Raymond A. Mason School of Business

WILLIAM & MARY

Part-Time MBA Program

Orientation Handbook
2024-2025

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To the newest members of the William & Mary MBA family:

Welcome to your next great adventure. Your experience here will be transformational. By the time you graduate, you will have all the tools necessary to lead a more impactful, successful, and enjoyable life - a life of principled achievement.

As a William & Mary student, you are now a part of one of the best institutions of higher learning on earth. In addition, the Raymond A. Mason School of Business, and your MBA program, are ranked among the top one percent in the world.

We understand you are balancing your education with your career and, in many cases, with family, children, friends, military service, and more. We are here to help. We respect you and your classmates for your intellect, work ethic, and dedication.

Know this: You will get out of your MBA what you put into it. Seek learning above grades. Embrace change and new ideas. Consider participating in a global immersion class. Dedicate yourself to personal, intellectual, and professional growth and pledge to live the William & Mary Honor Code.

Remember that business revolves around people. You will find lifelong relationships in the Mason School community with your classmates, professors, Executive Partners, professional staff, and alumni. Be sure to get to know the people here. They will become your support system.

Consider service and leadership. Perhaps you will run for the Part-Time MBA Association or the Graduate Honor Council once you have had some experience as a Part-Time MBA student. Lead by example. Make ethical decisions. Enjoy the experience.

Again, welcome. We are delighted you are a part of our Part-Time MBA community.

Best,

Ken White, Ph.D., Associate Dean, Graduate Business Programs

Julie Hummel, M.ED., Assistant Dean, Graduate Business Programs

Deans' Bios

Todd Mooradian is Dean and T.C. and Elizabeth Clarke Professor of the School of Business at William & Mary. A graduate of University of New Hampshire, Mooradian earned his MBA at Wake Forest University and a Ph.D. in marketing and social psychology cognate from the University of Massachusetts. Mooradian spent time as a consultant for Arthur Young before joining William & Mary as a professor in 1990. From 20014 to 2017 he served as associate dean of the Mason School of Business before assuming the role of Dean at the University of Louisville College of Business. Mooradian's academic publications focus on the psychology behind consumer satisfaction, loyalty, and branding.

Ken White, Ph.D. is Associate Dean for Graduate Business Programs. He brings over 20 years of successful leadership experience in higher education to the position, half that time at top business schools. White provides leadership to the School's Full-Time, Part-Time, Executive MBA as well as the Master of Accounting and Master of Science in Business Analytics programs. Prior to joining the Mason School, White was Associate Dean for MBA & MS Programs at the University of Maryland's Robert H. Smith School of Business. Before that, he served as Vice President for Communication & Marketing at the University of Virginia's Darden School of Business.

White serves as host of the Mason School's podcast, Leadership & Business, https://mason.wm.edu/news/leadership-and-business-podcast/index.php. The podcast features conversations with today's business leaders from across the world.

Julie Hummel, MEd, is beginning her 16th year working with our graduate business students and programs. As the Assistant Dean for Graduate Business Programs, she serves as your academic advisor for registration, scheduling, global immersion, the MBA Association and Grad Business Honor Council. She received her MEd from W&M in Education Policy, Planning and Leadership, and her BA from the University of Virginia.

At Mason, we work as a team first and foremost in all efforts. Though any team member can assist you, the quickest way to get your questions answered is by emailing the entire Part-Time MBA Program Team at ptmbaprogram@wm.edu.

The Honor Code

Ours is the oldest student honor code in the nation. In practice, the day-to-day maintenance of our community values is largely up to you.   We ask you to own this honor code the same way we ask you to own your student experience.

The Honor Code
Among the most significant traditions of William & Mary in Virginia is its student-administered honor system. The essence of the honor system is individual responsibility. We entrust students to maintain the Code and adjudicate matters involving alleged violations of the Code.

The Honor Code is an enduring tradition at the University with documented history that originates as far back as 1736. Today, students administer the Honor pledge to each incoming student, and educate faculty and administration on the relevance of the Code and its application to students' lives at the University. Students administer the Code through six Honor Councils and the Council of Chairs.

The Honor Code prohibits lying, cheating, and stealing. For definitions of each offense, view Honor System, Section 2: Infractions of the Student Handbook.

The Pledge
"As a member of the William & Mary community, I pledge on my honor not to lie, cheat, or steal, either in my academic or personal life. I understand that such acts violate the Honor Code and undermine the community of trust, of which we are all stewards."

The Honor Councils
William & Mary's Honor Council consists of six councils: Undergraduate, Education, Law, Marine Sciences, Business, and Arts and Sciences. The governing bodies of each of these entities determine the criteria for selection/election of their officers and council members. More information can be found on myPTMBA.

The Mason MBA Value Statement
As a global citizen and member of the Mason community, I embrace the following values:

- Respect and appreciation for diversity

- Personal integrity and honesty

- Responsibility for myself and others

- A spirit of generosity

- A life dedicated to inquisitive learning, professional development, and leadership

My words, actions, and relationships will demonstrate my commitment to these values within the program and throughout my life.

Own It!

According to the Graduate Management Admissions Council, over 200,000 people earn an MBA each year in the world. The goal at the Mason School of Business is to help you stand out from those other graduates by positioning you as one who is more professional and more polished than MBAs from other schools.

In 2015, Dean Ken White worked with a group of full-time MBA students from the Mason School's Class of 2016 who wanted to raise the bar. They sought to develop a framework, a game plan, to reach that goal of differentiation.

They began by interviewing leaders, executives, and CEOs, asking them to share their views regarding ways Mason School MBAs can be positioned among the best. The conversations ultimately led to "Own It!"

"Own It!" was launched as a unique way to create a culture of professionalism in our MBA program. Embrace the pillars throughout your MBA journey to become an outstanding, differentiated professional---one whom others seek. The five pillars of "Own It!" include:

Communication: Work to become an outstanding "other-centric" communicator.

Substance: Know your field thoroughly. Be up to date. Be the expert.

Appearance: Look sharp. Dress appropriately. Send the right message.

Initiative: Get out of your comfort zone. Become comfortable being uncomfortable.

Details: Pay attention to the little things. They matter greatly.

"Own It!" has made a positive difference in our MBA program. We encourage you to not only embrace the pillars, but to consistently challenge your classmates to do the same. Hold yourself and others around you to high standards. Doing so will help you have a great experience here. You owe it to yourself, your classmates, and your school.

Degree Requirements

Part-Time MBA Program
GRADUATION REQUIREMENTS

Phase I – Foundation Core (18 hours)
Note: Phase I _must_ be completed before taking electives (other than international trips)

> **Semester I**
> BUAD 5103: Financial Accounting (3 hours)
> BUAD 5503: Organizational Behavior (3 hours)
>
> **Semester II**
> BUAD 5013: Communication for Managers (3 hours)
> BUAD 5703: Quantitative Methods (3 hours)
>
> **Semester III**
> BUAD 5403: Marketing (3 hours)
> BUAD 5723: Managerial Economics (3 hours)
> > _Prerequisite: 5703_

Phase II – Professional Core (15 hours)

> **Semester IV**
> BUAD 5603: Operations Management (3 hours)
> > _Prerequisites: 5103, 5703_
> BUAD 5303: Finance (3 hours)
> > _Prerequisites: 5103, 5703, 5723_
>
> **Semester V**
> BUAD 5113: Managerial Accounting (3 hours)
> > _Prerequisites: 5103, 5703, 5723_
> BUAD 5223: Management of Information Systems (3 hours)
> > _Prerequisites: 5103, 5703_
>
> **Semester VI**
> BUAD 5943: The National & Global Economies (3 hours)
> > _Prerequisite: 5703_

Phase III – Global Strategy and Electives (15 hours)

> BUAD 5903: Global Competitive Strategy (3 hours)
> > _Prerequisites: Complete Phase I, Phase II and two electives_
> Electives (12 hours)

Total Credit Hours Required for MBA Degree: 48

Required Speaker Credits: 3 (during the course of the program)

Academic Calendar

ACADEMIC CALENDAR – Part-Time MBA Program
2024-2025

2024	FALL SEMESTER
August 12	Non-degree Registration Begins
August 17	Part-Time MBA Orientation
August 26	Classes Begin; Add/Drop Begins
August 30	Last Day to Add/Drop Part I 1.5-credit Courses
September 2	Classes Labor Day – NO CLASSES/UNIVERSITY CLOSED
September 4	Last Day to Add/Drop 3-credit Courses
September 21	Last Day to Withdraw from Part I 1.5-credit Courses
October 1	Notice of Candidacy forms for May and August 2025 Graduates
October 10 – 13	Fall Break – NO CLASSES
October 27	Last Day to Withdraw from 3-credit Courses
November 5	Election Day - NO CLASSES/UNIVERSITY CLOSED
November 11	Last Day to Withdraw from Part II 1.5-credit Courses
November 25-26	All classes 100% remote – Peninsula Center Closed
Nov 27-Dec 1	Thanksgiving Holiday - NO CLASSES/UNIVERSITY CLOSED
December 12	Last Day of Classes
December 9 – 19	Examination Period

2025	SPRING SEMESTER
January 2	Fall Semester Grades Due at 9:00 AM
January 6	Non-degree Registration Begins
January 11	Part-Time MBA Orientation
January 17	January 2025 Degree Conferral
January 20	Martin Luther King Holiday – NO CLASSES/UNIVERSITY CLOSED
January 21	Classes Begin: Add/Drop Begins
January 24	Last Day to Add/Drop Part I 1.5-credit Courses
January 31	Last Day to Add 3-credit Courses
February 18	Last Day to Withdraw from Part I 1.5-credit Courses
March 8 – 16	Spring Break – NO CLASSES
March 17	Beginning of Part II 1.5-credit Courses
March 21	Last Day to Add/Drop Part II 1.5-credit Courses
March 23	Last Day to Withdraw from 3-credit Courses
April 13	Last Day to Withdraw from Part II 1.5-credit Courses
May 1	Last Day of Classes
May 5-8	Examination Period
May 14	Graduating students Spring Semester Grades Due at 9:00 AM
May 15-17	Commencement Activities
May 21	Continuing students Spring Semester Grades Due at 9:00 AM

2025	SUMMER SEMESTER – Session I
May 5	Non-degree Registration Begins
May 19	Class Begin; Add/Drop Begins
May 22	Last Day to Add/Drop Classes
May 26	Memorial Day – NO CLASSES/UNIVERSITY CLOSED
May 31	Saturday Class for Monday/Wednesday and Monday Classes
June 7	Saturday Class for Tuesday/Thursday and Tuesday Classes
June 10	Last Day to Withdraw
June 14	Saturday Class for Monday/Wednesday and Wednesday Classes
June 21	Saturday Class for Tuesday/Thursday and Thursday Classes
June 28	Last Day of Classes/Saturday Class for Monday/Wednesday and Monday Classes
July 1	Notice of Candidacy forms for January 2025 Graduates
July 8	Summer Session I Grades Due by 9:00 AM

2025	SUMMER SEMESTER – Session II
June 16	Non-degree Registration Begins
June 30	Class Begin; Add/Drop Begins
July 4	Independence Day Holiday Observed - NO CLASSES/UNIVERSITY CLOSED
July 8	Last Day to Add/Drop Classes
July 12	Saturday Class for Monday/Wednesday and Monday Classes
July 19	Saturday Class for Tuesday/Thursday and Tuesday Classes
July 22	Last Day to Withdraw
July 26	Saturday Class for Monday/Wednesday and Wednesday Classes
August 2	Last Day of Classes/Saturday Class for Tuesday/Thursday
August 14	Summer Session II Grades Due by 9:00 AM
August 22	Summer 2025 Degree Conferral

Communication Tools

myMBA

mason.wm.edu/myptmba/

At myMBA, you can find information on:
- Announcements
- Academic calendars
- Class schedules
- Team Room Reservations
- Faculty directory
- Graduate Career Management Center
- Executive Partners and how to contact them
- Degree requirements
- Graduation Information
- Part-Time MBA Association
- Honor Code & Honor Council
- Student photo gallery
- Staff schedule at the Peninsula Center
- International trips
- Inclement weather

William & Mary Emergency Communication System

The university has a number of ways to communicate to the campus community during an emergency situation and it's important that you take an active role in staying informed. Staying informed starts with keeping your emergency contact information updated so the Emergency Management Team (EMT) can contact you through our mass notification system in the event of an emergency. This system, which sends out notifications through landline phones, cell phones, text messages, and email, is utilized to inform you about campus-wide emergencies, natural disasters, and closings for inclement weather. Students, faculty, and staff can easily update this information through Banner and are required to verify/update this information each semester through the Personal Information Questionnaire (PIQ).

W&M Email

It is the **EXPECTATION** that you will be monitoring your W&M email address. Your W&M Email address is the primary method used by the program to communicate important information to students. It is **CRITICAL** that you check this email regularly or have it forwarded to an email address that you check regularly. Both the University and the Business School will send you important registration, billing, program, and class information to this email address.

Part-Time MBA Newsletter

The Part-Time MBA Newsletter is the Part-Time MBA program's bi-weekly e-mail communication to Part-Time MBA students. The newsletter is published every other Monday and will include announcements, upcoming events, reminders about deadlines, graduation information, program highlights and more.

Banner Self Service – my.wm.edu

Banner is an online software that contains all of the information you provided for the university to use. For example, when you register for classes, check your grades, or verify your personal records and financial information, you do so in Banner, specifically in Banner Self-Service. This is where you will find your class schedule, including your section number.

Peninsula Center Monitors

Important announcements and deadlines are also shared on the monitors located in the Lobby at the Peninsula Center. Please be sure to check the screens before class.

Executive Partners

(This information is also on myPTMBA)

You will have an introduction to some of our Executive Partners at Orientation. We want you to reach out to more EPs to strengthen your career advancement and develop mentoring relationships. You can communicate with Executive Partners via email, telephone, or in person. Here are some ways that Executive Partners support Part-Time MBA students:

- Industry or role information for career switchers
- Professional focus support
- Resume review
- Mock interviews (in person or online)
- Job search skill development
- Professional network development
- Career advice
- Professional mentoring

To contact an Executive Partner:

1. View a list of EP bios by area of expertise or alphabetically, and decide whom you would like to contact: https://mason.wm.edu/executive-partners/index.php

2. Go to our Executive Partner Knowledge Management System (KMS) on myMBA to find each EP listed alphabetically with contact information. Use your W&M username and password to access KMS.

3. Contact an Executive Partner who fits your needs and ask them for specific support.

Important Links

- **myPTMBA** will be your one-stop resource for important information throughout the program. The following links can all be found at mason.wm.edu/myptmba – please bookmark and frequent this site.

- **myW&M** – https://my.wm.edu
  The myW&M page is the portal you will use to access **Banner** (your student record and registration site), **Blackboard** (your course communication site), and other key William & Mary sites.

- **DegreeWorks** – https://degreeworks.wm.edu
  DegreeWorks will enable you to track your progress in the Part-Time MBA program. On this site you will be able to see the courses you have completed and are registered for; your grades; which program requirements you have completed, which are in progress, and which are outstanding; your GPA; and all other academic information from your student record. You are responsible for checking this site regularly to monitor your academic progress towards graduation.

- **Graduate Catalog –** http://catalog.wm.edu
  The Graduate Catalog provides information on academic policies and procedures and course descriptions for William & Mary and the School of Business.

- **Student Handbooks -** https://www.wm.edu/offices/deanofstudents/services/communityvalues/studenthandbook/
  The W&M Student Handbook contains important information about the University's expectations regarding student conduct, student rights and responsibilities, and relevant processes and procedures to address alleged misconduct. The Honor Code and its procedures are also included in the Student Handbook.

IT Resource Links

To help prepare for the first day of classes, please review the following information from our Information Technology department.

- **Laptop Requirements**
  The use of a laptop with the Microsoft Windows operating system is mandatory for graduate students at the Raymond A. Mason School of Business at William & Mary. Student computers must meet at least the minimum requirements: https://wm1693.app.box.com/s/8r7nt9wsr0ptvjh0nhh3mh0ozi00c6tc

- **Microsoft Office**
  All students have access to a free copy of Microsoft Office via W&M's Office 365. Information on obtaining Office can be found at: https://www.wm.edu/offices/it/services/microsoftoffice365/office365atwm/index.php

- **Wireless Network**
  There are two available wireless networks across campus for your use. Information on those networks is located at http://www.wm.edu/offices/it/services/network/wireless/

- **Email and WMApps**
  W&M utilizes a Google Apps platform for students called WMApps. This includes email, file storage, calendars and more. More information can be found at http://www.wm.edu/offices/it/services/email/wmapps/

- **Virus Software**
  As a student you must have an anti-virus/anti-malware application on your computer. If you have Windows 8, 8.1 or 10 you already have built-in protection called Windows Defender. If you are running Windows 7, you can download Microsoft Security Essentials for free at https://support.microsoft.com/en-us/help/14210/security-essentials-download

- **Windows Operating System for Mac Owners**
  To successfully operate a Mac computer in the Part-Time MBA program you will need to configure Boot Camp, which is a program that comes with Mac operating systems that allows you to run a Windows operating system on a Mac computer. Once you are admitted to the Part-Time MBA Program and submit a deposit, you will be able to obtain a free copy of a Windows operating system that you will be able to use during the program. Windows obtained in this manner, however, is not licensed to run after you leave the program. Alternately, to have a persistent installation, you may purchase your own version of Windows.

  More information on obtaining a copy of Windows and installing it can be found at https://office.wm.edu/

- **W&M Campus IT** support@wm.edu | Jones Hall 201 | 757-221-4357 | http://www.wm.edu/offices/it/services/

Miller Hall & Peninsula Center Guidelines

Building Operations Policies and Practices

Food/Beverage Policy

- Food/meals may be consumed in student lounges, informal gathering areas, and meeting rooms, but **not** in Miller Hall laboratories, the Miller Hall Business Library, or in the Miller Hall reception area. Beverages/liquids may be consumed in these areas provided they are in a closed container. (The closed container rule doesn't apply to rooms where food is regularly served, such as the Café, the Executive Dining Room and adjacent patio, and the Brinkley Commons/Multi-Purpose Room.)
- Food consumption in classrooms is discouraged in Miller Hall, except for beverages/liquids if kept in closed containers. Food provided during events sponsored by programs or student organizations may be consumed in classrooms, informal gathering areas, student lounges, and in the courtyard.
- Refrigerators and microwave ovens are provided in selected areas for faculty, staff, and student use. Please be respectful in promptly removing any items you place in the microwave or fridge and not removing items that do not belong to you.

Smoking Policy

- Both facilities are smoke-free. Smoking is not permitted anywhere inside the building, within 25 feet of the building, or on patios.
- Designated smoking areas in Miller Hall are:
  - In the courtyard, near the lampposts to the West of the exits from the undergraduate and graduate informal gathering areas (#1084 and #1001, respectively), and
  - In the loading dock area

Alan B. Miller Hall Address & Operating Hours:	Peninsula Center Address & Operating Hours:
101 Ukrop Way Williamsburg, VA 23188	41 Old Oyster Point Road, Suite F Newport News, VA 23602
M-F: 6:00am - 10:00pm Sat: 10:00am - 8:00pm Sun: 10:00am - 5:00pm	Card Access with W&M Student ID: 6:00am – midnight daily
Card Access with W&M Student ID: 6:30am - 2:00am daily	

W&M Peninsula Center Map

110	
109	104
108	
107	🚹 Restroom
106	🚺 Restroom
105	Kitchen
	Lobby

103	
102	
101	

SUITE ~ G

SUITE ~ H

LEGEND

- CLASSROOM
- TEAM MEETING ROOM
- INTERVIEW ROOM
- KITCHEN
- LOBBY
- 🚻 RESTROOMS

Alan B. Miller Hall Map

ALAN B. MILLER HALL   1ST FLOOR

ANNE AND CLAY PERFALL
AMPHITHEATER GATE

ESTES FAMILY GARDEN

1088

1090

1084

1082

1083

UKROP UNDERGRADUATE WING

1078

1081
1080
1079

1077

1069   1068

1066
ACUFF FINANCIAL
MARKETS CENTER

1064

1065

1060

PULLEY
GARDEN

1008

1005

1001

1012

1013

1015
1016
1017

1018

1021
1022
1023

1019

SUSAN L.
BRINKLEY
UNDERGRADUATE
LOUNGE

DOUGLAS W. &
ELLEN THOMPSON
BRINKLEY
COMMONS LOUNGE

ROBERT B. &
PATRICIA KNAUER
BRINKLEY
GRADUATE LOUNGE

WILLIAM J. FIELDS
COURTYARD

1027

ACCENTURE MATOAKA WALKWAY

BRINKLEY
COMMONS
ATRIUM

1033
EXECUTIVE
DINING ROOM

1049
1058
1050
1051
1052
1053
1056   1055 1054

1046

BOEHLY
CAFE

KATHLEEN DURDIN
CAFE PATIO

DIRECTORY

1001 - MBA Class of 1996 Graduate Gathering Area
1005 - Mark A. Miller & Linda M. Zuffa Classroom
1008 - Dominion Resources Classroom
1012 - MBA Class of 1980 Team Meeting Room
1013 - Edward T. Tokar Family Classroom
1015 - MBA Class of 1997 Team Meeting Room
1016 - MBA Class of 1998 Team Meeting Room
1017 - Jeff & Lucia Nicola Team Meeting Room
1019 - John C. Jamison Classroom
1021 - COL (Ret) Paul B. & Jenny Lynn Gale Team Meeting Room
1022 - MBA Class of 1983 Team Meeting Room
1023 - John & Merrl Hyman Team Meeting Room
1027 - Mason School of Business Faculty & Staff Classroom
1033 - Executive Dining Room
1046 - Charles A. Banks Entranceway
1049-1058 - Alexander & Janet Dean and Rebecca
          Dean Mason Career Services Suite
1060-1065 - Thad & Totty Shelly MBA Admissions Suite
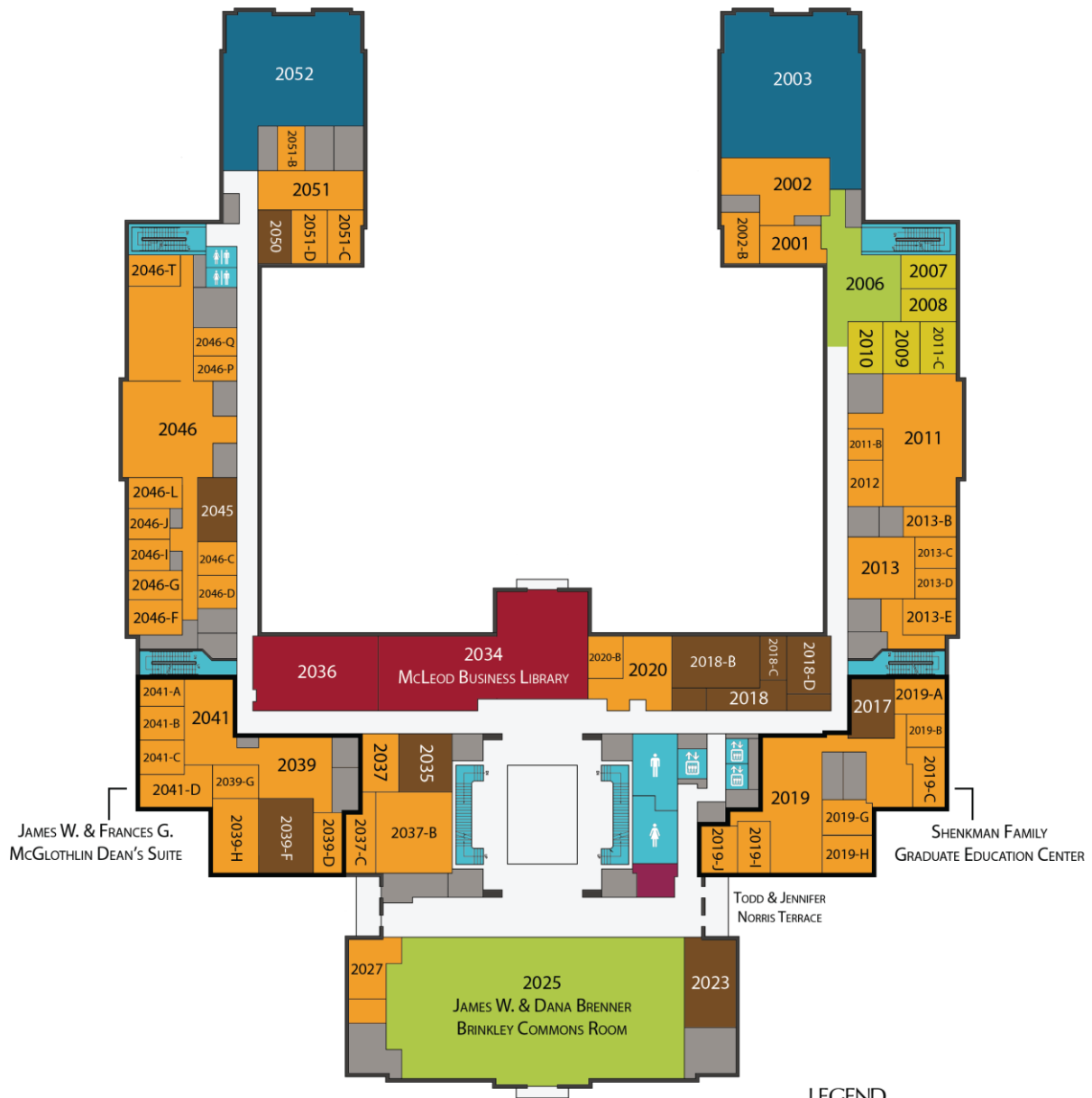1068 - Pamela Jordan & James D. Penny Conference Room

1069 - Mark R. & Rosalind E. Shenkman & Gregory Shenkman Classroom
1077 - Mason School of Business Faculty & Staff Classroom
1078 - John P. Rathbone & Elizabeth S. Rathbone Classroom
1079 - Mark V. Lanier Family Team Meeting Room
1080 - Stuart L. Williams & Tuckley & Stuart Williams Jr.
          Team Meeting Room
1081 - Class of 1979, Accounting Majors Team Meeting Room
1082 - SunTrust Foundation Classroom
1083 - Rob & Patty Coble Team Meeting Room
1084 - Fred H. Henritze Gathering Area
1088 - Finance Academy Classroom
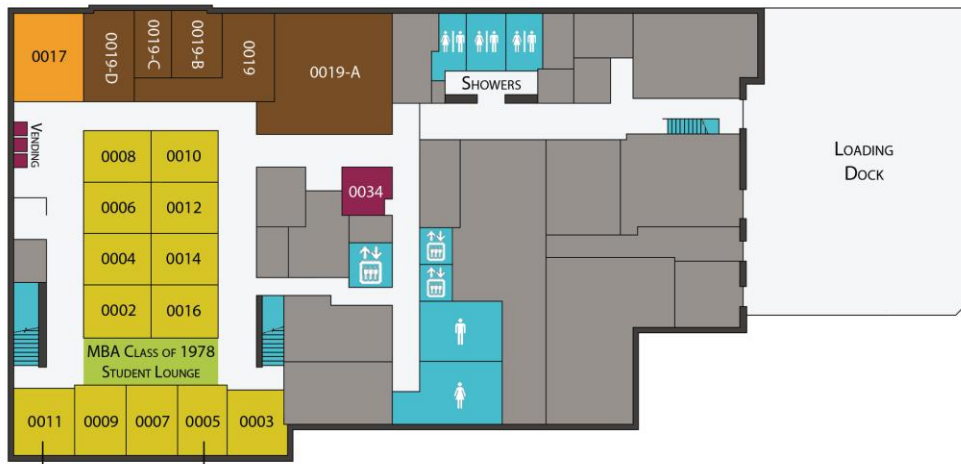1090 - Deloitte Classroom

LEGEND

- CLASSROOMS
- TEAM MEETING ROOMS
- CONFERENCE ROOMS
- LOUNGES/COMMON AREAS
- KITCHEN/CAFE AREAS
- BUSINESS LIBRARY
- OFFICES
- MAINTENANCE AREAS
- RESTROOMS   ELEVATORS

ptmbaprogram@wm.edu | 757.221.6213

Alan B. Miller Hall

2052

2051-B

2051

2050 | 2051-D | 2051-C

2046-T

2046-Q
2046-P

2046

2046-L
2046-J | **2045**
2046-I | 2046-C
2046-G | 2046-D
2046-F

2036 | **2034** McLeod Business Library | 2020-B | **2020** | **2018-B** | 2018-C | 2018-D

2041-A
2041-B | **2041**
2041-C | **2018**
2041-D | 2039-G | **2039** | **2037** | **2035** | 2017 | 2019-A

James W. & Frances G. McGlothlin Dean's Suite

2039-H | 2039-F | 2039-D | 2037-C | **2037-B** | 2019-B
2019-C

2019

2019-G

Shenkman Family Graduate Education Center

2019-J | 2019-I | 2019-H

Todd & Jennifer Norris Terrace

2003

2002

2002-B | **2001**

2006 | **2007**
2008

2010 | 2009 | 2011-C

2011-B | **2011**

2012

2013-B
2013-C
2013 | 2013-D
2013-E

2027 | **2025** James W. & Dana Brenner **Brinkley Commons Room** | **2023**

LEGEND
- CLASSROOMS
- TEAM MEETING ROOMS
- CONFERENCE ROOMS
- LOUNGES/COMMON AREAS
- KITCHEN/CAFE AREAS
- BUSINESS LIBRARY
- OFFICES
- MAINTENANCE AREAS
- RESTROOMS   ELEVATORS

DIRECTORY
2002 - Bruce Boehm Center for Corporate Education
2013 - Nicholas J. St. George Executive Partners Suite
2017 - MBA Class of 1995 Conference Room
2018 - Plumeri Communication Center
2019-I & J - Frank J. Wood Master of Accounting Program Suite
2023 - Conference Room
2027 - Mason School Faculty & Staff Lounge
2037 - Batten Executive Center
2039 - Eric G. Friberg Memorial Reception Area

2039-D - MBA Class of 1967 Office
2039-F - George Cyprian Pierides Conference Room
2039-G - Executive Assistant to the Dean's Office
2039-H - Dean's Office
2041-D - Eric G. & Susan T. Friberg Associate Dean's Office
2045 - Richard J. Hill Conference Room
2046-F - Cynthia L. Gelhard Office
2050 - Cynthia & David Satterwhite Conference Room
2051-D - Randall S. & Shelby Smith Hawthorne Assistant Dean's Office

ALAN B. MILLER HALL

3RD FLOOR - WATKINS FACULTY CENTER

Left wing rooms: 3095, 3090, 3093, 3088, 3091, 3086, 3089, 3084, 3087, 3082, 3085, 3083, 3078, 3081, 3076, 3079, 3074, 3077, 3072, 3075, 3070, 3073, 3068

Corridor rooms: 3058, 3056, 3054, 3052, 3050, 3048, 3046, 3044, 3042, 3040, 3038, 3036, 3034, 3032

Right wing rooms: 3004, 3003, 3006, 3005, 3008, 3007, 3010, 3009, 3012, 3011, 3013, 3016, 3015, 3018, 3017, 3020, 3019, 3022, 3021, 3024, 3023, 3026, 3025

3069, 3067-F, 3067-E, 3067-D, 3067-C, 3067-B, 3059, 3051, 3045, 3029, 3031-A, 3031-B, 3031-C, 3033, 3047

LOWER LEVEL

0017, 0019-D, 0019-C, 0019-B, 0019, 0019-A

SHOWERS

LOADING DOCK

VENDING

0008, 0010
0006, 0012
0034
0004, 0014
0002, 0016

MBA CLASS OF 1978 STUDENT LOUNGE

0011, 0009, 0007, 0005, 0003

LASH FAMILY TEAM MEETING ROOM

MBA CLASS OF 1985 TEAM MEETING ROOM

DIRECTORY

3003 - John, Stephanie, & Christine Strong Faculty Office
3007 - Steven Papamarcos Faculty Office
3019 - Lawrence J. & Kathleen M. Ring Faculty Office
3029 - Richard J. & Rosalie Ash Faculty Office
3031-C - Christopher & Wendy Hambleton Faculty Office
3032 - John J. "Jack" Dittrick Jr. Faculty Office
3033 - Mailroom
3036 - Brad & Louise Pulley Faculty Office
3044 - Josephine V. & Jared S. Shawver Faculty Meeting Room
3046 - MBA Class of 1982 Faculty Meeting Room

3051 - Charles A. & Mari Ann Banks Faculty Lounge
3059 - Charles A. & Mari Ann Banks Conference Room
3067-C - MBA Class of 1991 Faculty Office
3073 - Professor Karen Locke Faculty Office
3077 - William T. & Susan S. Geary Faculty Office
3079 - Robert Edward Rahtz Faculty Office
3082 - Tracy Leinbach Faculty Office
3083 - Franklin & Adele Robeson Faculty Office
3084 - Austin '04 & Erin '03 Camporin Faculty Office
3089 - Mary Merrick & John Merrick Sr. Faculty Office

LEGEND

- CLASSROOMS
- TEAM MEETING ROOMS
- CONFERENCE ROOMS
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- KITCHEN/CAFE AREAS
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- MAINTENANCE AREAS
- RESTROOMS
- ELEVATORS
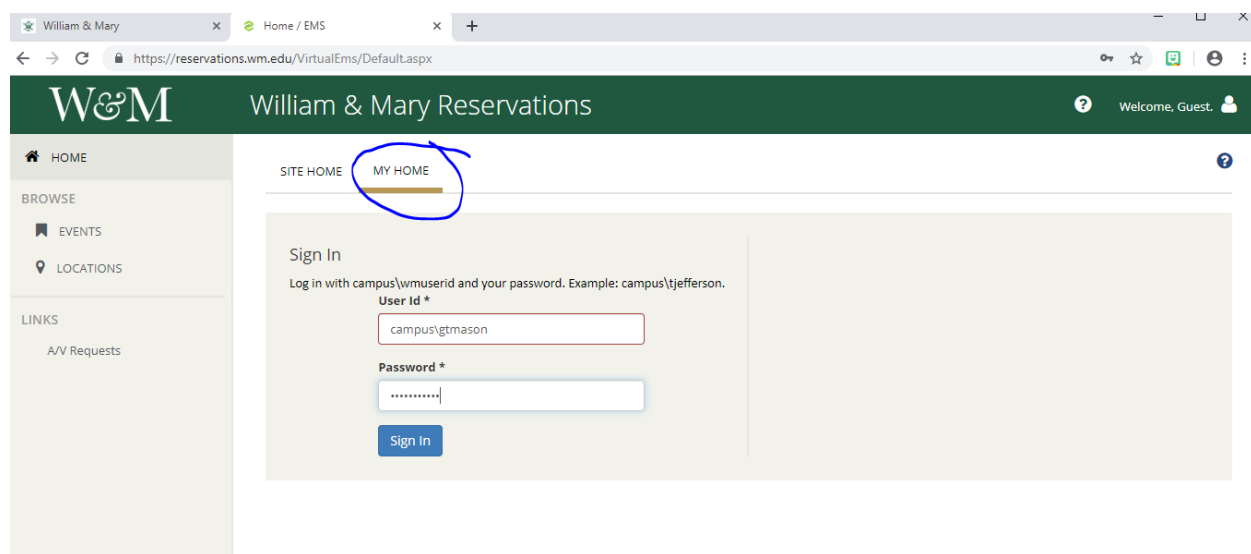
How to Reserve a Room at
the Peninsula Center

Team meeting rooms at the Peninsula Center are specially designed and technologically equipped to facilitate group work, and priority is given to teams and groups over individual study. Team rooms may be reserved and from 6:00 am – midnight daily. All room reservations can be made up to seven days in advance and are restricted to a **time limit of two hours**.

To make a reservation follow these procedures:

Go to https://reservations.wm.edu/VirtualEms/
- Click the **MY HOME** tab.

- In the **User Id** box type campus\ followed directly by your WMuserid.
  Example: campus\tjefferson

- Enter your campus password.

To review reservations you have previously made, select the **MY EVENTS** option on the left of the page. You may search for events, spaces, or groups by selecting the appropriate heading on the left of the screen under the BROWSE option.

**To make a reservation:**

- On the **MY HOME** tab <u>or</u> from the **CREATE A RESERVATION** option, select the room type from the list of reservation templates shown by clicking the corresponding **book now** button to the right.
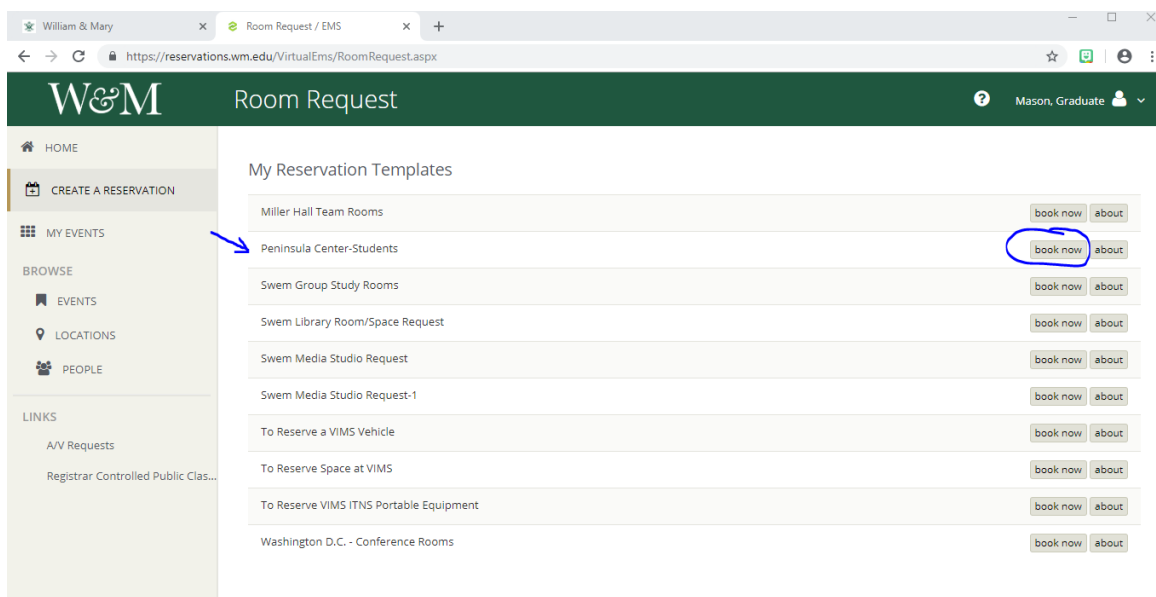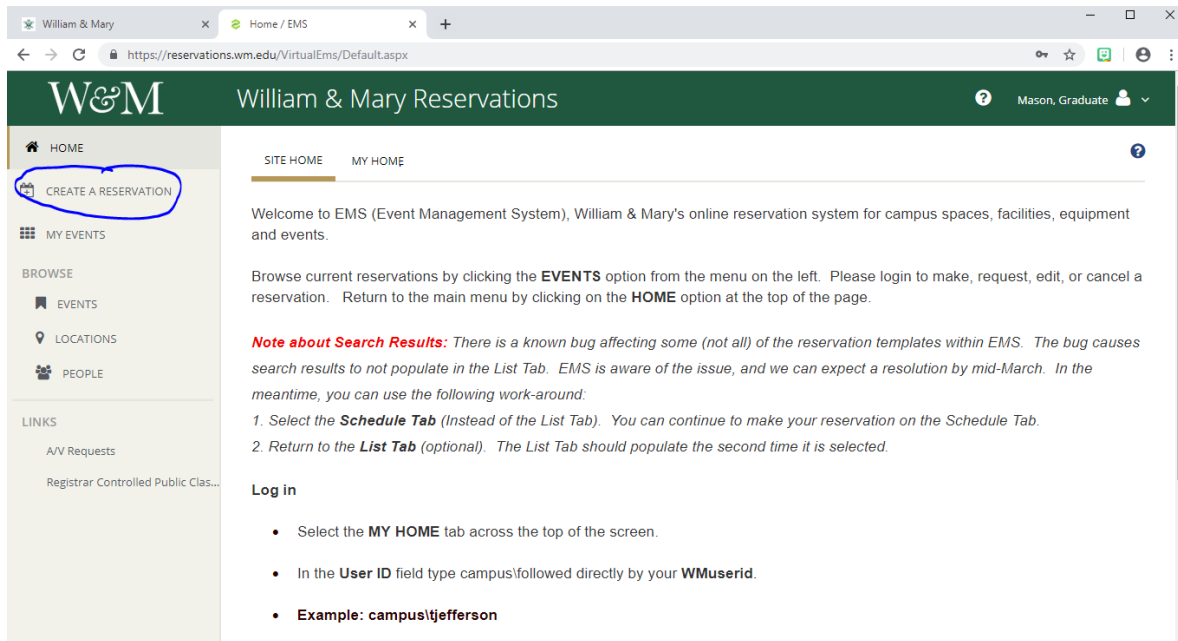
- Fill in the information in the date and time information on the left side of your screen. Note that EMS will auto fill "AM" into the start and end times if you do not specify AM or PM.
- Click **Search**
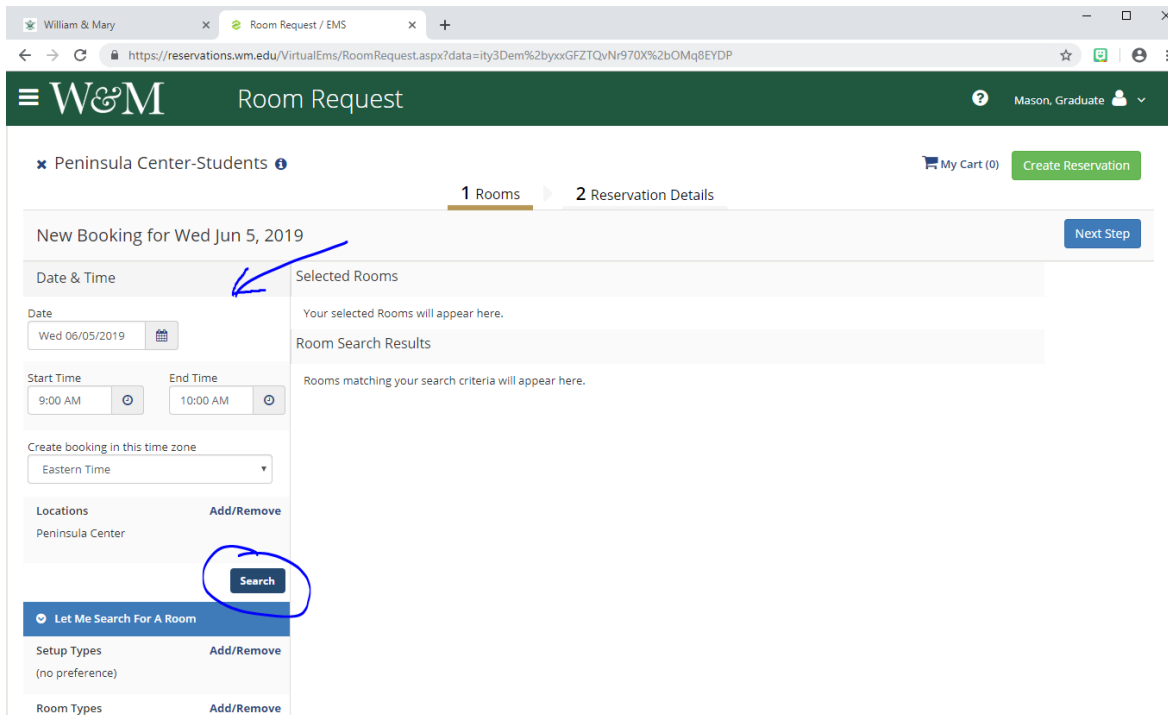
- A list of rooms now appears under the heading **Rooms You Can Reserve**.

  Rooms with a blue and white **+** are available to reserve. Rooms without this sign are unavailable. If no rooms appear, there are no available rooms and you should try a different date or time.
- Click on the blue and white **+** to select your room and click the **Next Step** button at the top right**.**
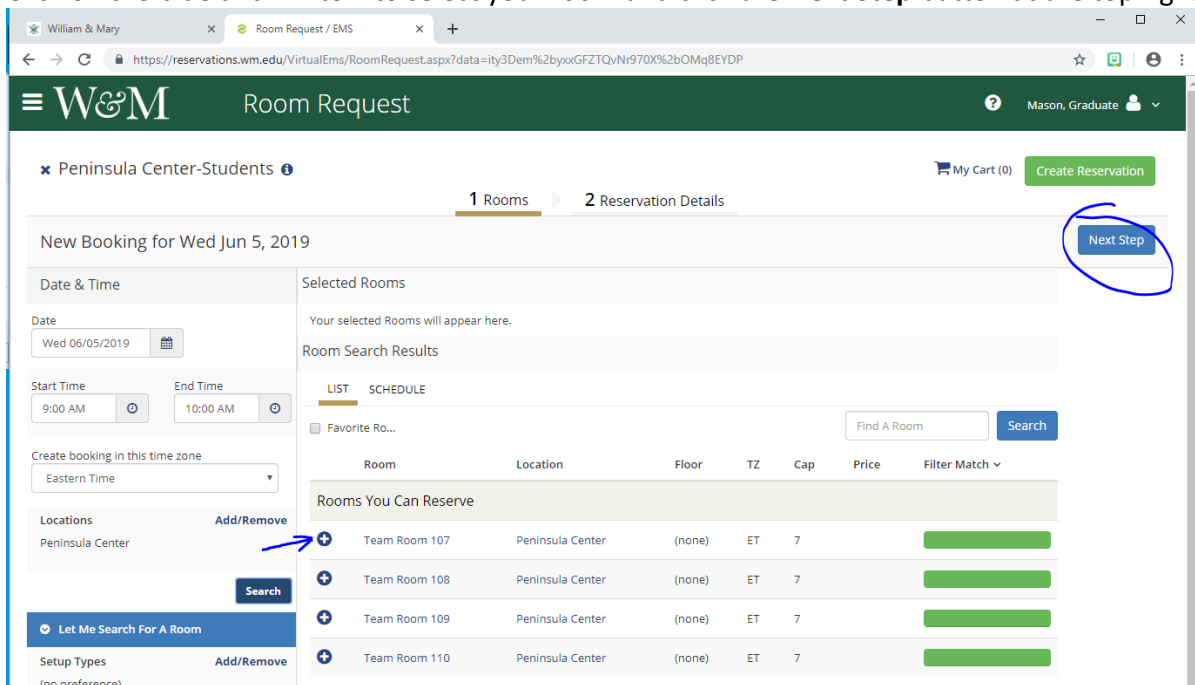
- Fill in the **Event Name** <u>which must include your name</u>. Example: OB Study Group/Sue Wong.
- Select the **Event Type**.

- Select the **Group**. <u>CMason Students</u>. *<mark>If no group appears on the drop-down menu,</mark> select the magnifying glass. Type CMAS in the field and click the magnifying glass. Scroll down and select the group **CMASON Students**. Click **Close** at the bottom of this window. The selected CMason group should now appear in the dropdown list for the Group field. You will only need to designate your group one time. The system will auto-fill all future reservations with this selection.*
- Select the **1st Contact** from the dropdown list or select **(temporary contact)** to enter your contact information.
- Read **Terms & Conditions** and check agreement box.
- Click **Create Reservation** button at the lower right of the page.

You will receive an email confirmation of your reservation. The status of your reservations should be **Web Confirmed**.

Students can only use EMS to reserve team meeting rooms. Other rooms should be reserved through your program office. Team rooms are for use by business students for study, coursework, projects, etc. Club meetings and other activities should be reserved by email ptmbaprogram@wm.edu.

Please Remember:
The group name and contact info must reflect the person or group who is occupying the room for the reserved time. **Student reservation event names should include the student's name or assigned team number**. For example: Team 6, or EP Meeting- Moen/Banks, or Jim Waters. Event types must be accurate.

Incorrect reservations will be cancelled without notice.

Repeated violations of EMS policies may result in the termination of your EMS scheduling privileges.

To have your contact information added to the contact list for the group CMason Students, or for assistance, please contact events@mason.wm.edu.

ptmbaprogram@wm.edu | 757.221.6213