>.

There is a \$5 charge for official transcripts and an extra \$5 charge if the transcript needs to be rushed. The transcript service accepts Visa, MasterCard, and Discover.

Unofficial transcripts may be obtained on-line at <http://www.onestop.umn.edu/onestop/grades.html> by clicking on “View/Print Unofficial Transcript,” or by presenting your student ID (U Card) or driver’s license at the One Stop Student Services, 200 Fraser Hall (612/624-1111). The One Stop Student Services Center also provides record maintenance, enrollment certification and graduation information.

Please note that if you have any holds on your record, they may prevent you from obtaining both official and unofficial transcripts. You can order your official transcripts or print your unofficial transcript (using your University Internet ID and password) on-line at:

<http://www.onestop.umn.edu/onestop/grades.html>

Grades

MBA students can receive their grades from the One Stop registration system at <http://www.onestop.umn.edu/onestop/grades.html>. The timing of this may vary depending on how quickly grades are submitted by the faculty to the academic department offering the class. Individual grades are not given out via telephone or email by the MBA Student Affairs staff. Should you have questions about grading policy or individual faculty grading systems, please contact the faculty member directly.

You will be able to check your grades on-line at the end of each semester. Please visit

<http://www.onestop.umn.edu/onestop/grades.html>

Grades are posted approximately four weeks after the end of each session. The timing of this may vary dependent upon how quickly grades are submitted by the faculty. Individual grades are not distributed over the telephone or via email.

Should you have questions about grading policy or individual faculty grading systems, contact the faculty member directly.

Pre-Class Assignments

Some MBA classes have pre-class assignments. Please check Web CT/Vista (aka Learning Management System [LMS]) for any pre-class assignments. Web CT/Vista may be accessed through the MyU Portal at myu.umn.edu.

www.carlsonschool.umn.edu/Page4668.aspx

Degree Progress

Full-Time and Part-Time MBA only

Degree Program Planning

The MBA program uses the University's Degree Audit System (APAS) to track your progress in the program. This feature is available to you as a student on the University's OneStop system. Go to **www.onestop.umn.edu** then click on "APAS Report" under the "Quicklinks" heading. From this system you can track your degree progress at any point in your program. If you need assistance in reading the report, have a question or find an error, please contact Jessica McLain, Student Services Coordinator (612/625-5555) in the MBA Student Affairs Office.

Student Evaluations of Teaching (SET) Scores

SET scores will be delivered to faculty mailboxes prior to the end of the term your class is scheduled. It is the policy of the University that SETs shall be administered in all classes.

Faculty should give their students adequate time in class, **PRIOR TO THE FINAL EXAM**, to fill out the surveys in class. Final deadline to submit the completed SET forms is the last day of class. The forms should be collected by a student, and the student must be allowed sufficient time to return the forms to the room listed on the envelope. The faculty member teaching the class should leave the room for 15 to 20 minutes as the evaluation forms are completed.

Results of the SETs will be available to faculty within 4 weeks following the end of the class. Students may be assured that at no time will the results be made available before the class has ended. Comments written on the SET forms are given only to the faculty member. Department Chairs and program administration receive the results of the numeric questions for evaluation purposes.

Department administrators maintain records of whether faculty members have consented to have the numeric summary of SET results made available to students. Currently, results are available to Carlson School students through the CSOM web site. <http://www.carlsonschool.umn.edu/Page4136.aspx> Click on the bottom right Teaching Evaluation tab.

Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) as amended and the State of Minnesota Data Privacy Act form the backdrop for the Regent's Policy on Access to Student Records. Recent U. S. Department of Education Regulations regarding FERPA has mandated additional record procedures. Below is a summary of the "Policy on Access to and Release of Student Education Records," Office of the Vice President for Student Affairs/Office of the Registrar, September 1993. Copies of the Policy were distributed to all teaching departments. This document may be viewed at Office of the Registrar student contact areas or www.onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html. Also below are guidelines for ensuring the confidentiality of student records. These guidelines were derived from the Regents' policy and from the recent U. S. Department of Education Regulations.

Directory Information

The following information is public information, unless the student has requested non-disclosure (suppress).

1. Name
2. Address
3. Electronic (E-mail) address
4. Telephone number
5. Dates of enrollment
6. Enrollment status (full/part time, not enrolled)
7. Major
8. Adviser
9. College
10. Class
11. Academic awards and honors
12. Degree received

Students have two options for directory information suppression:

- Suppression of address and phone information -- If this option is chosen, address, e-mail and telephone number information will not be released to third parties and name will not appear in University directories.
- Suppression of all directory information -- If this option is taken no information pertaining to attendance will be released.

*Please see **Request to Suppress Directory Information** on page 15 for more information.

Non-Public (Private) Information

Information other than directory information is not public and may not be released except under certain prescribed conditions. Non-releasable information includes:

- Grades
- Courses taken

- Schedule
- Test scores
- Advising records
- Educational services received
- Disciplinary actions
- Social Security Number
- Student ID Number

Students' Rights

Students have the right to:

- Inspect and review information in their educational records
- Request a correction to their record
- Suppress the release of Directory Information
- View a copy of the institutional policy
- File complaints with:
 - U.S. Department of Education
 - Family Policy Compliance Office
 - 600 Independence Av SW
 - Washington, DC 20202

Request to Suppress Directory Information

You may suppress your address, email, and/or phone number online at: www.onestop.umn.edu and click on “Personal Information” in the right-hand sidebar. This same form is also used to REMOVE suppression.

Request to Change Personal Information

You may update demographic information (such as address, phone number) during the semester online at: www.onestop.umn.edu and click on “Personal Information” in the right-hand sidebar. Please note this is not an official name change form. CEMBA students should also update the Executive MBA staff on any contact information or employer/job-related changes.

Student Name Change Request

The completion of this form is necessary for changing your name throughout the University of Minnesota system. You must provide legal documentation, such as a Social Security Card or Driver’s License. A copy of this form is available from the main program office in room 1-110, MBA Programs Office, or online at: www.onestop.umn.edu/onestop/img/assets/9061/chgname.pdf

GRADING POLICIES

Grading

Grades are an integral part of the educational process. They are one form of feedback concerning academic performance. The Carlson School of Management is resolute that the differences in course achievement are reflected in the differences in course grades. Grades are based on a combination of exams, term papers, class participation, case analyses and other assignments. In all cases it is the instructor who determines grading criteria. The MBA program office reviews all grades each semester.

Grade	Numerical Value
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7 (<i>lowest passing grade</i>)
D+	1.3 (NOTE: <i>Students must repeat core courses and other courses must be</i>
D	1.0 <i>used to meet degree requirements if grades of “D+” or lower are</i>
D-	0.7 <i>earned.</i>)
F	0.0

Grading Distribution

The Carlson School of Management is committed to the practice of having differences in course achievements reflected in differences in course grades. Because of this, the Carlson faculty has adopted a guideline of approximately 15% C's in all MBA core courses.

Recognition for Academic Excellence

The Carlson Scholars designation honors the top 10 percent of each graduate program's graduating class, based on grade point average earned through the fall semester prior to commencement. These students represent the highest level of academic achievement across the Carlson School of Management and are recognized at the spring commencement ceremony.

Course Grade Requirement

All coursework applied towards the MBA degree must be taken on a graded (A through F) basis. The lowest passing grade is a C-. Grades of D, F and N are not considered passing grades and do not count toward the total number of credits needed to graduate. Failing a class may be grounds for dismissal from the MBA program. Executive MBA students must receive a passing grade in their current semester courses in order to continue on to the next semester in the program. Failure to do so will result in dismissal from the Executive MBA program.

Grade Point Average Requirements

Each semester students must maintain an overall grade point average (GPA) of at least 2.8 on a 4.0 scale to satisfy the MBA degree requirements. Failure to maintain a 2.8 GPA will result in academic probation and possible dismissal from the MBA program. Students who are having difficulty earning an acceptable GPA are urged to contact the MBA Student Affairs Office. Students may also lose scholarships if GPA is too low.

Incompletes

An “I” is assigned only when a student who is currently receiving a passing grade in class finds that due to extraordinary circumstances they will not be able to complete their coursework on time. In this case there must be a written agreement between the student and professor specifying the time and manner in which the student will complete the course. Incompletes must be completed within a year. It is strongly recommended that an incomplete be completed within a semester. Incompletes that are requested to be completed after this time will be done at the discretion of the Department Chair in which department the class is housed. Accumulation of 3 “I”s at one time may result in dismissal from the program. The MBA program office has the discretion for dismissal.

Resolution of the Incomplete

Arranging the completion of the grade is the student's responsibility. The student will need to work with the instructor to develop a plan to complete the course. Once the instructor agrees to facilitate the completion of the course, the instructor will need to manually add the student or contact IT to have the student added to their roster in LMS (WebCT/Vista). If the previous instructor is not available, the student will need to contact an instructor who is currently teaching the course for that semester and arrange a plan to complete the course. Once the course has been successfully completed, the instructor will contact their Academic Department Administrator to update the grade in the system.

Resolution of the Incomplete after One Year

Students who do not resolve their "I" grade within a year of the end of the original course will need to petition to complete the course. The student should submit their proposal to the Registrar for review and clearance. Once approved, it will be the student's responsibility to develop an acceptable plan with the instructor to complete the course. It is at the discretion of the instructor (or Department Chair if the instructor is no longer available) to decide whether or not they will work with the student to resolve the grade.

Unresolved Incompletes

Per University policy, "For graduate and professional students, an "I" remains on the transcript until changed by the instructor or department".

The Carlson School's Procedure for Low Scholarship

Step 1: Probation – Low scholarship. Students who fail to maintain a 2.80 GPA after they have completed at least one semester in the program will be placed on academic probation. At that time they will be required to submit a written plan, via email, for bringing their GPA up to satisfactory level that outlines specific courses that they will take and specifies a performance level they will attain each semester. This must be submitted to the appropriate MBA program designate(s) and be approved by said designate. FT/PT MBA: Director of Student Affairs, Assistant, and Associate Dean; CEMBA: Associate Director, Assistant Dean, and Associate Dean

Step 2: Final Probation – Low scholarship. Students who are on probation and still fail to maintain a 2.80 GPA upon being contacted will be placed on final probation. Students on final probation must meet with the Assistant and the Associate Dean of the MBA program and are subject to further probationary measures, which may include dismissal from the program due to low scholarship.

CEMBA Students: Because of the cohort, lock-step curriculum in CEMBA, students must pass all courses each semester with at least a C- in order to continue on to the next semester of the program. Failure to do so will result in immediate dismissal from the Executive MBA program.

FT MBA Students: Failure to pass the required Enterprise program course(s) with a minimum grade of C- may result in immediate dismissal from the Full Time MBA program. Students are expected to participate fully and those who do not make acceptable progress in the Enterprise programs may be subject to academic sanctions and or dismissal from the program.

Dismissal from the Program

Your candidacy for the degree of Master of Business Administration may be withdrawn if one or more of the following occurs:

1. Receive a failing grade in a course
2. Fall below the 2.8 GPA required to graduate
3. Accumulate 3 incompletes at one point in time
4. Fail to comply with the University Student Conduct Code
5. Failure to adhere to Carlson School of Management Code of Conduct

Application for Degree

An Application for Degree is needed to clear you for graduation and should be submitted to the respective MBA Program Office when you know the month you will be finished with your program. The MBA Office staff will review your file and verify all graduation requirements at the end of your final semester. If you have met all of the academic requirements, a clearance letter will be sent to you in the mail AFTER your final semester grades have been posted. Full-Time MBA students will receive this form in their University e-mail during spring semester. Executive MBA students will fill this out in class. Part-Time MBA students may access the form on the web site at <http://www.carlsonschool.umn.edu/ptmba/students/forms>

Graduation

Carlson Part-Time MBA students may choose to graduate during any month of the year after completing all of their program requirements. In order to graduate, Part-Time MBA students need an approved Graduation Plan on file and need to submit an Application for Degree. Links to both of these forms can be found on the Graduation Page (www.carlsonschool.umn.edu/ptmba/students/graduation). Executive and Full-Time MBA students will graduate in May.

In order to be cleared for graduation, all required coursework must be completed, GPA requirement must be met, and all program fees and tuition must be paid.

Your official graduation date will appear on your diploma and transcript. It is shown as the month listed on your application for degree unless you are informed otherwise by the MBA Programs Office. Diplomas will be mailed to you approximately three months after your graduation date.

Due to the high volume of students who graduate in December and May, the office recommends that applications for December and May graduation be submitted as early as possible. Applications to graduate in any other month can be submitted up until the first working day of the month for which you are applying. The Carlson School holds one graduation ceremony each May for those students who have graduated during the academic year (September 1 –August 31).

The Carlson School Commencement invitations will be sent in April to all the students eligible to participate. There is no limit to the number of guests that a student may invite to the ceremony. Commencement is held at Northrop Auditorium on the East Bank of campus. More graduation information can be found at www.carlsonschool.umn.edu/Page5173.aspx.

Commencement Exercises

The Carlson School has one commencement ceremony each year in May held at Northrop Auditorium. All MBA students who have graduated or who are expecting to graduate during the academic year (Sept. 1-Aug. 31) are eligible to participate in commencement. Students expecting to graduate in the summer (after the May commencement) are still able to participate in commencement. Fall graduates can request

to walk in the commencement ceremony in the May prior to their graduation by contacting the MBA Program office.

Program Policies

Independent Study Classes - Full-Time and Part-Time MBA Students only:

Students are allowed to complete Independent Study (Directed Study) as a part of their MBA program. The procedure for completing an independent study is as follows:

- 1) Decide on the area/topic you would like to study.
- 2) Find a faculty member who would be willing to work with you.
- 3) Develop an outline on what you will study, how many credits you will pursue, how it will be done, the timeline for completion, regular times for you and the faculty to meet regarding progress, etc.
- 4) The faculty member must email the Registrar the above information and his/her intent to work with you and for how many credits.
- 5) The Registrar will register you for the appropriate credits.

Classes Permitted Outside of Carlson School - Full-Time and Part-Time MBA Students only:

Full-Time and Part-Time MBA students are allowed to take up to 8 credits of pre-approved courses taken outside of the Carlson School MBA Program but used toward other graduate degree programs within the University of Minnesota. Students wishing to take courses outside of the MBA curriculum must request permission prior to taking the course through the Director of Student Affairs to receive MBA credit for the proposed courses. If approved, the course credits can be used as general elective credits towards the student's program. The procedure for students to request a non-Carlson School class is as follows:

- 1) Indicate the course you would like to take (it must be a graduate level course and taken for an A/F grade).
- 2) Copy the course description and send it to the Director of Student Affairs along with the rationale on why the class would benefit and prepare you for your post Carlson School career.
- 3) The Director of Student Services meets with the Asst. Dean/Director weekly to review student requests on a case-by-case basis.

If the class is approved, the MBA office will advise the student on how to work with the other University departmental office to register for the course.

Readmission to the MBA Program

If a student wishes to be re-activated into the Carlson MBA Program, he/she must reapply to the program by submitting appropriate application materials to the MBA Program Admissions Manager. (Executive MBA students should submit the materials to the Associate Director.) If a student is accepted for re-admittance into the program, the student is required to meet the program requirements in place at the time of re-admittance. Readmitted students may have different graduation requirements than were assigned to them at the time of their original admittance.

Graduate Business Career Center (GBCC)/The Edge Access

Full-Time MBA students have access to the GBCC, on-campus recruiting prior to the start of their first semester. Part-Time and Executive MBA students must complete 75% of their program credits, or be ready to graduate within the next two semesters of the current or future academic year to have full access. Executive MBA Students may contact and work individually with the GBCC at any point in their program. For more information, please contact the GBCC directly at 612-624-0011.

Use of Group E-mails

The University e-mail account is the primary form of communication used by the MBA Program office.

Because of this, the MBA Program office tries to limit the number of e-mails that are sent to students through this account. Students, staff and faculty are therefore not allowed to send unsolicited surveys, advertisements, or other non-Carlson School information through this account.

Alumni Taking Courses

Alumni of ALL Carlson MBA programs are eligible to take courses through the Part-Time MBA Program on a space available basis. Alumni are charged the same tuition rate as current students. Students wishing to apply for Professional Development status are required to complete the Carlson Part-Time MBA Professional Development Application form. Applications are available by calling 612-626-7900. A complete application package includes:
Professional Development Application form and Current resume

These application materials should be sent in one envelope to:

Carlson MBA Program
Attention: Brian Jacobson
1-110 Carlson School of Management
321 - 19th Avenue South
Minneapolis, MN 55455

Admission decisions for Professional Development status are made after the application deadline, and capacity for new Professional Development students is limited each semester. For this reason, it is recommended that interested alumni apply as early as possible, but no later than the following application deadlines:

Fall Semester June 1
Spring Semester November 1
Summer Session March 1

The MBA Program office will notify alumni of admissions decisions after receiving all of the application materials, but not before the application deadline. Alumni will be notified of class availability two weeks prior to the start of the semester.

Auditing Courses

Auditing of courses is not permitted in the MBA programs. Students from other graduate programs at the University of Minnesota – Twin Cities may petition to take courses for a letter grade using the “Non-MBA Graduate Student Registration Form” found on our web site (<http://www.carlsonschool.umn.edu/ptmba/students/forms>). Students are only enrolled if there is still room in the course(s) after current-student registration has taken place.

Libraries and Resource Centers

Wilson Library

Phone: 612-626-2227

Website: www.lib.umn.edu

Wilson Library, located just east of the Carlson School, houses the collections for business, economics, government and the social sciences.

Business Reference Service

Phone: 612-624-5073

Website: <http://busref.lib.umn.edu>

The Business Reference collection and information desk are located on the basement level of Wilson Library. Business books that you may check out are located on the upper floors of Wilson. Check the Business Reference web page for service hours, information about the extensive print and electronic collections, and more. You may also send your questions via email to busref@umn.edu. As students, you may access the databases remotely, using your University internet account.

Center for Human Resources & Labor Studies Herman Library

This specialized library maintains a unique collection of resource materials covering all aspects of the employer/employee work situation, with special emphasis on collective bargaining and human resource management. It is located in 3-306 Carlson School. Please contact the Herman Library by phone at 612/624-7011 or by e-mail at chrslib@umn.edu for current hours, or check their homepage www.worksonwork.irc.umn.edu

Quick Reference Directory

Alumni Relations	612-625-1556
Bookstore	612-624-2323
Boynton Health – Immunization Services	612-625-3222
Business Career Center	612-624-0011
Business Reference Service Library	
4 Wilson Library (Basement)	612-624-5073
Bursars' & Cashiers' Offices:	
101a Anderson Hall (West Bank)	612-625-1383
145 Williamson Hall (East Bank)	612-625-7535
Computer accessories, contact UMN bookstore	612-625-6000
Dean's Office	612-625-0027
Disability Services	612-626-1333
Emergency (police, fire, medical).....	911
Equal Opportunity Office	612-624-9547
Escort Service	612-624-WALK (612-624-9255)
First Tuesday Reservations	612-626-9634
Herman Library.....	612-624-7011
Information, University (Operator)	612-625-5000
Information Technology, Office of.....	612-301-HELP(612-301-4357)
International Programs, Office of	

2-110 Carlson School of Management.....	612-625-9361
International Student and Scholar Services	
190 HHH Ctr	612-626-7100
Information Technology Student Services	612-625-5550
Lost & Found Office – Carlson School of Management	
L-142 CSOM	612-625-1340
Lost & Found Office — West Bank	
100 West Bank Union Skyway	612-624-6338
Mail, U.S. and Campus (L-142 CSOM).....	612-625-1340
MBA Programs Office	612-625-5555
Parking and Transportation Info	
300 TSB.....	612-626-7275
Recreational Sport Center	612-625-6800
Registrar, Office of (East Bank)	
200 Fraser Hall	612-624-1111
Residency/Reciprocity Office	
240 Williamson Hall	612-625-6330
Scholarship and Financial Aid, Office of	
210 Fraser Hall	612-624-1111
Jim Parker.....	612-626-0750
Student Accounts Receivable	
200 Fraser Hall	612-624-1111
Student Conflict Resolution Center	612-624-7272
Student Dispute Resolution Center.....	612-626-0774
Student Financials, Office of	612-624-1111
3 rd Party Billing.....	612-625-8559
Student Services Center, West Bank	
130 West Bank Skyway.....	612-624-1111
Student Legal Service	
160 Skyway, West Bank Union	612-624-1001
U Card Office	
825 Washington Ave SE #107	612-626-9900
University Police (non-emergency)	612-624-3550
University Transcript Office	612-624-1111
University Information (Operator)	612-625-5000
Veterans’ Affairs Office	612-625-8076

Executive MBA Students

Registration

The Student Affairs Manager registers all CEMBA students at the beginning of each semester. Please note that students with outstanding tuition balances or other holds (i.e. immunization holds) cannot be registered until these are resolved. Students may view their registration at OneStop:

<http://www.onestop.umn.edu/onestop/registration.html>

Books and Course Materials

Your books and course materials are included in the program fee. All course materials are purchased and distributed by CEMBA staff prior to each semester. Regarding requests for replacement course materials, the following applies:

- If a book or case is damaged when it arrives from the publisher, the item should be returned to the Student Affairs Manager. You will be given a replacement free of charge as soon as it is available.
- If you damage, lose or destroy any of your course materials and would like replacements, see the Student Affairs Manager about ordering new books or cases. Students are responsible for the cost of replacement course materials under these circumstances.

Tutors

We realize that CEMBA students often face a period of re-adjustment to academic work and may like some extra assistance in certain areas. For this reason, some courses may provide optional review sessions, which you are encouraged to attend. In addition, special assistance from a tutor may be arranged at your cost. Contact the instructor for further information about tutorial assistance.

Student Roster

A roster with photos and contact information is created to help faculty, staff, and your fellow classmates get to know you, and will be used internally by the Carlson Executive MBA Program. It is available by each fall residency.

Retrieving Class Assignments

As CEMBA faculty members complete the grading of class projects and assignments, they will be returned to you by mail or distributed in class, as requested by faculty.

Graduation

The CEMBA office handles all of the paperwork and clearance issues regarding graduation from the University of Minnesota.

In order to be cleared for graduation, all coursework must be completed, GPA requirement must be met, and all program fees and tuition must be paid.

Your official graduation date will appear on your diploma and transcripts as the month after you have received graduation clearance. **Diplomas** will be mailed to you approximately three months after your graduation date.

Graduation Event Timeline

February

- Begin planning for the graduation activities, CEMBA staff will work with the graduating class to select a site for the celebration
- Begin nominating process for the Curtis Cup Outstanding Teaching Award
- Order Caps/gowns, diploma frames, and graduation announcements

March

- Complete MBA Applications for Degree
- Caps and gowns distribution
- Class graduation photo
- Graduation toast

April

- Receive and respond to the Carlson School Commencement invitations

May

- Global Team Project presentations
- Annual CEMBA graduation dinner celebration
- The Carlson School Commencement
- Reception after the ceremony

More detailed information will be provided in the spring semester and they will also be posted on the CEMBA website:

www.carlsonschool.umn.edu/cemba/student/graduation

CLASS WEEKEND SERVICES

Phone Messages/Faxes

On class Fridays, messages will be taken and immediately delivered to you if the caller specifies urgency – non-urgent messages will be delivered to you during breaks. Have your home or office call CEMBA office at: **612-625-5555 or 800-922-3622**. On class Saturdays, messages will be retrieved only at the Student Affairs Manager’s voicemail: **612-626-7476**

Faxes can be received and sent for students during class hours (the above urgency rule also applies to faxes). Please work with MBA program staff if you need to receive a fax.

Printing and Copying – Room 2-250 (EC)

The “Workroom” (2-250F) in the Executive Center is a self-service resource equipped with black-and-white printer, and a copy machine. The copier code will be posted on the machine each weekend. There are also four printer stations available in the main lobby of the Executive Center for student use.

The CEMBA Student Affairs Manager or On-Site Manager will make copies of class-related materials as needed. Due to copyright laws, CEMBA staff members cannot make multiple copies of copyrighted materials upon request. If an article is relevant to one of your classes and you would like to distribute copies to your peers, please allow a few days of processing time so that we can obtain copyright permission for you.

Class Session Recordings

All CEMBA class session video and presentations are posted on the appropriate Web Vista class page and will remain on the WebVista/Learning Management System (LMS) until the end of the semester.

Refreshments

A continental breakfast is served at 7:00 AM on all class days and an afternoon snack is served at 2:15 PM. Coffee, tea, water and soda are available throughout each class day. Please help out the CEMBA staff by keeping the area clean by depositing your dirty dishes on the trays located around the Executive Center.

Lunch

A buffet lunch is typically served from 11:30 AM – 12:30 PM in the Professional Dining Room (PDR), lower level of the Carlson School. Box lunches may be served when needed. Occasionally, a lunch buffet will be located in the Executive Center if class meetings, planning sessions or other events demand this added convenience.

Parking

Pre-paid parking pass cards are given to CEMBA students at the beginning of the school year and can be used in the **19th Avenue Ramp** only. The card must be swiped upon entering **and** leaving the ramp, regardless of arm position. Each card will be registered to an individual student. You are responsible for this card while you are in the program. You will also be required to return the card at the end of the program. Costs of replacing lost or stolen parking cards are the responsibility of the student. Should you forget to bring your parking card, you will be responsible for paying for your parking that day. We do not validate parking for students who come to campus for team meetings or other reasons on non-class days.

PROGRAM OPPORTUNITIES

Career Coach - Graduate Business Career Center

The Graduate Business Career Center (GBCC) is located at 2-100 Hanson Hall (612-624-0011). The Career Coaches work with Executive MBA students on an individual basis and in group sessions. Some of the services include career coaching, career transitions, positioning within your current company, leveraging your MBA, resume review, mock interviews, job search, resume referral services, external job postings, and the EDGE. Optional Friday luncheon workshops are offered throughout the year.

Study Groups

Study groups are an integral part of the CEMBA Program. You will become a member of a team of 5-7 students at the beginning of the first year that will meet, work and study together. You will be assigned to a different group at the beginning of the second year. The Study Group concept helps students learn and become more efficient. A variety of educational backgrounds, industry and company experiences are represented in each study group.

Executive MBA students must manage careers, home lives and the expectations of the program. It's not easy to make it all work. The study group is a perfect way to give and receive the necessary support. We provide extensive training at the beginning of the program to help all study groups achieve high performance, by assisting groups in establishing norms and creating effective working teams. Students are expected to use this training to help them resolve any issues that should arise on their team. If the issue involves a conduct or academic code violation, students must follow the procedure outlined in the Student Conduct Code and report the violation appropriately.

Study Group Suggestions

- Respect all individuals and their opinions
- Make a meaningful contribution
- Honor group meeting schedules and work deadlines
- Keep your study group informed of changes in your schedule
- Challenge each other intellectually
- Respect the privacy of all members
- Have some fun
- Be flexible

Guest Speakers

Several times each semester, you will have the opportunity to hear renowned organizational leaders speak on a wide range of current issues and business practices over lunch hour or in class during a regularly scheduled class day. Some of past speakers have included Walter Mondale-former VP of the United States, Brad Anderson – former Best Buy CEO, Dean Phillips – CEO of Phillips Distilling, Vivian Milroy Callaway - Vice President of Center for Learning and Experimentation at General Mills, and many others.

CEMBA Alumni Ambassadors

The Carlson School of Management is strengthened by the commitment and involvement of its alumni. Executive MBA alumni serve as key program recruiters, provide support for students in the program, and enhance the awareness of the Carlson School. Alumni involvement and support is an investment in the future of the school and paramount to the success of the Executive MBA program.

DIRECTORIES

CEMBA Administration

Ed Joyce

Associate Dean, MBA Programs

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1-110 Carlson School

Assistant Dean, MBA Programs and Graduate Business Career Center

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Director of Admissions and Recruiting

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1-110 Carlson School

Associate Director

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Email: wickx013@umn.edu

Melissa Meyer

1-110 Carlson School

Student Affairs Manager

Phone: 612-626-7476

Email: meye0568@umn.edu

CEMBA Contact Information

Program Office:

1-110 Carlson School of Management

321 – 19th Avenue South

Minneapolis, MN 55455

Phone: 612-625-5555 or 800-922-3622

Fax: 612-25-1012

Email: cemba@umn.edu

Website: <http://www.carlsonschool.umn.edu/cemba>

Hours: 8:00 AM – 4:30 PM, Monday – Friday

Executive Center (EC) Office (2-250):

Hours: 6:30 AM – 5:00 PM, Class days

Carlson School Building Hours:

6:00 AM – 11:00 PM, Monday – Saturday

10:00 AM – 10:00 PM, Sunday

Full-Time MBA Students

About the Coordinated Core

The Full-Time Carlson MBA coordinated core curriculum provides you with a solid foundation of the functional areas of business and allows you to build your Career Emphasis (aka Professional Portfolio), a set of suggestions for course selection which are based on career goals.

You are free to combine these academic suggestions along with your experiential activities via the Enterprises which will help you achieve your career goals. Your first year is focused on the Coordinated Core Curriculum, in which the core functions of business are taught by a team of faculty who have designed their courses not only to give you mastery of key concepts and tools, but to give you the ability to understand the interconnections and relationships between the core functions of business. To learn more about building your career emphasis go to <http://www.csom.umn.edu/Page2174.aspx>.

The Coordinated Core also provides experiential learning activities that allow you to apply the knowledge and business tools you are learning in the classroom to case studies in business setting. Information regarding case studies will be available during the core semester courses.

Team Learning in the Coordinated Core

The Coordinated Core features several collaborative assignments in your core MBA courses. Because in business managers are frequently assigned to team projects, teams are assigned randomly in the Coordinated Core. Understanding the challenges and the rewards of collaboration and team process is an important part of MBA education. To help enhance your skills in these areas, the Coordinated Core includes **Strategic Management**, a skill-building set of experiential workshops developed by faculty in the Strategic Management and Organization department that lay the groundwork for you to work creatively and collaboratively in teams. You will learn about how groups form, how to deal with conflict, leadership and teams, and using creative process to enhance team effectiveness.

You will be assigned to one of the cohorts and also assigned to a learning team within that cohort. These assignments will be announced during orientation. Typically, there are five or six students in each team.

Assignments to groups are made with the goal of maximizing diversity within each group, particularly with respect to academic background and state or country of origin.

Once you complete the Coordinated Core, assignments to study teams will be managed by individual faculty members.

Requests to be assigned to a specific cohort or study team, or to switch teams once assignments have been made, will not be accommodated.

Enterprises

No other business school delivers experiential learning with more depth.

The Carlson School was one of the first business schools to offer experiential learning as a standard part of our MBA program. Over the years, we have refined and enhanced our programs to ensure that we provide an experience that is more immersive, rich and rewarding than any other business school.

International Experience

The Full-Time MBA program has instituted a mandatory international study abroad component during the second year of the MBA program. All students will take part in this experience which will include travel to an international destination, classroom activities and professional presentations in order to ensure that we provide an experience that is more immersive, rich and rewarding than any other business school.

About Electives

In order to maximize the number and variety of elective offerings available to you, elective courses are offered in three formats:

- Full-Time MBA program electives offered between 8:00 a.m. and 5:25 p.m.
- Concurrent Full-Time and Part-Time MBA electives (these are designated on the course schedule as section 60s) that meet from 5:45 to 9:05 p.m.
- Part-Time MBA Program core courses and electives (these are designated on the course schedule as section 90s) that meet from 5:45 to 9:05 p.m. These courses are only available to the Full-Time MBA students through a petition process. See Stephanie Nichols, Full-Time MBA Registrar for more information.

On the Full-Time MBA web site (<http://carlsonschool.umn.edu/ftmba/students>) you will find the current and future schedules listing for all courses. Courses listed on this spreadsheet are available for you to enroll in on **OneStop** available through the U of M home web page at <http://onestop.umn.edu>, with the exception of courses designated section 90 or above. Entry into Part-Time MBA Program courses (section 90 and above) will be on a space available basis. Petitions for these courses can be found either on the Full-Time web site or at the front counter in the MBA Office. Petitions need to be turned into the MBA Office in Suite 1-110, to Stephanie Nichols at s-nich@umn.edu, who will process additions to these classes prior to the start of the semester. Students will be notified via e-mail of the status of their petitions for these courses.

For more information on the petition or waiting list processes or the registration, please contact Stephanie Nichols in the MBA Office.

International Student Class

MBA international students may speak with Stephanie Nichols, Full-Time MBA Registrar, for any questions or concerns they have while they are in the program. Stephanie may be reached by phone at (612) 626-0010 or by email at s-nich@umn.edu.

Part-Time MBA Students

Registration

The Carlson MBA Student Affairs Office registers all Part-Time MBA students in MBA 6300 – Strategic Management for their first semester in the Program. For other courses and in subsequent semesters Part-Time MBA students should enroll themselves using the One Stop registration system at:

www.onestop.umn.edu/onestop/registration.html. Part-Time MBA students will be notified via their University of Minnesota e-mail accounts for specific registration dates and deadlines. Please be aware that the Carlson School assigns registration queue times based on the number of credits remaining in your MBA program. Please disregard the general University of Minnesota information, which assigns queue times based on a grid of random alphabetical order or year in program.

Drop/Add Classes

Students can add and cancel classes using the One Stop web registration system at:

<http://www.onestop.umn.edu/onestop/registration.html>. However, please be aware that if you drop a class or add your first class after the semester has already begun, there may be fees associated with your change of registration. You can view Drop and Add Deadlines and the Tuition Refund Schedule at: **www.onestop.umn.edu/onestop/Calendars/Refund_and_DropAdd_Deadlines.html**.

If students have any problem with registration they should contact an MBA Registrar at 612/625-5555.

Waitlist

Students are able to place themselves on a waitlist via the One Stop Registration system. A student's priority on the waitlist is determined on a first come, first served basis. Please contact the MBA Registrar at 612-625-5555 with any questions or concerns. (Note: the MBA Student Affairs office does not use the "magic number" system – please use the waitlist).

Tuition and Fees

Tuition Rates for Academic Year 2009-2010 as set by the University of Minnesota Regents:

Complete Tuition and Fee information can be found at:

www.onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Professional_School_Tuition_Rates.html

Payment of Tuition and Fees

The following link will assist you in answering questions about the billing process as well as give you the anticipated billing and due dates for upcoming semesters:

<http://www.onestop.umn.edu/onestop.html>.

There is a flat \$35 billing charge for the installment payment plan. Any time you pay less than the full amount you will be charged for the installment plan. However, if you pay less than the minimum amount by the due date, you will be charged a \$30 late payment fee in addition to the installment payment fee and a hold will be placed on your record. Minimum payments must be received by the due date to avoid these fees.

The quickest way to make your payment is by U.S. mail. Address your payments to:

**Bursar Office
University of Minnesota, Twin Cities
P.O. Box 88
Minneapolis, MN 55440-0088**

Please make your check or money order payable to "University of Minnesota." Write your student ID number on your check and include it with the payment portion of your billing statement. Please do not send cash. If you are unsure of your balance, you may look it up on One Stop at

<http://www.onestop.umn.edu/onestop/tuition.html>, scrolling down and clicking on "Viewing your Student Account" on the left hand side bar. You can also call One Stop Student Services at 612/624-1111 or e-mail helpingu@umn.edu.

Carlson Part-Time MBA Graduation Planner

The MBA Program Office suggests that you fill out a Graduation Plan twice during your time in the program. Instructions and a link to Graduation Planner are located online at <http://www.carlsonschool.umn.edu/ptmba/students/registration/degreeplanning>

- 1) After the completion of most of your core courses.
- 2) Just prior to registering for your final semester.

The Part-Time MBA Registrar will review the form for needed graduation information. After the form is reviewed, an approved copy will be sent to you in the mail. A copy will also be placed in your file. Please contact the Part-Time MBA Registrar at 612/625-5555 with questions.

Program Policies

MBA Core Courses – Part-Time students only

Upon admission into the Part-Time MBA Program, all students receive a Coursework Requirements sheet listing all required Core Courses. A student's specific Core requirements are based on prior educational experience; therefore not all students are required to take all Core Courses. Part-Time MBA students should refer to their individual Coursework Requirements sheet to determine what Core Courses they need to complete. MBA-designated Core Courses are recommended to be taken in the order listed on the sheet and should be taken only if assigned. **STUDENTS WILL NOT RECEIVE CREDIT FOR TAKING UNASSIGNED/WAIVED CORE COURSES.** If a student inadvertently takes a Core Course that was not assigned, he/she will not receive elective credit for that course. Students can take waived MBA-designated Core Courses as a refresher, but will NOT be able to count the credits towards their MBA degree.

To appeal a course waiver decision you will need:

- the name of the core course(s) in question
- the name/designation of the corresponding course(s) previously taken
- a short course description for each course previously taken

Submit your request (including the information above) by email to:

Melanie Boutell, Associate Director - Registration, at suexx004@umn.edu

You will be contacted after a re-examination of your application transcripts

Current criteria used to waive Part-Time MBA core coursework

MBA 6300 - Strategic Management

Due to the nature of the course, this class is typically not waived in the Carlson Part-Time MBA program.

MBA 6120 - Data Analysis and Statistics for Managers

At least two undergraduate (or previous graduate) course in statistics (preferably business statistics). Course must be completed with a grade of "B" or better at an accredited college or university, and must be completed within seven years of admission.

MBA 6030 - Financial Accounting

At least two undergraduate financial accounting courses: one introductory course and one intermediate course, OR one graduate-level financial accounting course, OR a current CPA certification. Courses must be completed with a grade of "B" or better at an accredited college or university, and the most recent course must be completed within seven years of admission.

MBA 6210 - Marketing Management

At least one introductory undergraduate (or previous graduate) course in marketing. Course must be completed with a grade of "B" or better at an accredited college or university, and must be completed within seven years of admission.

MBA 6220 - Operations Management

At least two undergraduate operations courses OR one graduate-level operations course. Courses must be completed with a grade of “B” or better at an accredited college or university, and the most recent course must be completed within seven years of admission.

MBA 6230 - Financial Management

At least two undergraduate finance courses: one introductory course and one other finance course, OR one graduate-level finance course. Courses must be completed with a grade of “B” or better at an accredited college or university, and the most recent course must be completed within seven years of admission.

MBA 6035 - Managerial Accounting

At least one undergraduate managerial/cost accounting course OR one graduate-level managerial accounting course OR a current CMA certification. Course must be completed with a grade of “B” or better at an accredited college or university, and must be completed within seven years of admission.

MGMT - Human Behavior in Organizations Menu

At least one undergraduate (or previous graduate) course in management and organizational behavior or human resources management. Course must be completed with a grade of “B” or better at an accredited college or university, and must be completed within seven years of admission.

ECON - Economics Menu

At least one undergraduate (or previous graduate) course in microeconomics or managerial economics. Course must be completed with a grade of “B” or better at an accredited college or university, and must be completed within seven years of admission.

MBA 6315 - The Ethical Environment of Business

Due to the nature of the course, this class is typically not waived in the Carlson Part-Time MBA program.

***Courses with the “MBA” designator may not be used as elective credits in the Carlson Part-Time MBA program.**

.Waiver of a Prerequisite – Part-Time MBA students only

Students are required to meet all prerequisites for courses. If a student feels he/she has the background needed to take a course without completing the prerequisite, he/she must contact the professor for a waiver request. If a professor waives the prerequisite for the course, the professor must submit, in writing, his or her approval to the Registrar of the Part-Time MBA Program. This approval to by-pass the prerequisite does NOT mean that a student will receive credit for the by-passed course. Nor does it mean that the student is allowed to reduce his/her total credit requirement. Students that are allowed to by-pass an elective prerequisite must still complete the total credits outlined in their Coursework Requirements sheet.

Transfer Credits/Courses – Part-Time MBA students only

Students are NOT allowed to transfer credits taken prior to admittance into the Part-Time MBA Program. Upon admittance, student files are reviewed to determine if any Core Courses can be waived. See “Core Waiver Policies” for a description on waiving core courses. Elective credits are not waived in the Carlson Part-Time MBA Program.

Transferring Non-University of Minnesota Electives AFTER Admittance into the Program – Part-Time MBA students only

The Carlson School of Management Part-Time MBA Program allows, with prior permission, up to 12 credits transferred from another institution. Permission is granted only for those students being relocated due to work. Students should contact the Director of Student Affairs for prior approval of the course(s) to be taken. Students may only take classes from an AACSB accredited MBA Program that will allow them to take a course and transfer back credits to the Carlson Part-Time MBA Program. To locate an AACSB accredited school, you may visit www.aacsb.edu. After completing the course with a grade of B or higher, the student

must have an OFFICIAL transcript sent to the Part-Time MBA Program office in order to initiate the transfer of credits.

Maintaining Active Status in the Carlson MBA Programs and Procedures on Requesting Readmission to Grant the MBA Degree – Part-Time MBA students only

All MBA students are required to register and complete a minimum of 2 credits once per academic year* to maintain their active status in the MBA program. Those who do not register once per year are considered to have withdrawn from their program and their records are deactivated. Deactivated students may not register for coursework, take exams, finish incomplete coursework requirements, apply to graduate or participate in the university community as MBA students. In addition to registration once every year, all MBA students are required to complete their MBA degree requirements within 7 years from the earliest coursework on their transcript that is being used to meet MBA degree requirements. Student's whose coursework is beyond the 7-year timeframe, but are interested in completing their degree requirements are likely to be required to retake a significant number of courses to bring their coursework up to date.

Those who wish to resume their studies in the MBA program must file for readmission to the MBA program and submit any necessary paperwork, including a current resume and letter of interest along with the required application fee to their respective program office.

Upon receipt of the application forms and fees, the Admissions Office for your program will review your academic file, including transcripts, and will check for any outstanding requirements. Upon review of these documents, recommendations will be made on what is needed to complete the degree requirements at the current time, which may result in different graduation requirements than were required at the time of your original admittance to the program. The student will receive a letter from the Admissions Office indicating their decision to approve or deny the request. If approved for readmission, a listing of required courses and other requirements needed for the degree would be communicated to the student. Please allow 2-4 weeks for staff to review your file.

For additional information, please review the following web pages on requesting admission to the Carlson MBA Program:

Executive MBA: <http://www.csom.umn.edu/cemba>

Full-Time MBA: <http://www.csom.umn.edu/ftmba>

Part-Time MBA: <http://www.csom.umn.edu/ptmba>

*Example of an academic year is September 1 – August 31.