Executive MBA
Student Handbook
EMBA Student Handbook
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In Preparation

If you haven’t explored our webpage, www.be.wvu.edu/emba, please familiarize yourself with the information. In particular, you will need to refer to the ‘Current Student’ section in the future for various topics. Information can be found on the following:
Curriculum
Residencies
JD/EMBA
PharmD/EMBA
National Guard
Tuition
Faculty
Brand Ambassadors
Alumni
Textbook & Syllabi Information
Computer Requirements & Set up
eCampus Tutorial
Student Handbook
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MBA Advisory Board

Financial Aid: financialaid.wvu.edu or 304-293-5242
West Virginia University uses the Free Application for Federal Student Aid (FAFSA) form to determine eligibility for scholarships, low-interest student loans, and grants for graduate and undergraduate students. Adult students are strongly encouraged to fill out the form because income is not the only determinant for awards. The priority deadline for the FAFSA is March 1 but Financial Aid office continues to review and award aid throughout the year.

Transfer Credits
Students can request to apply credit earned at another accredited institution of higher education to be applied to a degree program at WVU. The approval process requires a transcript, course catalog description and syllabi for each course and is initiated through the student’s academic advisor. Only credit earned at institutions accredited regionally at the graduate level may be transferred. Students should have transfer credit approved prior to enrolling in coursework, and courses considered must have been completed with a grade of “B” or better for the credit to transfer.

Tips for Successful Online Learning
The real measure of a successful college career will not be the grades you earn or the job you get, but rather the intangible benefits of living and learning in an intellectual environment.

You will be responsible for learning on your own and for getting the most out of classes and textbooks. Your intellectual curiosity will be heightened and, hopefully, you will experience the satisfaction that comes with the knowledge and with accomplishment. You will be forced to make choices and to discipline yourself in order to take full advantage of the wonderful opportunities that await you.
In order to be a successful distance learner, it is important to develop good habits early. Below are
some general tips for success in the Executive MBA program:

- Use the information on the EMBA program website (http://www.be.wvu.edu/emba) for specific information about course descriptions, schedules, syllabi, and text book information.

- Check your email on a daily basis. Remember to check your WVU eCampus and MIX accounts regularly. To protect your privacy, we will only communicate with you using your MIX email.

- Keep us informed of your most current personal information, such as address, telephone and alternate email addresses.

- Communicate problems early! If you encounter a problem with your course or have an issue you need resolved, don’t hesitate to contact the appropriate person. For course problems, contact your professor first. For program issues, contact your academic advisor as soon as possible.

- If you are working from a personal computer, it may be helpful to set up the WVU eCampus login page as your personal homepage throughout the duration of the course. This will remind you to check the site daily.

- Log in to your EMBA courses daily. You should plan on spending as much (or more) time online for the class as you would spend attending a standard on-campus graduate-level class. You may want to plan a specific time that you will work on the class each day. Remember, you will need to be online most weekdays during the term.

- Plan for an average of 12-15 hours per week to complete your EMBA coursework. Some EMBA students develop a schedule each week that allows them to effectively meet coursework deadlines over several days or sessions. Don’t wait until the day an assignment is due to begin working on it!

- Print the course syllabi and your weekly assignments during the first week of class so that you know what is expected of you during the semester. Many students maintain a separate calendar for EMBA coursework and record all scheduled deadlines to ensure they don’t miss an assignment. When you complete a course, you will no longer have access to eCampus, so print or save anything that you may wish to refer to for the Capstone course.

- Always draft your discussion postings and emails in a Word document prior to posting them online. There is no spell check in WVU eCampus and it is easy to lose your work if the system times out. Also, if you click on another discussion posting before you have uploaded the one you are drafting, your work will be lost. Creating the post in a text document and then copying and pasting it online can save you time and aggravation.

- You are encouraged to archive coursework in an organized system on your computer. This will prevent you from accidentally submitting assignments from other MBA courses and will make it easy to find an assignment if your professor requests that you resubmit your work.

- Plan vacations and travel around your EMBA coursework whenever possible. If travel during
an EMBA term is unavoidable, you must ensure that you will be able to keep up with your coursework prior to beginning your travel. Lack of internet access is never an excuse for missed deadlines. Please remember that attendance at your on campus residencies is mandatory.

Preparatory Classes
Online classes in Macroeconomics, Statistics, and Accounting through Ivy Software have either been recommended or required of you prior to the start of the EMBA program. These courses are used by many top universities as prerequisites to provide a foundation or refresh skills. Found at www.shop.ivysoftware.com/searchresults.asp?cat=306 for $60 each, courses typically require about 20-30 hours each to complete. At the end of a course, a test will be given and a percentage calculated. If you are required to complete this course as a condition of admission, you will need to score an 80% or better to pass the course.

Excel Preparation
If you are not a proficient Excel user, you may want to consider some self-study prior to the start of classes. We find that some of our students struggle in the initial classes if they lack sufficient Excel skills. Some of the ways you can accomplish this are:
- WVU OIT workshops and/or handouts: http://oit.wvu.edu/training/
- Online Training through lynda.com: http://oit.wvu.edu/training/lynda/
Both of the above options are available to you at no charge as a WVU student
- Download Office 2010 Training from Microsoft: http://office.microsoft.com
- Buy a book or search the internet for tutorials

Laptop Requirements and Setup
Before coming to campus for orientation, review minimum computer requirements and laptop setup instructions below. These instructions are found at: http://www.be.wvu.edu/embacomputer_requirements.htm?expandable=0

Note: Internet Explorer 9, Chrome, and the most recent version of Mozilla Firefox will fail the eCampus browser check. Most of the functionality should work within the new browser but these browsers have not been certified as compatible.

If You Need Information or Technology Assistance
1) B&E IT Help
   First-level wireless configuration assistance
   Symantec Anti-virus and Adware/Spyware software installation/questions General
   questions about laptop hardware and software
   Location: Room 368 B&E Phone: 304-293-7862
   Email: BEITHelp@mail.wvu.edu
   Standard Hours: M-F: 8:15 a.m. - 4:45 p.m.
2) WVU Office of Information Technology (OIT) oit.wvu.edu
   MyID, MIX, and eCampus issues
   Location: 1 Waterfront Place
   Phone: 304-293-4444 x 2
   Email: OITHelp@mail.wvu.edu
   Standard Hours: M-Th: 8:15 a.m. - 10:00 p.m.
F: 8:15 am - 5:00 pm
Sat: 10:00 am - 6:00 pm
Sun: 4:00 p.m. - 12:00 a.m.

3) WVU Technology Support Center (TSC) oit.wvu.edu/tsc/
   Fee-Based Services:
   PC Virus/Spyware/Adware removal, Hardware troubleshooting
   Location: G49 Brooke Tower, Evansdale
   Phone: 304-293-6201 x 1
   Standard Hours: M-F: 8:15 am - 4:45 pm

eCampus Mobile App

West Virginia University eCampus will be easier for students and faculty to access anywhere on campus beginning this fall. By downloading the new Blackboard Mobile Learn app, eCampus can be accessed on iOS and Android mobile devices.

According to Vicki Smith, director of Communications for WVU ITS, Blackboard Mobile Learn is a simple, intuitive mobile application. The app gives students access to check grades and assignments, view documents, create discussion and blog posts and complete a variety of other tasks for each course. Instructors are also able to post announcements, view class rosters and more. Although, there will be some course content not available on the mobile app that is on a computer, Smith said.

“The mobile app is designed to supplement but not replace a PC or Mac,” Smith said. “Once users have downloaded the app, they can pay a one-time fee of $1.99 per device for unlimited access.”

ITS will announce a formal launch date as the semester approaches and will provide details about downloading instructions when it is available. Many may be concerned about the possibility of technology glitches or things of that nature within the app, but according to Smith, the app should function quite smoothly.

According to Blackboard Mobile’s website, the app is about “giving you the power to engage everyone on their terms and devices, offering instant access to the information you need and encouraging the interaction you crave, and with tools like this, we can build a better education experience for everyone, everywhere, any time.”

To learn more about the app, visit http://itnews.blogs.wvu.edu/ or http://www.blackboard.com/Platforms/Mobile/Overview.aspx.
Getting Started in the Program

Academic Standards
The M.B.A. degree requires that the candidate achieve a cumulative grade point average of at least 3.0 on all work counting toward the graduate degree. A regular graduate student whose cumulative grade point average falls below 2.75 will be placed on probation. If the average is not brought up to 2.75 by the end of the following semester, the student will be suspended from the program. A grade below C in more than one course taken while enrolled as a graduate student will result in suspension from the program. Credit hours for courses in which the grade is lower than C will not be counted toward satisfying graduate degree requirements.

http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/businessadministration/

Academic Integrity
“This generation has always existed in a world where media and intellectual property don’t have the same gravity,” said Ms. Brookover, who at 31 is older than most undergraduates. “When you’re sitting at your computer, it’s the same machine you’ve downloaded music with, possibly illegally, the same machine you streamed videos for free that showed on HBO last night.” (Gabriel, 2010)

http://www.nytimes.com/2010/08/02/education/02cheat.html?pagewanted=all& r=2& r=2&

As a student in the College of Business and Economics at West Virginia University, you are responsible for your own academic integrity. Understanding that you are entering a world where original thought is still valued and highly protected, please keep in mind that resources used in your course work must be referenced appropriately.

The Student Conduct Code prohibits you from engaging in any acts of dishonesty which include, but are not limited to, plagiarism and cheating and other dishonest practices in connection with examinations, papers, and projects. Each is described below; however, you are referred to the Student Conduct Code for a complete description of acts of dishonesty. If you have any questions about this, please contact your academic advisor or your instructor.

Plagiarism includes, but is not limited to: (1) submitting someone else’s research, writing, artistic conception, invention, or design that has been copied in whole or in part from the work of others, whether such source is published or unpublished, as one’s own work and (2) failing to acknowledge and cite portions of the works of others that have been used in an assignment.

Cheating and dishonest practices in connection with examinations, papers, and projects include, but are not limited to: (1) obtaining help from another student during examinations; (2) knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one’s own work for another student to copy and submit as his/her own; (3) using notes, books, or other sources of information during examinations without authorization; and (4) having an unauthorized copy of an examination or any part thereof.

Teams
"It is critical to success in today’s fast-paced, highly competitive business world. Employers want professionals who can work well with others – following or leading as necessary. MBA students also learn how to challenge and disagree with others in a constructive way, which is important for producing quality results. A team that can identify and correct problems without creating personal friction is a huge asset to any organization. Some MBA specialties place more emphasis on certain aspects of
teamwork than others. For example, an executive MBA program is going to concentrate on leadership and management skills, because graduates will typically be headed for positions where those abilities are essential."


Our students are all working professionals and most have other outside obligations that sometimes cause a student to step out for a semester. It may be due to a myriad of reasons: health, financial, employer, etc. There are as many reasons as there are individuals. When that student returns, Graduate Programs will place that individual into a team for the remaining class/classes required. That receiving team will be chosen for a particular reason and is usually grateful for the additional assistance. Changing teams because of personality clashes has been strongly discouraged as history has proven it to be disruptive to all impacted. Just like in your professional life, your partners are not yours forever and you need to be flexible. Please remember that each of you could be in the same situation in the future and would want to have the same consideration.

Communication within teams will often occur through Skype, Google, Go To Meeting, the course platform ‘eCampus’, or other method. Options will be provided at Orientation and decided upon by the individual team members.

**Collaborative Work Space Recommendations Sharing Documents:**

**Google Docs and Google Drive**

If you are looking for an easy way to share and collaborate documents with other people in your team, Google Docs is a web-based alternative to the Microsoft Office suite. It allows all parties involved to collaborate and edit a document at the same time. You can see team members updating the document while you’re working. This means no more saving and sending one word document back and forth while trying to complete a group project.

[Google Docs](https://docs.google.com) is completely free for you to sign-up and use. It allows you to work on text documents, spreadsheets and presentations that you can share and make available for editing to other team-mates or consultants. Go to [www.drive.google.com](http://www.drive.google.com) to get started!

*For more information on Google Docs and Google Drives visit:*
http://www.masternewmedia.org/online_collaboration/document-collaboration/Google-Docs-explained-in-simple-words-by-Lee-Lefever-20070919.htm#ixzz2Xd8At00

*For instructions on how to use Google Docs and Google Drives, check out the tutorial videos below:*

Google Drive Tutorial 2013: Introduction (1/4)
http://www.youtube.com/watch?v=M0ZvYRU1Y5Y

Google Drive Tutorial 2013: Composing Google Docs (2/4)
http://www.youtube.com/watch?v=jdtHjhJ_350

Google Drive Tutorial 2013: Sharing Files & Folders (3/4)  
http://www.youtube.com/watch?v=-ox-r7qAdvA

Google Drive Tutorial 2013: Document Organization (4/4)  
http://www.youtube.com/watch?v=Cq4cRctukSM

**Virtual Meeting: Google+ Hangouts**

Google+ Hangouts is a free video chat service from Google that enables both one-on-one chats and group chats with up to 10 people at a time.

Google Hangouts can be accessed via laptop and desktop computers as well as some mobile devices. In addition to video chatting, Google Hangouts users can share documents, scratchpads, images and YouTube videos with other users.

The only thing you need is a Google account, a webcam, and a microphone. You’ll need to install the Google voice and video plugins to get started. Once you do, you can also use video in Gmail, iGoogle, and Orkut. It’s now one of the easiest ways to see a group of friends at one time.

To get started visit:  http://www.google.com/+/learnmore/getstarted/guide.html

**Virtual Meeting: Skype**

Skype is a platform for doing things together, whenever you’re apart. Skype’s text, voice and video chat make it simple to share experiences with teammates no matter where they are.

The service allows users to communicate with peers by voice using a microphone, video by using a webcam, and instant messaging over the Internet. Phone calls may be placed to recipients on the traditional telephone networks. Calls to other users within the Skype service are free of charge, while calls to landline telephones and mobile phones are charged via a debit-based user account system. Skype has also become popular for its additional features, including file transfer, and videoconferencing.

To get started visit:  http://www.skype.com/en/

**Online Program Sessions and Dates**

The EMBA online program offers 9 week courses with staggered start dates. There will be nine credit hours per fall and spring semester and 6 credit hours during the summer.

This schedule differs from WVU’s regular semester due to the accelerated degree program. While the EMBA program does not recognize standard WVU academic holidays or breaks, there is an extended period between summer and early fall and then again between late fall and early spring.

For term dates, please refer to the Executive MBA website/Current Students or the Registrar’s site at:
Residency requirements, dates, and expectations
With the traditional plan of study, participation in 4 residencies is mandatory for graduation as each experience encompasses specific coursework and experiential learning objectives.

- Orientation – 1st Semester – Morgantown
- Building the Business Professional – 3rd Semester – Morgantown
- Venture Capital Fair – 4th Semester – Morgantown

Spring semester residency dates for each cohort

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Residency</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 15</td>
<td>Orientation</td>
<td>January 4-6, 2014</td>
</tr>
<tr>
<td>Spring 14</td>
<td>Building the Business Professional</td>
<td>March 15-17, 2014</td>
</tr>
<tr>
<td>Fall 13</td>
<td>VC Fair</td>
<td>April 9-11, 2014</td>
</tr>
<tr>
<td>Fall 14</td>
<td>Washington DC</td>
<td>April 12-14, 2014</td>
</tr>
<tr>
<td>CMP 15</td>
<td>VC Fair</td>
<td>April 25, 2014</td>
</tr>
</tbody>
</table>

In the event that you are not able to attend, registration for the encompassed course should be delayed until the following semester and your advisor should be notified.

You are responsible for getting yourself to the residencies and for lodging in Morgantown. We typically reserve a block of rooms at a reduced rate at a local hotel, but you are not required to stay at this hotel. If at all possible, we will try to provide parking permits for your stays in Morgantown. In Washington D.C., we will cover the lodging expense at double occupancy. Most meals will be provided at residencies.
## EMBA Plan of Study
### Spring 2015

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course No.</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Dates</th>
<th>Residencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>BADM 612</td>
<td>Managerial and Team Skills</td>
<td>3</td>
<td>Jan 4-March</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Residency Orientation</td>
</tr>
<tr>
<td></td>
<td>BADM 621</td>
<td>Business Research</td>
<td>3</td>
<td>Jan 6-March</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 622</td>
<td>Financial Statement Analysis</td>
<td>3</td>
<td>March-May</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>BADM 613</td>
<td>Decision Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 644</td>
<td>Ethics, Legal, &amp; Regulatory Issues</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>BADM 641</td>
<td>Decision Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 631</td>
<td>Managerial Economics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 623</td>
<td>Strategy</td>
<td>3</td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Residency Washington D.C.</td>
</tr>
<tr>
<td>Spring</td>
<td>BADM 652</td>
<td>Marketing Strategy</td>
<td>3</td>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Residency Building the Business Professional</td>
</tr>
<tr>
<td></td>
<td>BADM 632</td>
<td>Corporate Finance</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BADM 611</td>
<td>Management Info Systems</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Elective</td>
<td>Elective</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>Fall</td>
<td>BADM 633</td>
<td>Leadership</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BADM 653</td>
<td>Integrated Global Business</td>
<td>3</td>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Residency Venture Capital Fair</td>
</tr>
<tr>
<td></td>
<td>BADM 661</td>
<td>Executive Project</td>
<td>3</td>
<td></td>
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</tbody>
</table>

Total: 48 credit hours
In your acceptance letter from the Admissions Office, you will find both your student ID number and student email account. Please record these for future use. Once classes begin, we will primarily communicate with you via your student email account.

Finding your User Name?
Your user name is displayed within your STAR account.
2. Go to star.wvu.edu
3. Click on STAR Access
4. Click on STAR Information System Login
5. Enter your WVU ID and password (PIN)
   • You can look up your WVU ID number by going to https://centralid.wvu.edu/wwuid/findwwuidssn.phtml. Log in at this web site with your social security number and your WVU ID will be displayed.
   • The default password for all accounts is 6 digits. Two digits for the day of your birthday, followed by the last 4 digits of your WVU ID. For example, if your birthday is May 3, 1974, and your WVU ID number is 123-456-789, your default password will be 036789. If you were admitted to WVU prior to July 11, 2004, your password may be the day of your birth and the last four digits of your social security number
6. Click on Personal Information
7. Click on View E-mail Address
8. If a MIX account has been created for you, a MIX user name and e-mail address section will be displayed. Your MIX email account will be in the format xxxxxx@mix.wvu.edu. Your e-mail address is user name@mix.wvu.edu. Ex: if your user name is abaxter, then your e-mail address is abaxter@mix.wvu.edu.

For additional information on MIX, visit http://www.mix.wvu.edu and review frequently asked questions. If you need assistance contact the OIT Service Desk at: 304-293-4444 or 877-327-9260. Be prepared to give your ID # for service. Their email is oithelp@mail.wvu.edu and the link to their web page is: oit.wvu.edu/helpdesk/.

MIX (Mountaineer Information Xpress)
Login to WVU MIX (Mountaineer Information Xpress) at http://mixinfo.wvu.edu/training and explore.
Mountaineer Information Xpress (MIX) is a web platform for WVU students and faculty. It will provide email addresses for all students, serve as a centralized location to register online for classes, check grades, find out about current campus events, chat online with classmates, and receive targeted messages. MIX is a digital tool to make communication easier for all members of the WVU community - both faculty and students. It is accessible from anywhere a user happens to be, at any time of the day or night. Students can access MIX through the web at www.mix.wvu.edu.

Set up your password at https://mix.wvu.edu/cp/home/login >Login Information >click “video tutorial” Once you register for classes, activate your account at: https://myid.wvu.edu

Registering for Classes
All students are expected to register for their own courses. You will receive email communications from your Academic Advisor regarding the registration process. It is imperative that you check your MIX email account frequently so you will not miss this important information. You are not officially registered until all tuition and fees are paid. You will not have access to the course materials until the first day of class at 8 am EST.

The instructions on how to register and the list for classes will be sent to you prior to the start of each semester. You will need your student ID number and the course registration numbers (CRN’s) to register for classes.

Course information can be found at: http://registrar.wvu.edu/ >Schedule of Courses
Course descriptions are available at: http://be.wvu.edu/embacurriculum.htm

Syllabus & Textbook information

Find this information by your COHORT’s term start date (e.g. Fall 2014) at: be.wvu.edu/embacurrent_schedules. The syllabus and textbook information is typically posted at least 3 weeks prior to the beginning of the class.
Textbooks can be rented or purchased at the location of your choice. Some recommended options are:
WVU Bookstore: http://www.bncollege.com or by telephone at (304) 293-7461
Additionally, Amazon.com or Chegg.com

**Tuition Payment**
You will need to pay your tuition upon registration. You can make your payment through the STAR system (the same system used to register for classes):
You can access MIX from this link: http://mix.wvu.edu

From MIX:
1. Select the STAR Tab
2. Select the link under STAR Information System
3. Select STUDENT SERVICES, HOUSING AND FINANCIAL AID
4. Select STUDENT ACCOUNTS
5. Select ELECTRONIC BILL BY TERM/MAKE PAYMENT
6. Select term

Payments received on or after the first day of the term will be charged a late payment fee. For more information, visit: http://studentaccounts.wvu.edu. If your tuition is not paid before the class begins, you will not be able to access the class materials or participate in the class.

Students have several payment options during the fall and spring terms: the 60/40 payment plan, the Tuition Pay Plan, and Third-Party Billing. For more information on the payment options visit: http://studentaccounts.wvu.edu/payments .

1. The **60/40 Payment Plan** allows students to pay 60% of their charges by the first due date for the term and then they can pay the remaining 40% - 6 weeks into the term.

2. The **Tuition Pay Plan** is a monthly payment plan offered through Sallie Mae. You can spread your charges out over several months—interest free. Paying monthly is a more affordable option that makes education costs easier to manage. Students may sign up for this option by visiting the Sallie Mae website at: https://tuitionpay.salliemae.com/TuitionPay/Welcome.aspx?wvu .

3. **Third Party Billing:** If a student's employer or another outside group wishes to pay all or part of their charges they need to record a third party arrangement. The directions for setting up a third party billing is documented at: http://studentaccounts.wvu.edu/billing/third_party_billing .

**On Your Way**

**WVU eCampus**
WVU eCampus is the web-based course management system used at WVU. Using a standard Web browser, WVU eCampus provides instructors and students with access to online course materials from anywhere at any time. eCampus uses intuitive web-based tools that allow students to access course-related materials, turn in assignments, upload projects, take assessments, and facilitate learning all from outside of the classroom environment. Students and teachers can interact with discussion postings, internal email, and even live chat sessions.

Courses are released to students in WVU eCampus on the first day of class at 8 a.m. EST. Generally,
students will have access to a course in eCampus for only a couple weeks after course completion

eCampus will be covered as a topic during orientation. For more information and training:
https://ecampus.wvu.edu/student/training-and-support

If you have technical problems with WVU eCampus, please contact the OIT Help Desk at (304) 293-4444 x1 (Local), (877) 327-9260 (Toll Free), or at oithelp@mail.wvu.edu.

Grades
Final grades are posted in MIX within ten (10) days after the final day of the term. To check your final grades in MIX:

- Point your browser to http://www.mix.wvu.edu/
- You will see the "Mountaineer Xpress" window with the MIX Login Screen.
- Enter your Username and Password and click “OK.”
- On the next page, click the STAR tab on the top.
- Click the WVU STAR Information System link.
- Click on “Student Services & Housing.”
- Select “Student Records” link.
- Select desired link to check grades.

Quick Link List for WVU Library Services
WVU Libraries Homepage: www.libraries.wvu.edu
Online Databases: http://www.libraries.wvu.edu/databases
Distance Learning Library Homepage: http://www.libraries.wvu.edu/distance
Inter-Library Loan Services for Distance Learning Students: http://iliad.lib.wvu.edu
Inter-Library Loan Services for Distance Learning Students Register as a distance education User

To take advantage of the services offered by WVU Libraries for distance learning students, you must register with ILLiad. Distance learning borrowers use ILLiad for both WVU owned and interlibrary loan requests.

Complete the form online at http://iliad.lib.wvu.edu/iliad.dll.

Select distance education as your status and DCL for the question "Where would you like to pick up your loans?" Distance learning students, however, do not need to pick up their loans.

Distance learning services are currently offered only for holdings in the Downtown Library, Evansdale and Health Sciences Library.

Once you have registered with the library as a distance learning student, you will be issued a WVU borrowers card. This card will be used to check out books from the WVU Libraries. The barcode number on this card will let you access your account online through MountainLynx.

Services & Fees Books: A distance learning student may borrow up to 10 books a year, from either WVU or through interlibrary loan, at no cost. The library will pay the cost of mailing a book to the student and a postage paid label will be included for returning the book. The student is responsible for returning materials on time and will be fined for any late items, according to library fine policy. After 10 books, the user will be responsible for postage. Articles: Up to 30 articles from journals that are owned by WVU will
be provided for free. After 30, the user will be charged $3.00 per article.

**DegreeWorks**

DegreeWorks is an online check sheet for students and their advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need in order to complete your degree requirements. You can view grades and your current GPA here. This is what a DegreeWorks audit looks like:

![DegreeWorks Audit](image)

**Incomplete Grade**

The grade of “I” is given when the instructor believes that the coursework is unavoidably incomplete or that a supplementary examination is justifiable. Before any graduate degree can be awarded, the grade of “I” must be removed either by finishing the incomplete sometime or by having it recorded as a permanent incomplete. Only the instructor who recorded the “I” or, if the instructor is no longer at WVU, the chairperson of the unit in which the course was given may initiate either of these actions. When a student receives a grade of incomplete and later removes that grade, the grade point average is recalculated on the basis of the new grade. If you do not remove the “I” grade within the next semester, the grade of “I” is treated as an “F” (failure). The Academic Standards Committee of the appropriate college or school may allow you to postpone removal of the “I” grade if you can justify a delay. In the case of withdrawal from the University, a student with a grade of “I” should discuss that grade with the appropriate instructor.

[http://catalog.wvu.edu/graduate/preparationofmastersthesesanddoctoraldissertations/#Incomplete](http://catalog.wvu.edu/graduate/preparationofmastersthesesanddoctoraldissertations/#Incomplete)

**Withdrawing from a Course**

Withdrawal deadlines are posted on the WVU Registrar’s website each semester. If you follow all established University procedures and withdraw before the published deadline, you will receive a W on your transcript. Grade-point averages are not affected in any way by this mark.

If you need to drop the last class you are enrolled in, then you must withdraw from the current term; please visit the website for details on Withdrawal Policies. Selective (one class) retroactive withdrawals are not permissible.
To drop individual classes using the web registration system:
http://registrar.wvu.edu/web_registration

Grade Letter
Many EMBA students participate in employer tuition reimbursement programs and must submit final grades to their employer. To receive an official letter stating your grade for a course, email Deborah Stone at Deborah.stone@mail.wvu.edu. Give her your name and student ID number, the course name and number, semester, and the address where you want the letter sent. There is a disclaimer in the letter that states the grades are not official until the end of the term when official grades have been posted.

You may also view this information in an official format in DegreeWorks through your MIX account. Grades will not be posted here until the end of the complete semester.

Proof of Tuition Payment
If your employer requests proof of tuition payment, please print a copy of your account from MIX.

Tuition waivers
If you are a WVU employee, you may be eligible for a tuition waiver of up to 6 credit hours per semester. Keep in mind that the University tuition is waived, but the student is still responsible for the college tuition. The EMBA Plan of Study calls for between 9-12 credit hours/semester, so you would still be responsible for the full tuition of the additional class or two/semester.

Tuition Refunds
http://studentaccounts.wvu.edu/refunds/reduction_schedule
Full Refund: To receive a 100% refund, you must drop the course prior to the start of the course.
Partial Refund: A partial refund is prorated based on the date of withdrawal after the beginning of class. This only applies if you withdraw from all courses. There are no partial refunds given for summer courses. For example for a nine week course:
Days 1-3 100%
Days 4-6 90%
Days 7-12 70%
Days 13-18 50%
After Day 18 No Refund

Registered not paid process
Students who are enrolled and not paid in full prior to the deadline will be removed from their courses. To be reinstated, a student needs to contact the Office of Student Accounts by phoning 304-293-4006. They will be required to make a full payment plus a $50 reinstatement fee in order to get re-registered into their courses.

Course & Residency Evaluations
Course and residency evaluations are one of the primary means of providing feedback to Graduate Programs. Your opinions provide us with valuable insight to maintain our reputation as a world class university that cares about the education of its students. Please take the time to provide your constructive and specific comments when asked.

Name & Address Change Instructions
Please be certain to update Graduate Programs as well as the Registrar (registrar@mail.wvu.edu) with any name, address, or email changes.

Graduation Application
Graduate students in the College of Business and Economics may apply for graduation online in STAR from their MIX account during the final semester of studies. You will receive instructions and deadlines from
Graduate Programs in your final semester. Diplomas are mailed from the chosen Printing Services typically in the month following graduation.
Mountaineer Card (student id)
During orientation, you will have the option to get your WVU student id card. This is the main id used for on-campus students. You may be able to use the card in your local community for various student discounts. ’Student fees’ are not part of the Executive MBA tuition charges; however, off-campus students may choose to pay this additional fee ($612) each semester to gain access to the student recreation center, the PRT, athletic events (if tickets are available), and more. Learn more about Mountaineer Card benefits at: [http://wvucard.wvu.edu/features_video](http://wvucard.wvu.edu/features_video)
Students who wish to pay this fee can do so by calling Student Accounts at: (304) 293-4006. You must have your student ID # ready at the time of payment.

Wall Street Journal Subscription
You will receive a complimentary online subscription to the Wall Street Journal. Instructions will be provided at Orientation as students must sign up for their accounts while on campus.
[http://be.wvu.edu/wsj/](http://be.wvu.edu/wsj/)

Social Media

Join and participate in the conversation with West Virginia University's College of Business and Economics Executive MBA program through various forms of media, networks and social technologies. View highlights in research, teaching and outreach from a community of leaders!
Brand Ambassador Program
Current students bring a unique sense of empathy to other prospective and current students. In fact, the number one determinant of school choice for Executive MBA students is word-of-mouth. You can help spread the word by becoming an official brand ambassador. Ambassadors have the opportunity to:
- Blog
- Open doors with businesses for the recruiter to provide Lunch-n-Learns and information sessions
- Promote social media connections with peers and post on behalf of graduate programs
- Speak with prospective students referred to you by the recruiter
- Refer applicants to the recruiter
- Assist Graduate Programs marketing efforts
If you are interested, please email Carolyn.wood@mail.wvu.edu

College of Business & Economics

Shop B&E
The B&E Online Store is the only place you'll find WVU Business & Economics apparel. (bstore.wvu.edu) We have a variety of men's and women's styles, with over 30 items to choose from; perfect for B&E students, family members, and alumni. Find out about special sales and discounted items on our website- they change with the seasons! Don’t want to pay for shipping? Select to pick up your purchase right at B&E during business hours. (Monday-Friday 8:15 a.m. -4:45 p.m.)

Make sure to follow us on Twitter and Facebook for apparel giveaways, up-to-date B&E news, and more! facebook.com/WVUcobe twitter.com/wvucobe

Career Resources
College of Business and Economics Career Development Center
Jennifer Bellucci, Director
Business & Economics - Room 345 / 304-293-6893
careers@mail.wvu.edu
http://www.be.wvu.edu/careers

Other Resources

MountaineerTRAK
Mountaineer TRAK is a student system which features current job and internship openings, on-campus recruiting/interviews, a calendar of events, and career and industry research materials. Students can post their resume and begin applying for on- campus interviews, internships and full-time opportunities immediately. Access MountaineerTRAK by visiting https://www.myinterfase.com/wvu/student/ and entering the following information:

Username: MIX account prefix
Password: Last six digits of your WVU Student ID
**The Career Services Center**
Located in the Mountainlair above Barnes & Noble, provides an array of benefits that can help graduate students with career direction and job searches. To get started, you may want to take advantage of these opportunities:
Individual consultations with career counselors can help you polish your job documents, narrow your career search, and prepare for interviews.
Learn about recruiters visiting campus, job fairs, and job openings through MountaineerTrak. Special events, such as etiquette dinners and job interview panels, are also advertised here.
Broaden your search with Career Shift, a specialized job search site that returns results from every career site and job board.
These services are free for students across the university! Visit [http://careerservices.wvu.edu](http://careerservices.wvu.edu) to register for MountaineerTrak and Career Shift. The access code for Career Shift is “wvsenior”.

**Football Game tickets**
If student fees are paid, a request for a student football ticket may be made beginning the Sunday prior to each home game. It is key that a ticket be requested on this day! If a ticket is requested, a student will find out on Tuesday of game week if they received a ticket, if they did, they have to login and 'claim it' and print it out for the game that Saturday.

The website to do so is [www.wvugame.com](http://www.wvugame.com) then the left-hand side, click Student Tickets - then the Get Tickets gray button on the large graphic in the middle of the page. From there, they need to log-in and begin the process. The timeline for each home game is provided at the following link [https://www.ticketreturn.com/wvu/ClientFiles/WVU/Uploads/2013WVUFootballStudentTicketingTimeline.pdf](https://www.ticketreturn.com/wvu/ClientFiles/WVU/Uploads/2013WVUFootballStudentTicketingTimeline.pdf)
Directions for residencies to Lot 7 & 11

From the East on I-68 (headed West)

Take exit 7 toward Airport/ Pierpont Road/WV 705 – continue .3 miles
Turn right at CR 857 S towards Morgantown/ CR 857S/ Football Stadium/ WV 705 – continue 1 mile
Turn left at US 119 S – continue 2.0 miles (continue around traffic circle and road will become Willey Street after 705 turns off) Continue on Wiley St 1.1 miles
Continue straight past High Street (BB&T on corner, US 119 S will turn off and road will become University Ave) - .6 miles
Continue driving past the Business & Economics Building
Turn left onto Campus Drive (first traffic light) – continue 1 block Turn left onto Beechhurst
Turn right almost immediately into Lot 7 or continue another .1 mile to Lot 11

From the North on I-79 (headed South)

Take exit 155 Star City toward West Virginia University/ WV 7 – continue .4 miles Turn left at Chaplin Hill Rd/ Osage Rd – continue .6 miles
Turn right at Jerry W Blvd/ US 119 (Sheetz station on corner) – continue 3.1 miles
Immediately after traffic light at Campus Drive
Turn right into Lot 7 or continue another .1 mile to Lot 11

From the South on I-79 (headed North)

Take exit 148 to merge onto I-68 E toward Cumberland – continue 1.1 miles Take exit 1 for US-119 toward Downtown/University Ave - .3 miles
Turn left at Grafton Rd/ US 119 (signs for Morgantown/ US 119N At 3.5 miles - get in left lane - Follow signs for 119N 7W
At 3.9 miles – veer left - Follow signs for 119N 7W to 79 At 4.1 miles – Lot 11 is on your left
At 4.2 miles – Lot 7 is on your left
Directions for residencies to Lot 9

**From the East on I-68 (headed West)**

Take exit 7 toward Airport/ Pierpont Road/WV 705 – continue .3 miles  
Turn right at CR 857 S towards Morgantown/ CR 857S/ Football Stadium/ WV 705 – continue 1 mile  
Turn left at US 119 S – continue 2.0 miles (continue through traffic circle and road will become Willey Street after 705 turns off)  
Continue on Wiley St 1.1 miles  
Turn right onto High Street (BB&T on left corner) - Continue Turn left onto Prospect St.  
Turn right into parking garage **Lot 9**

**From the North on I-79 (headed South)**

Take exit 155 Star City toward West Virginia University/ WV 7 – continue .4 miles  
Turn left at Chaplin Hill Rd/ Osage Rd – continue .6 miles  
Turn right at Jerry W Blvd/ US 119 (Sheetz station on corner) – continue 3.0 miles Turn left on Campus Dr.  
Turn right on University Ave. (at the first traffic light)  
When University Ave. forks, veer left onto Willey St.  
Turn left on N. High St. (BB&T will be on opposite corner) Turn left on Prospect St.  
Turn right into the parking garage **Lot 9**

**From the South on I-79 (headed North)**

Take exit 148 to merge onto I-68 E toward Cumberland – continue 1.1 miles Take exit 1 for US-119 toward Downtown/University Ave - .3 miles  
Turn left at Grafton Rd/ US 119 (signs for Morgantown/ US 119N) continue 3.8 m Turn right onto Pleasant St – continue uphill to second traffic light  
Turn left onto Spruce St – continue 5 blocks  
Turn left at BB&T and then almost an immediate right onto North High Street Turn left onto Prospect St.  
Turn right into parking garage **Lot 9**
Directions to Erickson Alumni Center

From I-79 North or South

- Take I-79 Exit 155 at Star City. At bottom of exit ramp, turn right if traveling north, left if traveling south.
- Bear to the right at the light by Sheetz on Route 7
- Turn left onto Patteson Drive at the traffic light at the Coliseum and merge into the right lane
- Turn right onto University Ave. at second traffic light
- Turn left at the first traffic light onto Alumni Dr. (formerly Medical Center Dr.). Parking is available in the lot on the right.

From I-68 East

- Take I-68 East to Exit 7 (Airport/Pierpont Road) and turn left (Merge into middle lane)
- Continue straight through first traffic light (Glenmark Center on right)
- Turn left onto 119 South at the second light (Easton Elementary School)
- Continue through traffic light (airport will be on your left)
- Turn right onto 705 at the traffic circle
- Continue through four traffic lights
- Turn left onto Van Voorhis Road at fifth traffic light. Continue through one traffic light and get in the left-hand lane
- Turn left at the next traffic light onto University Ave.
- Turn left at the first traffic light onto Alumni Dr. (formerly Medical Center Dr.). Parking is available in the lot on the right.

Directions to Challenge Course

From Downtown WVU Campus

- Travel I-68 East to exit 15 (Coopers Rock)
- Turn left and travel .1 miles
- Turn right at stop sign onto State Route 73. Continue .4 miles
- Turn left onto Chestnut Ridge Road, following signs for University Forest and continue 1.4 miles
- Turn left into the Research Forest Headquarters
- Turn left into second entrance of first parking lot (Do not turn in at the covered bridge.)
Dining Options in Morgantown, WV

Main Street Morgantown
http://www.downtownmorgantown.com/dining/

- Fine Dining
- Family Friendly
- Coffee Shops and Cafes
- Pubs and Grills

Directions:
- Turn right out of Lot 5 onto University Ave – continue .3 miles veering left at fork in road
- Turn right onto High Street (first traffic light)

Suncrest Town Centre
http://www.suncrestowncentre.com

#1 Super China Buffet
Buffalo Wild Wings
Carmona’s Mexican Restaurant
Tilted Kilt
Café
Jimmy Johns

- Ledo’s Pizza
- McDonalds
- Sonic
- Taziki’s Mediterranean
- Martins Barbeque
- Five Guys

Directions:
- Turn right out of Lot 5 onto University Ave
- Take the 2nd right onto Hough St.
- Turn right onto Beechurst Ave/ US-19/ WV-7
- Turn sharp right onto Campus Drive – continue .1 miles (Campus becomes Stewart)
  - Continue 2.0 miles (Stewart becomes Stewartstown Rd)
- Turn left into Suncrest Town Centre Dr (if you reach WV-705, you’ve gone too far)
Quick Reference Contact Information

<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>Carrie Wood</th>
</tr>
</thead>
<tbody>
<tr>
<td>304-293-5408</td>
<td>Associate Director of EMBA Programs</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Carolyn.Wood@mail.wvu.edu">Carolyn.Wood@mail.wvu.edu</a></td>
</tr>
<tr>
<td></td>
<td>304-293-3578</td>
</tr>
<tr>
<td>Dr. Elizabeth Vitullo</td>
<td></td>
</tr>
<tr>
<td>Director of Graduate Programs</td>
<td><a href="mailto:Elizabeth_Vitullo@mail.wvu.edu">Elizabeth_Vitullo@mail.wvu.edu</a></td>
</tr>
<tr>
<td>304-293-7811</td>
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<tr>
<th>College of B &amp; E Center for Career Development</th>
<th>WVU Extended Learning</th>
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<tbody>
<tr>
<td>PO Box 6025</td>
<td>PO Box 6800</td>
</tr>
<tr>
<td>Morgantown, WV 26506</td>
<td>Morgantown, WV 26506</td>
</tr>
<tr>
<td>304-293-4092</td>
<td>Ph: 800-2LEARN2</td>
</tr>
<tr>
<td><a href="http://www.be.wvu.edu/career">http://www.be.wvu.edu/career</a> dévelopement/index.htm</td>
<td>Ph: 304-293-2834</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:elearn@mail.wvu.edu">elearn@mail.wvu.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://elearn.wvu.edu">http://elearn.wvu.edu</a></td>
</tr>
<tr>
<td>Mountaineer Card Services</td>
<td>WVU Financial Aid</td>
</tr>
<tr>
<td>Student Identification Card</td>
<td>PO Box 6004</td>
</tr>
<tr>
<td>Phone: 304-293-CARD (2273)</td>
<td>Morgantown, WV 26506</td>
</tr>
<tr>
<td>Email: <a href="mailto:wvu-card@mail.wvu.edu">wvu-card@mail.wvu.edu</a></td>
<td>Ph: 304-293-5242</td>
</tr>
<tr>
<td><a href="http://wvu-card.wvu.edu">http://wvu-card.wvu.edu</a></td>
<td>Fax: 304-293-4890</td>
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<td><a href="http://www.finaid.wvu.edu/index.html">http://www.finaid.wvu.edu/index.html</a></td>
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MountaineerTRAK
https://www.myinterface.com/wvu/Account/LogOn

Office of Information Technology Help Desk Student Technical Support Ph: 304-293-4444 x3 (Local)
Ph: 877-327-9260 (Toll Free)
E-Mail: olthelp@mail.wvu.edu

Office of Graduate Education and Life
Mountainlair 249
P.O. Box 6897
West Virginia University Morgantown, WV 26506-6897
phone: 304-293-7173
fax: 304-293-8657

University Relations/ Visitors Center
One Waterfront Place Morgantown, WV 26506 800-344-9881
304-293-3489

WVU Admissions and Records
PO Box 6009
Morgantown, WV 26506 Ph: 800-344-WVU1
Ph: 304-293-2121
Fax: 304-293-8832
http://admissions.wvu.edu
WVU Libraries
P.O. Box 6069
1549 University Ave.
Morgantown, WV 26506-6069
Ph: 304-293-4040 ext: 4000
http://www.libraries.wvu.edu/contactus

WVU Office of Disability Services
G-30 Mountainlair
P. O. Box 6423
Morgantown, WV 26506-6423
Phone: 304. 293.6700
Voice/TDD: 304.293.7740
FAX: (304) 293-3861
Email: access2@mail.wvu.edu

WVU Office of Student Accounts
B-33 Stewart Hall PO Box 6003
Morgantown, WV 26506
Ph: 304-293-4006 opt. 1
Fax:304-293-7337

WVU Office of the University Registrar
West Virginia University
P.O. Box 6009
Morgantown, WV 26506-6009
Ph: 304-293-5355
Fax: 304-293-8991
Registrar@mail.wvu.edu
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