



Welcome

# Flex MBA Students Spring 2014



# Introductions

PLEASE INTRODUCE THE PERSON TO YOUR LEFT  
Talk to each other for a few minutes and get the  
following information:

- NAME
- EMPLOYER & TITLE
- JOB DESCRIPTION
- INTERESTING FACT ABOUT THEM



# Contents of Folder

## LEFT SIDE

- Banner/login/password
- myFlexMBA info
- Honor Pledge
- Honor Code
- EP bios
- Campus Map  
w/bookstore

## RIGHT SIDE

- Schedule
- Academic Calendar  
Spring-Summer 2014
- Graduation  
Requirements
- Welcome Letter

## TENT CARD

- Keep and bring to all  
classes



# Mission

- **Mason Mission:** The mission of The Mason School of Business at The College of William and Mary is to serve the Commonwealth, the nation, and the global community both by offering high-quality educational programs at the undergraduate, graduate, and professional levels and by creating and communicating new knowledge.
- **Our Mission:** To inform, advise and support every student in making the William & Mary Flex MBA experience the very best it can be.

**What is YOUR mission?**



# Big Ideas for MBAs

- Know what you want to achieve from your MBA experience
- Seek learning above grades
- Embrace change; seek exposure to new ideas, perspectives and experiences
- Appreciate diversity of thought
- Remember: Everything in business revolves around people



# Big Ideas for MBAs (cont.)

- Seek to create meaningful relationships with: Fellow students, Professors, Executive Partners, Mason and W&M alumni
- Incorporate leadership and service
- Lead by example
- Make ethical decisions based on incorruptible values



# Mason Information Sources

- **MyFlexMBA:** [mason.wm.edu/myflexmba](https://mason.wm.edu/myflexmba)
- Mason email – check daily/before class!
- Talk to your professors –  
    academic issues/missing class/networking
- Flex MBA Student Affairs and Academic Support Team (757) 221-2047
  - [amy.blackburn@mason.wm.edu](mailto:amy.blackburn@mason.wm.edu)
  - [carlane.pittman@mason.wm.edu](mailto:carlane.pittman@mason.wm.edu)



# Campus Contacts

- **Financial Aid** (other than military or VA)  
Jen Meier – [jimmeie@wm.edu](mailto:jimmeie@wm.edu) or (757) 221-2426
- **Military Tuition Reimbursement**  
Cheryl Helton – [cxhelt@wm.edu](mailto:cxhelt@wm.edu) or (757) 221-1939
- **VA Benefits** (including new GI Bill)  
Kacie McClain – [klmcclain@wm.edu](mailto:klmcclain@wm.edu) or (757) 221-2893
- **Tuition Payments**  
Student Accounts – [bursar@wm.edu](mailto:bursar@wm.edu) or (757) 221-1220





# Graduate Catalog

- [Graduate Catalog](#) - Link on [myflexmba](#)
- Contract between university and students
- Very useful information
- Please read entire Flex MBA section
- As a student you are responsible for knowing the information.



# Credit Hours and Timeline

- **General Management degree**  
(16.5 hours elective credit)
- **Time to Degree**
  - 54 credit hours
  - 3 years is typical; 5 years is max
  - Typical schedule – 6 credit hrs/semester year-round  
spring, summer, fall    2 nights/week, 7-10 pm  
18 hours/year = 54 hours in 3 years



# Degree Completion

- Accelerated schedule possible when 1.5 credit hour courses offered; not available every semester
- Semester off – fine, but notify us; upon return, request re-activation from Graduate Registrar
- Military deployment stops 5-year clock
- Contact [Amy Blackburn](#) to discuss academic schedule



# Academic Progress

- To remain in good academic standing:
  - GPA - 2.5 or higher after 15 hours
  - GPA - 2.75 or higher after 30 hours
  - GPA - 2.75 or higher to graduate
- GPA below 2.75 – academic probation
- “F” in any class – academic dismissal
- Beta Gamma Sigma International Honor Society
  - (top 20% of students in graduating year)
  - February/March induction



# Part-Time vs. Full-Time Status

## (Effect on Tuition Cost)

### SPRING/FALL

- **9 credit hours/semester**  
is **FULL-TIME**  
\$15,449 per semester/  
in-state
- **7.5 credit**  
**hours/semester**  
**or less is PART-TIME**  
(1.5-hr classes not available  
every semester)

### SUMMER

- **NO credit hour limit**
- **2 Sessions** – 1 class per session; each class meets 2 nights per week
- Max credit hours at PC = 12 (6 hr/semester session)
- **Suggested option :**  
3 hrs/summer session  
6 total summer hrs



# Course of Study

## Graduation Requirements document

- Phase I – Foundation Core (18 hours)
- Phase II – Professional Core (16.5 hours)
- Phase III – Global Strategy & Electives (19.5 hours)
  - **Which 2 of 3 semesters each core course offered**
  - **Prerequisites** – very important; waivers unlikely



# Course Planning

## Course Sequencing Tips

- It is helpful to take classes in sequence
  - Phase I – must be completed before taking electives
  - Electives – can be taken after Phase I
  - BUAD 605 is a prerequisite for many future courses
- 
- **Use Course Descriptions**
  - **Check every semester to confirm you are on track**



# Course Planning

- **Academic Advising**
  - Check myflexmba for information
  - Still have questions? Contact Amy Blackburn  
[amy.blackburn@mason.wm.edu](mailto:amy.blackburn@mason.wm.edu) or (757) 221-2047
- **Transfer credits**
  - 9 hrs max from previous MBA
  - 6 hrs max during Flex MBA program
  - **9 hrs max from any source**
  - Significant restrictions apply





# Category of Assignments

- **Category A** – An individual assignment. **You may not receive help from anyone on this assignment.** It must be 100% your own work. All questions concerning this assignment should be addressed to your professor. It is an honor code offense to give or receive any assistance on this assignment.
- **Category B** – A group assignment. **Your group may not receive help from anyone outside your group.** All questions concerning this assignment should be addressed to your professor. It is an honor code offense to give help to other groups and individuals or receive assistance from other groups and individuals.
- **Category C** – An individual assignment. **You may work with others or receive help from a tutor on this assignment.** You must, however, turn in your own original paper. You may not divide the work with others or copy another student's paper. It would be an honor code offense to do so.
- **Category D** – A group assignment. **You may share information, discuss general concepts and approaches to the assignment with other groups.** You may get help from a tutor. Each group must turn in their own work. You may not copy another group's work. It would be an honor code offense to do so.
- **Category E** – A timed assignment. **You are given a specific length of time within which the work must be completed.** It is an honor code offense to violate this time restriction without permission from your professor.



# Electives

- Peninsula Center 7-10 pm
- FT MBA electives on Williamsburg campus  
*(some evening classes; never in summer)*
- Must complete first-year core classes before taking any electives  
*(except international trips)*



# International Trip Electives

## Recent Flex Destinations

- India
- Athens & Rome
- Singapore & Indonesia
- Brazil
- China

## Spring Break 1.5 Credit Hours

- FT MBA trips open to Flex MBA students and vice versa
- Extra cost – tuition plus trip expenses
- Every trip not available every year



# First Semester Class Information

- **Organizational Behavior BUAD 604-01**
  - Professor Locke
  - Mondays, 7-10 pm, Room 103
- **Financial Accounting BUAD 602-01**
  - Professor Foster
  - Wednesdays, 7-10 pm, Room 101
- Check Blackboard before first class
- Classes begin Monday, January 13, 2014



# Books/Course Materials

- **First semester classes:** [Admitted Student website](#)
- **Other semesters:** Bookstore website and/or Blackboard (*professor must order and/or post for information to be available*)
- **Book sources**
  - College bookstore – new; used; rental
  - Online – half.com; Amazon; eCampus.com, etc.
  - Coursepacks – order as directed by faculty
  - Least expensive sourcing encouraged
  - Always check the edition



# Exams/Missing Classes

- **Exams**

- May be in-class, take-home or final project
- Check dates with your professor
- Don't plan travel during exam period

- **Missing Classes**

- Only when unavoidable – sick/business travel
- If you need to miss more than 2 classes, you should consider another course.
- Advance knowledge – ask professor before registering
- Always tell professor if you must miss class
- Professor is always last word on consequences



# Grades/Course Evaluations/ NOC Forms

- View grades in Banner
- Course Evaluations – please be thoughtful and complete, so your voice is heard
- Notice of Candidacy to Graduate (NOC Form)
  - Required to graduate
  - Deadlines on academic calendar
  - Link on [myflexmba](#)



# Registering for Classes

- After the first semester, you register yourself
- Instructions/Dates – [myflexmba](#); Mason email
- Banner
- Register early to get courses you want
- Holds on your account may prevent registration (*outstanding bills, etc.*)





# Dropping vs. Withdrawing

## Dropping

- Student must drop class in Banner no later than the last day of Drop
- See Academic Calendar for last day to Drop
- Full Tuition Refund

## Withdrawing

- Withdraw period begins day after Drop ends
- Request Withdraw from Graduate Registrar
- See Academic Calendar for last day to Withdraw
- No Tuition Refund



# Tuition and Fees

- **Tuition (2013-2014)**
  - In-State: \$700/credit hr (up to 7.5 credit hrs)  
6 credit hours = \$4,200
  - Out-of-State: \$1,100/credit hr (up to 7.5 credit hrs)  
6 credit hours = \$6,600
- **Fees**
  - One-time Orientation/Admin Fee: \$250 (*on first bill*)
  - Summer Semester Administrative Fee: \$75/summer
  - Graduation Fee: \$75



# Financial Aid

- Contact Financial Aid Office
- Loans; Employer support; Military and Veteran education benefits
- Federal loans:
  - US Citizen OR Permanent Resident
  - Half-time load (4.5 credit hours) or more



# Paying Your Bills

- Contact Student Accounts Office
- [E-bill](#)
- Triggered by Registration
- View in Banner
- Notification via W&M email



# In-State Tuition

- Submit Domicile Form (In-State Tuition Form) to Registrar's Office
- Military service members must provide documentation of permanent duty station in Virginia



# Peninsula Center Facility

- Access with student ID 8:00 am-12:00 midnight daily
- Unlocked Monday-Thursday 5:30-7:30 pm
- Study space (individual and group)
- Classroom space requires a key
- Onsite Manager – Rudy Robins
  - At Peninsula Center Mon.-Thurs., 5:30 pm -10 pm



# Parking

- Peninsula Center parking is free
- Williamsburg campus parking requires a parking pass
  - FT MBA class requires parking pass
  - Contact W&M Parking Services – 221-4764
    - Parking pass must be displayed 24 hours a day  
Monday 7:30 am - Friday 5:00 pm
    - No parking pass required on weekends (Friday 5:00 pm through Monday 7:30 am) except on football game days



# Flex MBA Association

- Officers 2013-2014
  - President: Paul Minihan  
[paul.minihan@mason.wm.edu](mailto:paul.minihan@mason.wm.edu)
  - Vice President: Erin Miller  
[erin.miller@mason.wm.edu](mailto:erin.miller@mason.wm.edu)
  - Secretary: Laura Pall  
[laura.pall@mason.wm.edu](mailto:laura.pall@mason.wm.edu)
  - Treasurer: Tyler Short  
[tyler.short@mason.wm.edu](mailto:tyler.short@mason.wm.edu)





# Flex MBA Laptop Policy

- Laptops are mandatory
- Specs available on Admitted Student website
- VirtualBox with Microsoft Office loaded at IT Orientation



# myWM

- Student portal to Banner, Blackboard, W&M email (WMApps) <https://my.wm.edu>
- Log in using W&M user ID and password
- Problems logging in? Contact W&M IT support at (757) 221-4357 or [support@wm.edu](mailto:support@wm.edu)



# Banner

On [myW&M](#); click Banner icon; log in using  
W&M user id/password

- Course Selection
- Registration
- Add/Drop
- Billing
- Financial Aid
- Grades
- Unofficial Transcript



# Blackboard

On [myWM](#); click Blackboard icon; log in using W&M user id/password

- Syllabus
- Text Information
- Readings
- Assignments
- Contact Information



# myFlexMBA - <http://mason.wm.edu/myflexmba>

- Calendars
- Semester schedules
- Announcements
- Course descriptions
- Academic information
- Student photo directory
- Executive Partner database
- Forms
- Links to campus



# What You Can Do to Increase the Value of Your Degree

- Be a student blogger (*limited time commitment*)
- Become a Flex MBA Ambassador
- Liaison with your workplace – may we visit?
- Run for Flex MBA Association or Honor Council office (*2<sup>nd</sup> or 3<sup>rd</sup> year*)
- Respond to rankings surveys as alumni (*this directly affects your brand*)



# Flex MBA Program

Questions or Concerns?

Contact Us!