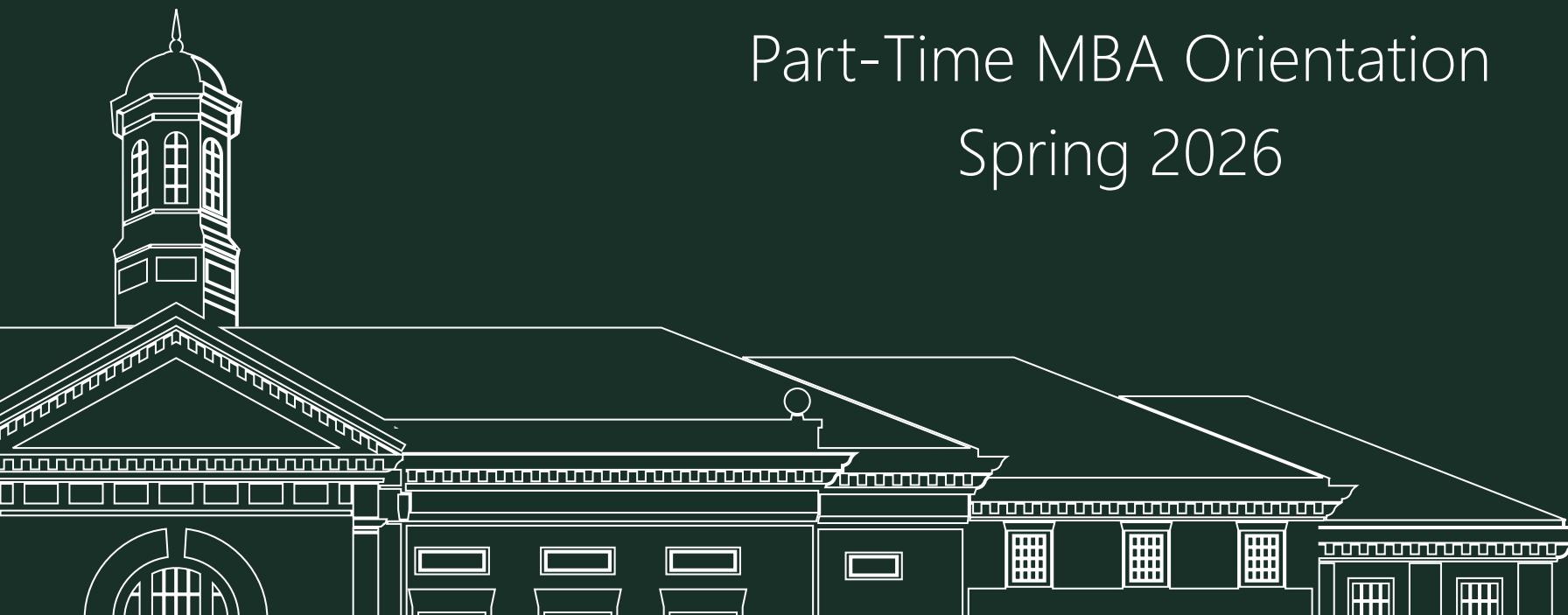




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School of Business
WILLIAM & MARY

Welcome

Part-Time MBA Orientation
Spring 2026



Introductions

- Name
- Employer & Title
- Job Description
- Anything else you'd like to share

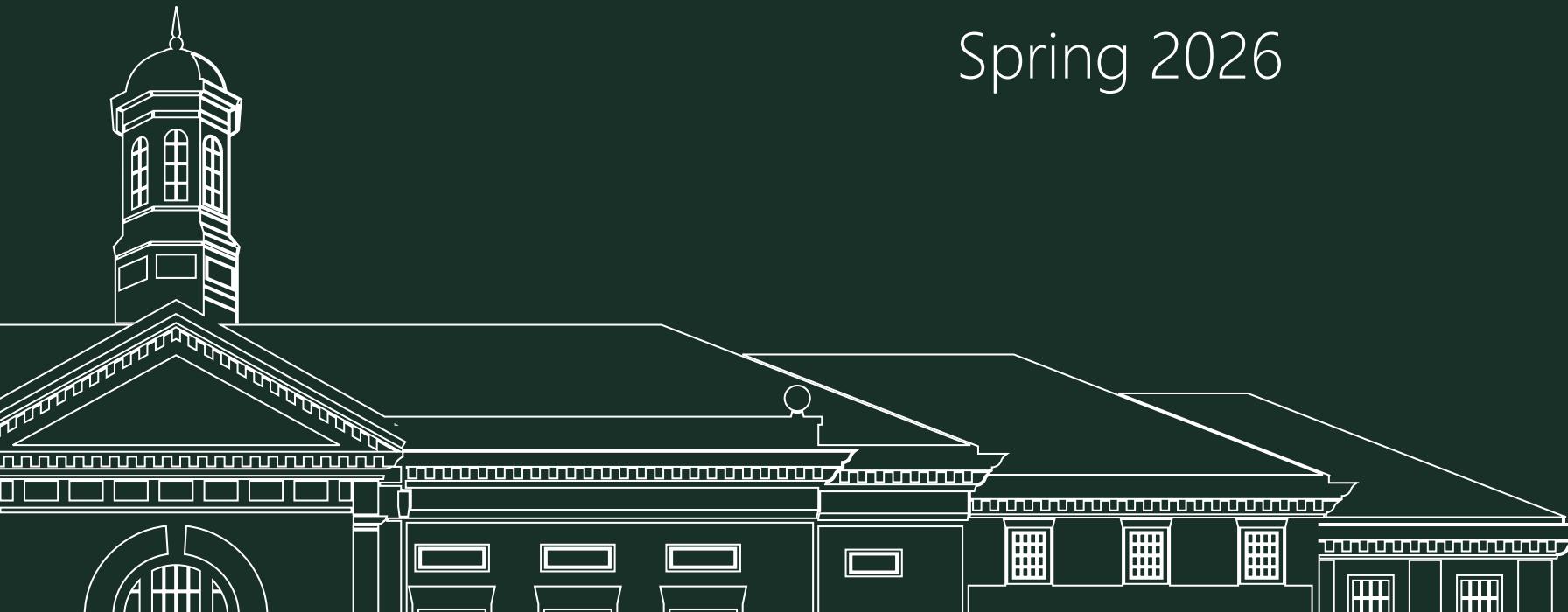




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Part-Time MBA Orientation

Spring 2026





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Welcome to the Part Time MBA Program

Ken White, Ph.D.

Associate Dean, Graduate Programs

Part Time MBA Orientation



A Promise & Guarantee

3
things



Framework for Success



Own it!



The Goal

For you to become an outstanding, polished, differentiated professional whom others seek.

skill and ~~they~~ ^{they} do, used ~~show~~ ^{to} professionals at our job **professionalism** /p
professionalism in w
skill and high standa
produced with increa
by the students. A you
an organization all the year
REBRE



How Do You Get There?



Pillars of Professionalism

Communication

Substance

Appearance

Initiative

Details



Raymond A. Mason
School of Business

mason.wm.edu (757) 221-4100

The Foundation



A Great Opportunity

Have Fun

Become a Better Version of Yourself

Expect Much of Yourself---And Your Classmates



Your PTMBA Experience

You're a Part of a Great School & Program

Embrace It, Enjoy It & Experience It

Make Professionalism a Part of Your Journey

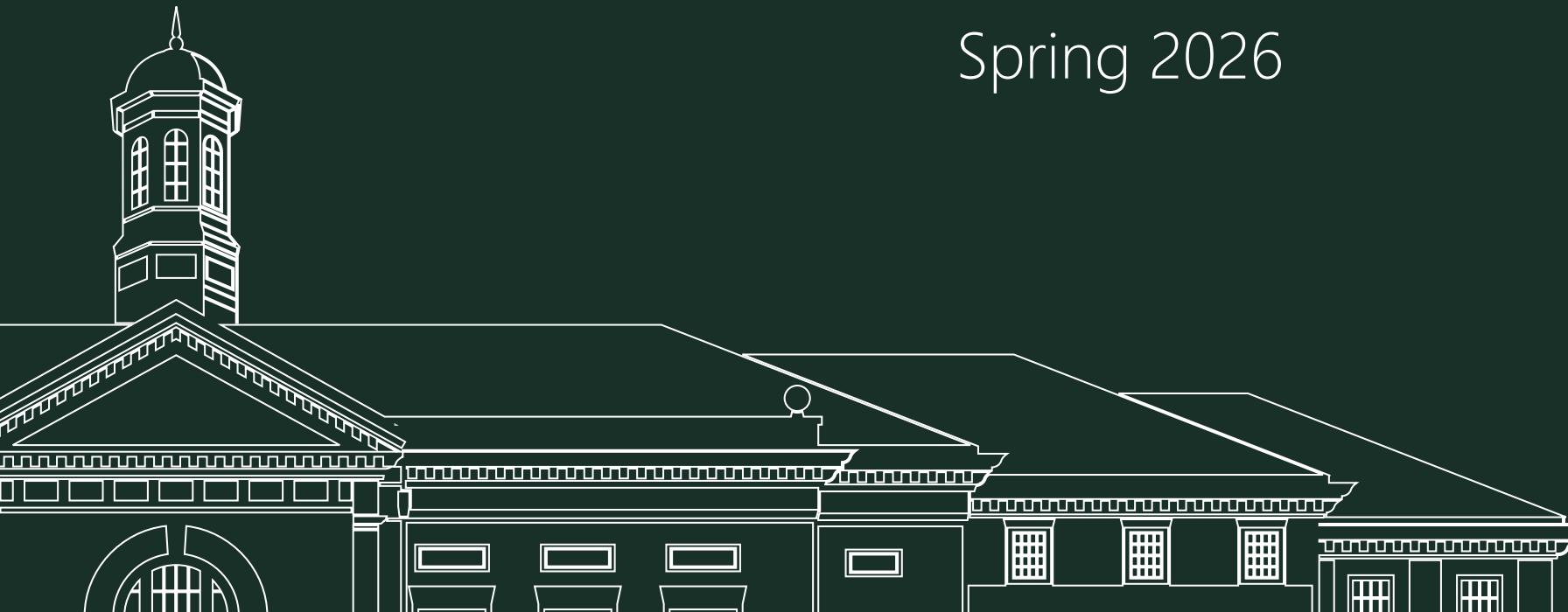




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Part-Time MBA Association

Spring 2026



Part-Time MBA Association

2025-2026 Officers



Bianca Dorsey,
President



KeAisha House,
Vice President



Katelyn Kincaid,
Secretary



Mark Amendolara,
Treasurer

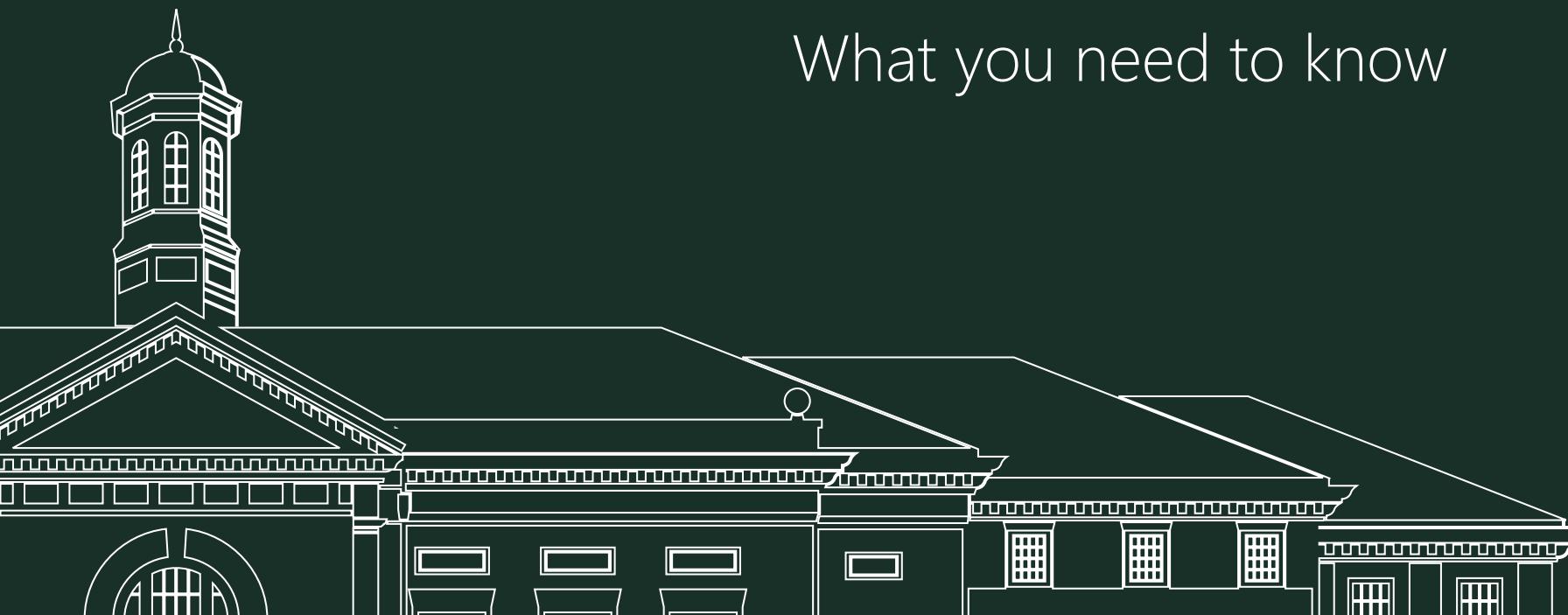


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Part-Time MBA Orientation

PTMBA 101

What you need to know

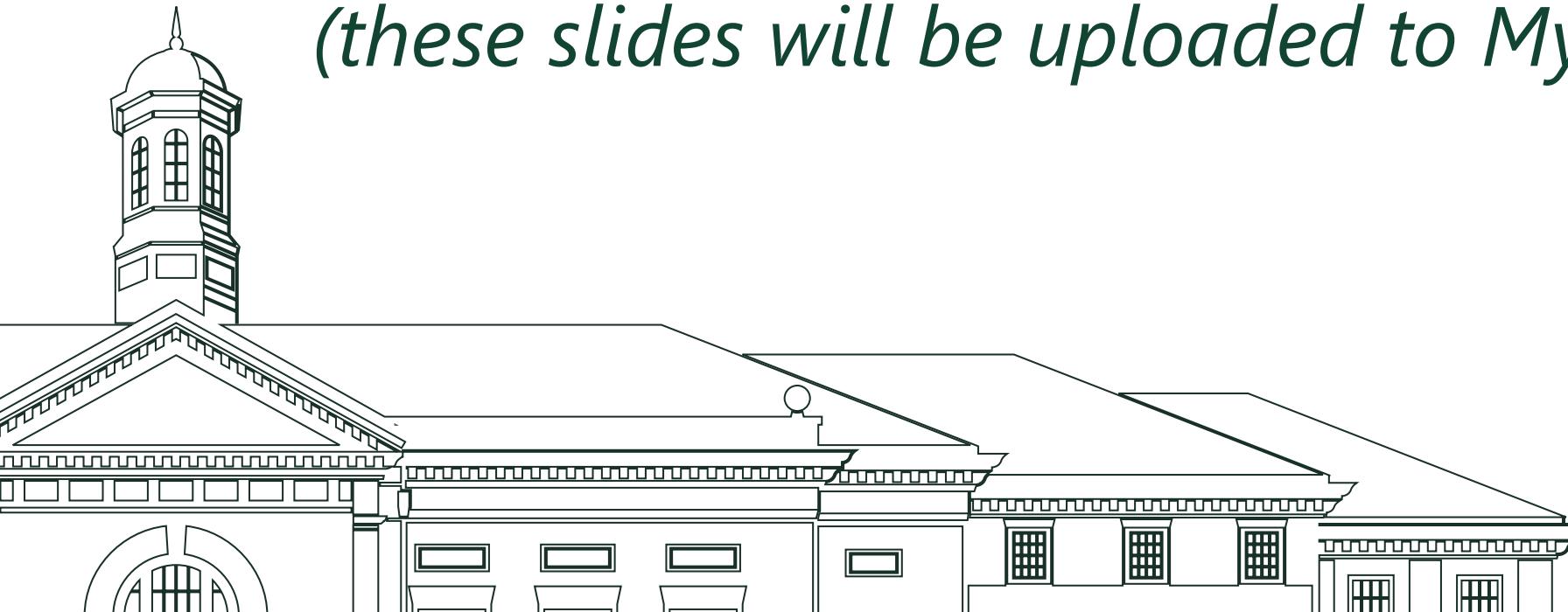




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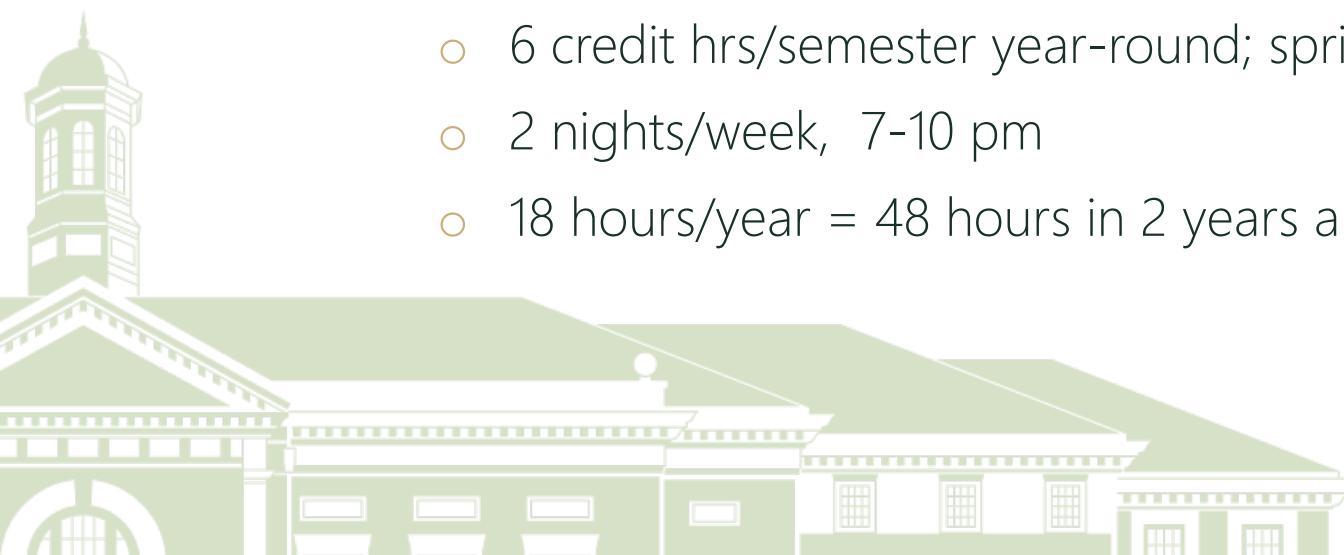
Degree Information

(these slides will be uploaded to MyPTMBA)



Credit Hours & Timeline

- General Management degree
(12 hours elective credit)
- Time to Degree
 - 48 credit hours
 - 2 years and 2 semesters 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 = 48 hours in 2 years and 2 semesters





Graduation Requirements

- Phase I – Foundation Core (18 hours)
- Phase II – Professional Core (15 hours)
- Phase III – Global Strategy & Electives (15 hours)
- 3 Speaker Credits are Required

Electives

- 12 elective credit hours required
- Options:
 - Peninsula Center 7-10 pm
 - Williamsburg Campus – Full-time MBA electives
(*some evening classes; no evening classes in summer*)
 - Online Classes



Global Immersions

Winter & Spring Break: 1.5 Credits

- Global Immersion open to all Residential Graduate students
- Limited to 14-20 students
- Extra cost – trip expenses
- Tuition included
- 2026
 - Chile/Peru – Winter Break
 - Greece – Spring Break



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Speaker Credits

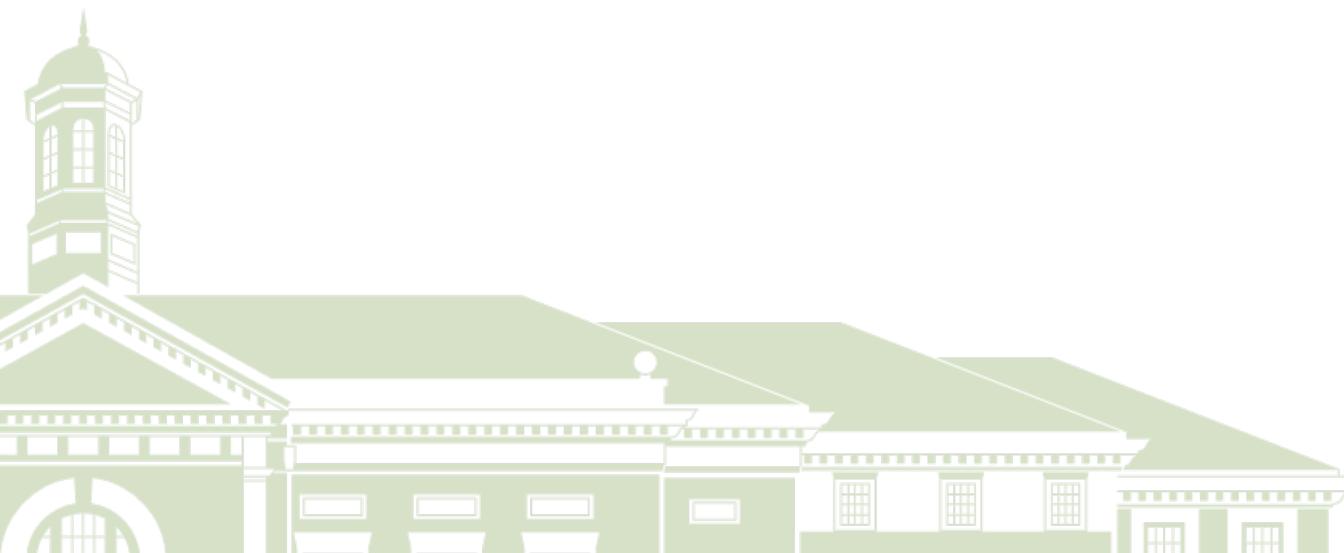
3 Speaker Credits are required during your time in the program

Options are available at the Peninsula Center, the Main Campus, and online.

You can track completion in DegreeWorks.

Course Planning

- Academic Advising
 - Check [myPTMBA](#) for information
 - Still have questions? Contact the Part Time MBA Program Team at ptmbaprogram@wm.edu
 - Transfer credits - Only approved in extraordinary circumstances



First Semester

BUAD 5013: Communication for Managers

- Professor Phil Wagner
- Mondays, 7-10 pm, Room 104

BUAD 5703: Quantitative Methods

- Professor Toso De Araujo
- Thursdays, 7-10 pm, Room 102

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

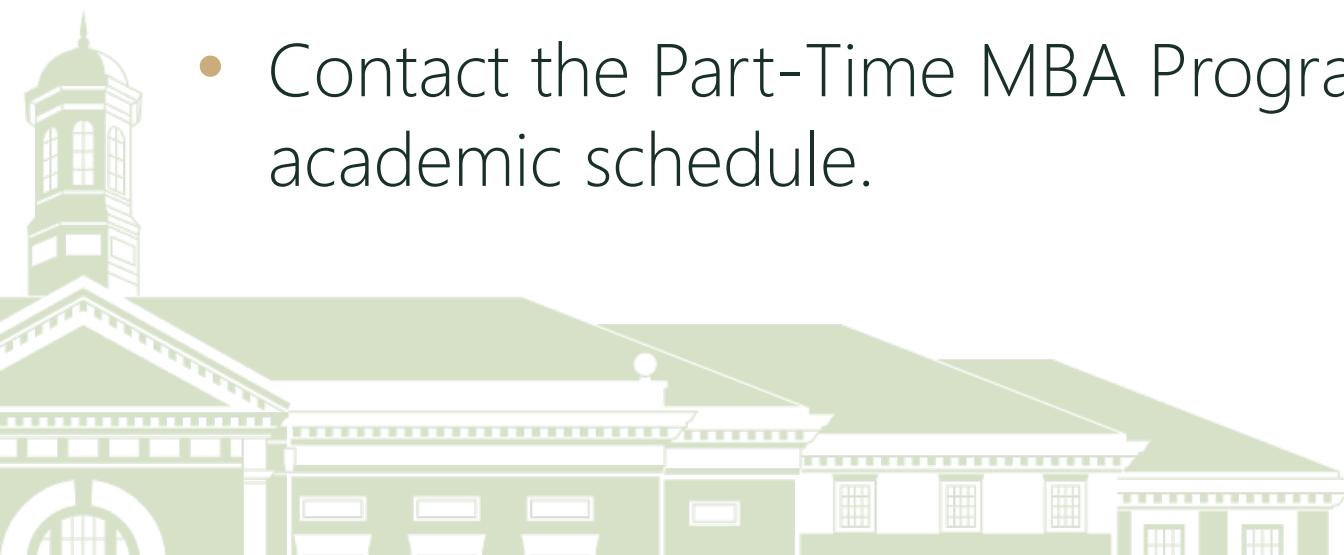


Beta Gamma Sigma
International Honor
Society

Top 20% of students in
graduating year
Usually February/March
induction at the William & Mary
Campus

Degree Completion

- Semester off – fine, but notify us; upon return, request re-activation from the Part-Time MBA Program
- Military deployment stops 5-year clock
- Accelerated schedule possible when 1.5 credit hour or 2.0 credit hour courses offered; **not available every semester**
- Contact the Part-Time MBA Program Team to discuss your academic schedule.



What You Can Do to Increase the Value of Your Degree

Become a Part-Time MBA Host –
Danny Hayden in Admissions

Liaison with your workplace – may we visit?

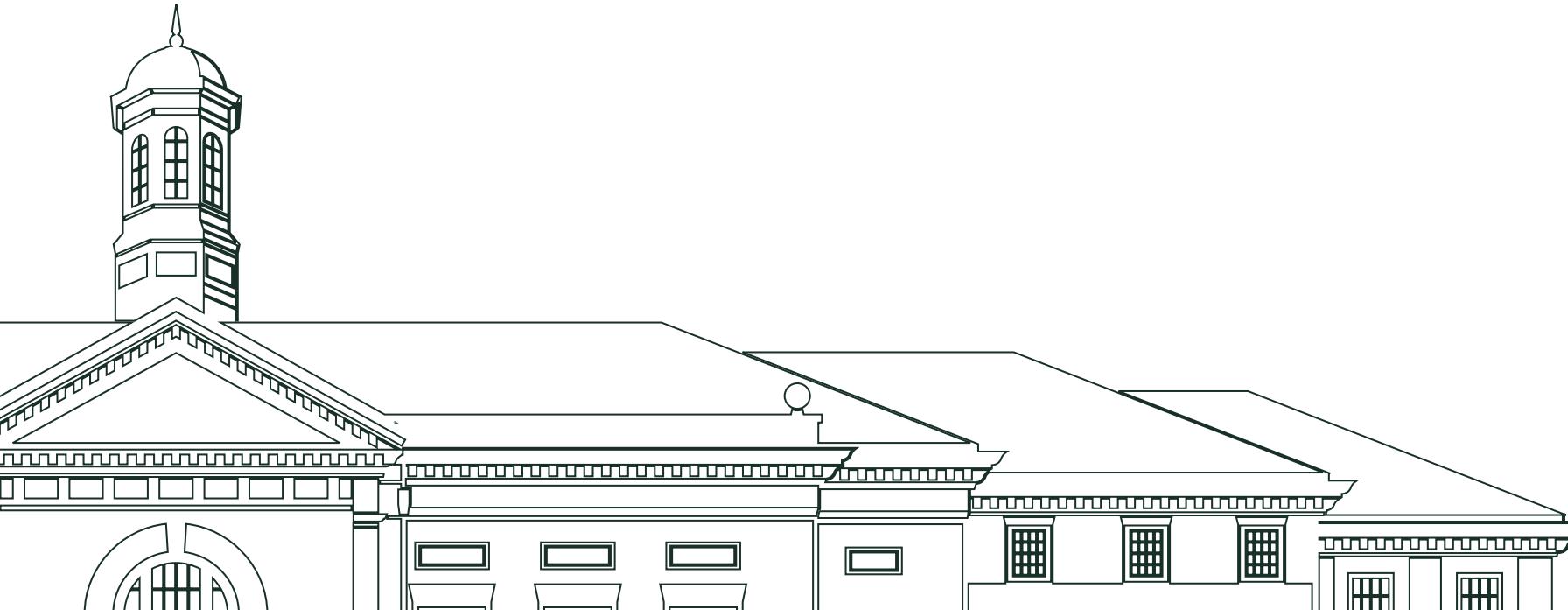
Run for Part-Time MBA Association or Honor Council office (*2nd or 3rd year*)

Respond to rankings surveys as alumni
(*this directly affects your brand*)



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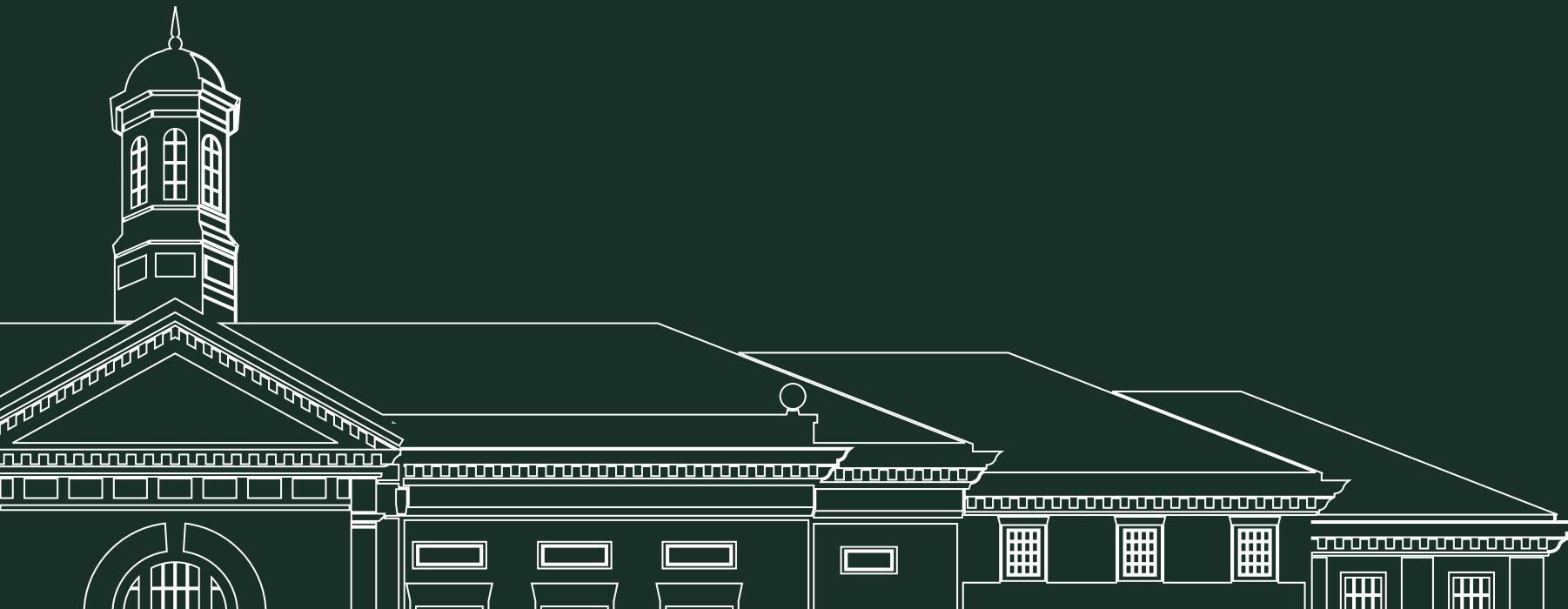
Questions?





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Honor Code at William & Mary



Honor Code Pledge

As a member of the William and 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.



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Part-Time MBA Orientation

PTMBA 102

Program Resources – Starting the Journey



Resources

myW&M

- Banner, Blackboard, Outlook

myPTMBA

PTMBA Admitted Student Website

In-person Campus Resources

- Staff, Dean of Students, Reves Center, Military Transition, GCMC

PTMBA Program Information Sources



Virtual Handbook (available under Orientation on the Admitted PTMBA webpage)



MyPTMBA: mason.wm.edu/myptmba



W&M email – check daily/before class!



Professors – TALK to them about academic issues, missing class, networking, etc.



Part-Time MBA Program Team
757.221.6296 or
ptmbaprogram@wm.edu

Tim Gilliam, Associate Director,
Residential Graduate Business
Programs

W&M Email

- **It is your responsibility to monitor your W&M email.**
- The Part-Time MBA Program will use your email as our primary means of communication for important information about registration, grades, and graduation.



Blackboard

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

- Syllabus
- Text information
- Readings
- Assignments
- Faculty contact information

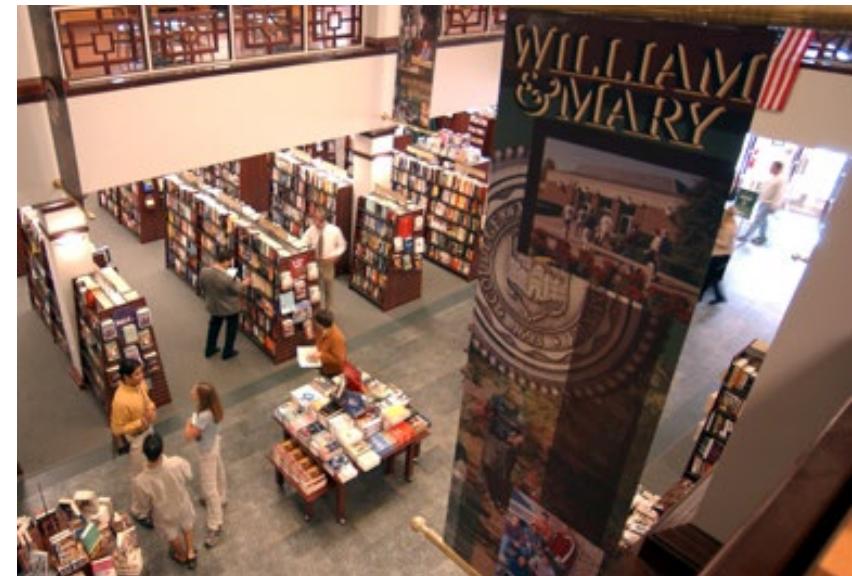


Blackboard



Course Materials & Books

- Information Source: Blackboard
- Book sources
 - College bookstore – new; used; rental
 - Online – half.com; Amazon; eCampus.com, etc.
 - Coursepacks – order as directed by faculty
 - Always check the edition





DegreeWorks

- Online tool that allows you to view and self-monitor your progress towards your degree.
- Visit DegreeWorks when preparing for registration, at the beginning of the semester, and more frequently as you approach graduation.
- Access DegreeWorks through myWM (instructions are available on the University Registrar's webpage)





Banner

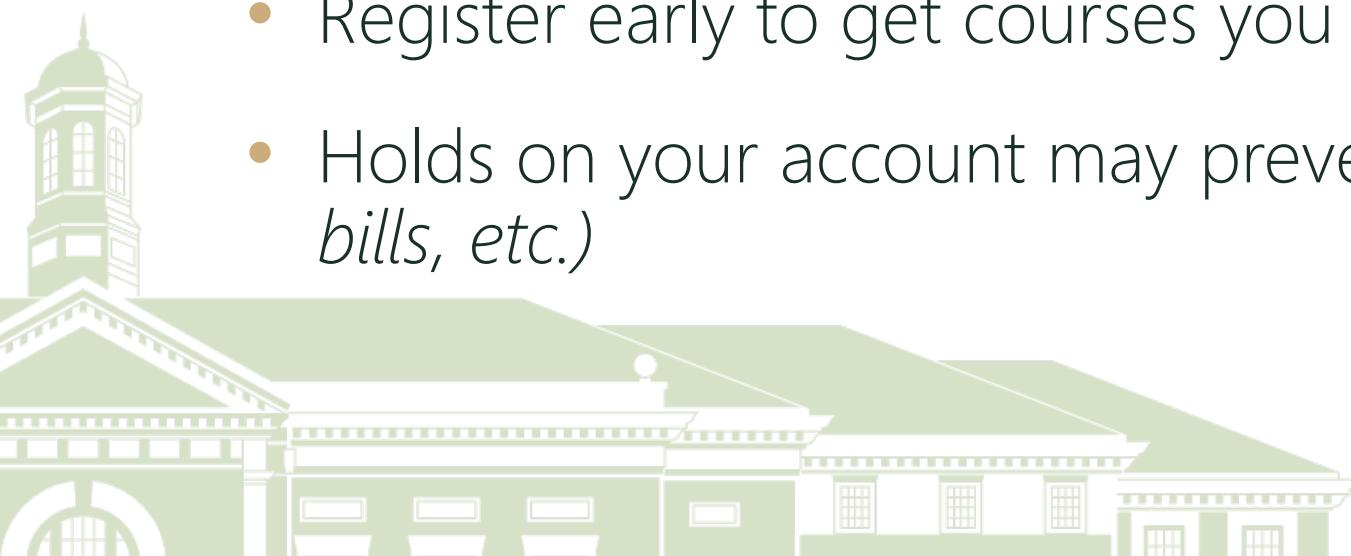
On myW&M; click Banner icon
Log in using W&M user id/password

- Course Schedule
- Billing
- Financial Aid
- Holds
- Grades
- Unofficial Transcript



Registering for Classes

- We register you the first semester; after that, you register yourself
- Instructions/Dates – [myPTMBA](#);
- W&M's PATH ([W&M Class Search](#))
- Register early to get courses you want
- Holds on your account may prevent registration (*outstanding bills, etc.*)



Part-Time vs. Full-Time Status

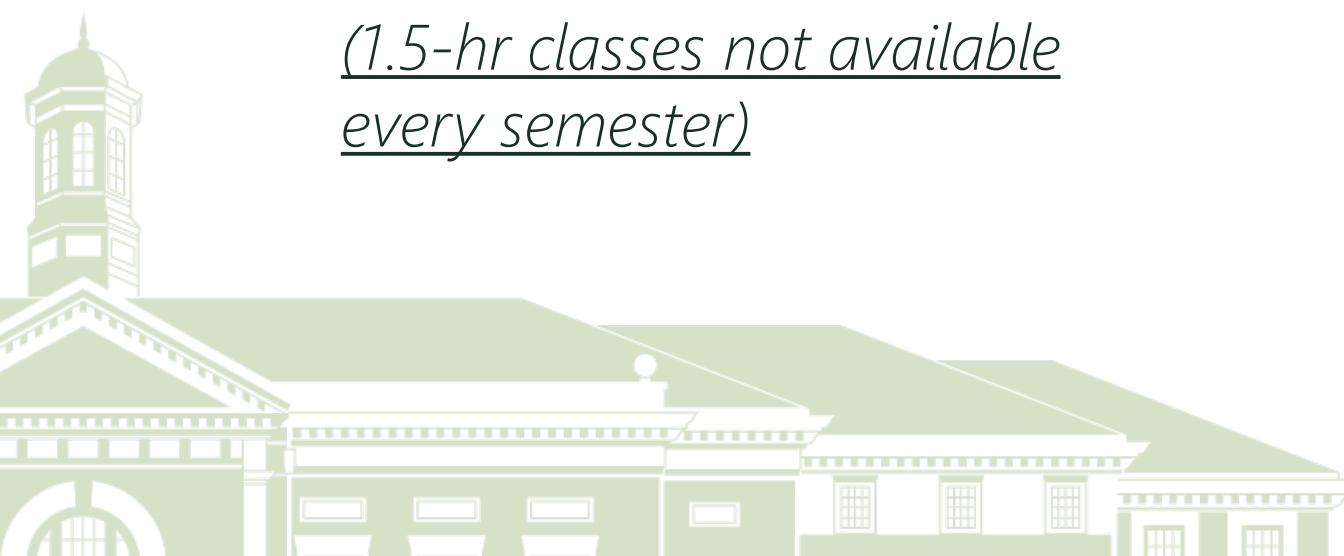
(Effect on Tuition Cost)

Fall/Spring

- 9 credit hours/semester is **FULL-TIME**
- 8.5 credit hours/ semester or less is **PART-TIME**
(1.5-hr classes not available every semester)

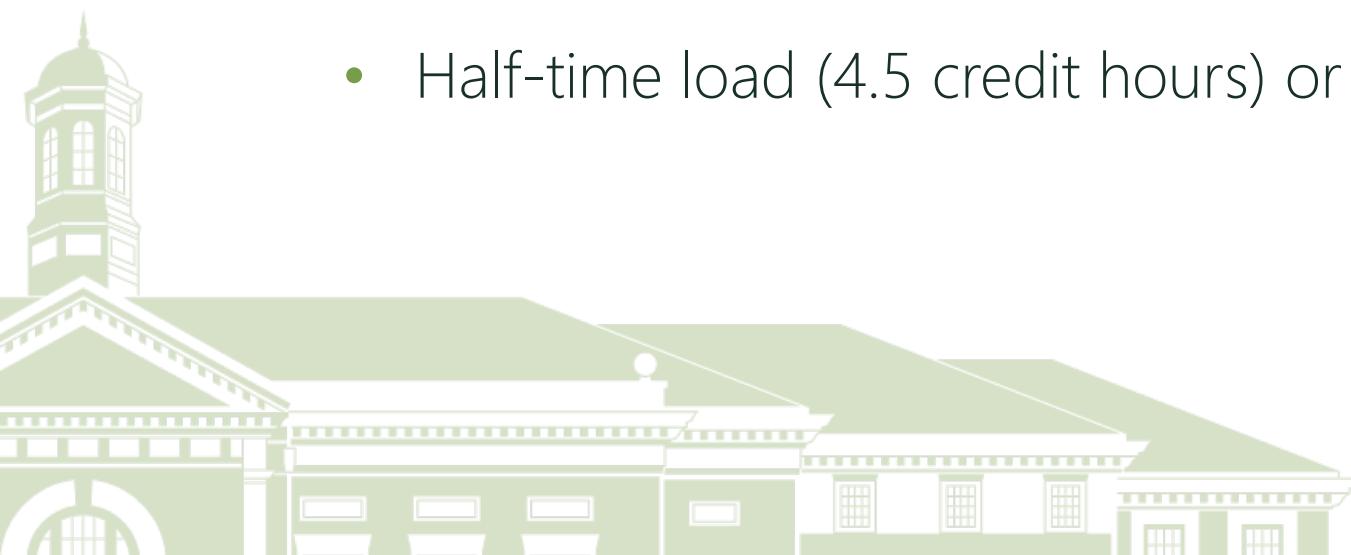
Summer

- NO credit hour limit
- 2 6-week Sessions
- 3 credit class meets 2x per week plus occasional Saturdays
- Suggested option:
3 hours/summer session
6 total summer hours



Financial Aid

- Contact Financial Aid Office
 - Jen Meier – jmmeie@wm.edu or 757.221.2426
- Loans; Employer support;
- Federal loans:
 - US Citizen or Permanent Resident
 - Half-time load (4.5 credit hours) or more



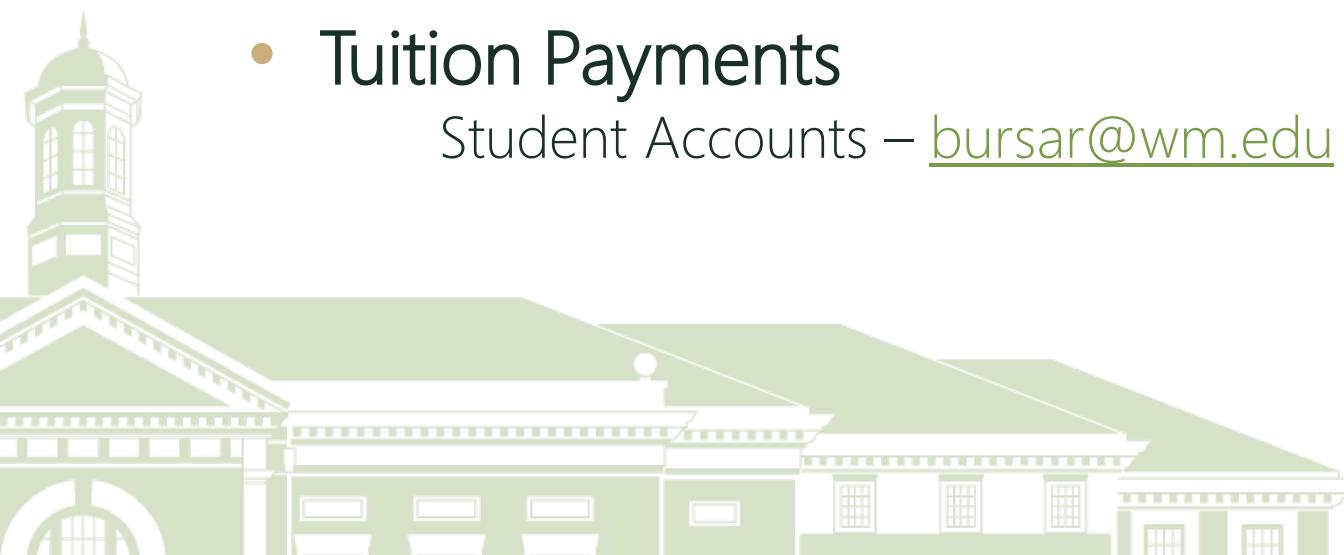
Paying Your Bills

- E-bill (view in Banner)
- Triggered by registration
- Notification via W&M email
- Contact: Student Accounts Office
 - bursar@wm.edu or
757.221.1220



Campus Contacts

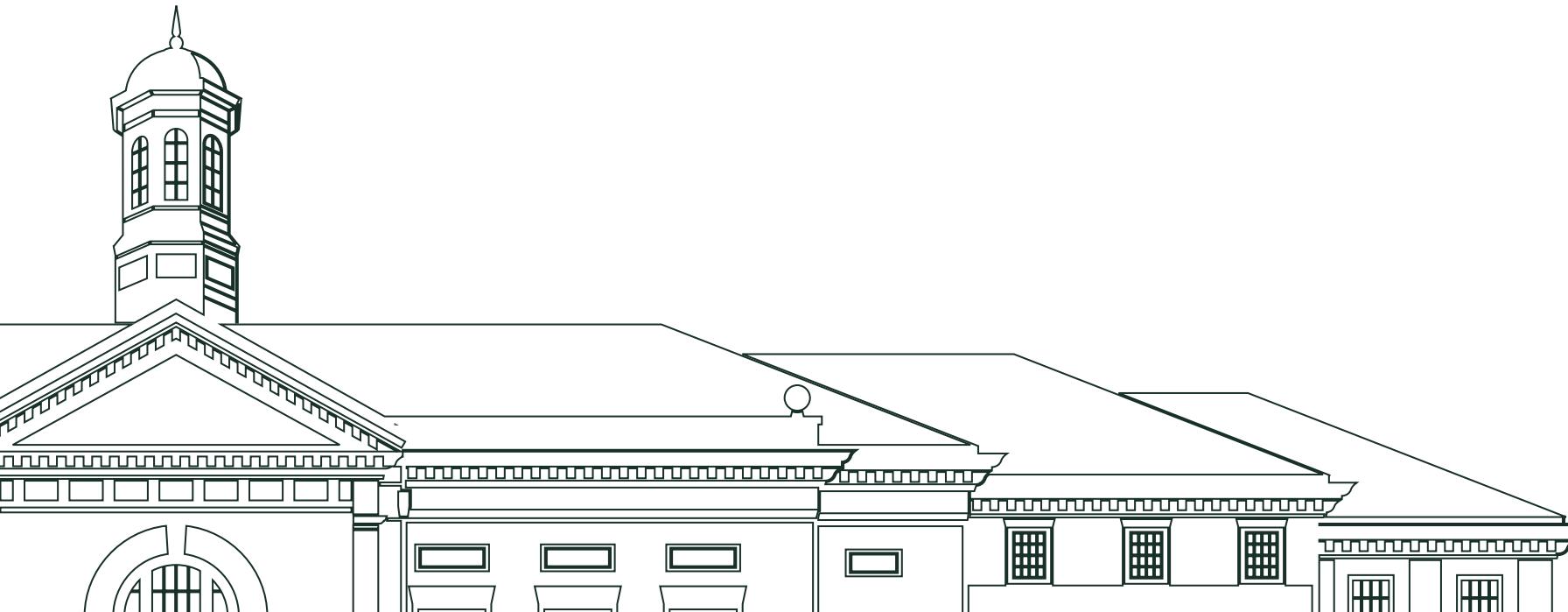
- **Financial Aid** (other than military or VA)
Jen Meier – jmmeie@wm.edu or 757.221.2426
- **Military Tuition Reimbursement**
bursar@wm.edu or 757.221.1220
- **VA Benefits** (including GI Bill)
Carolyn Ward – caward01@wm.edu or 757.221.2893
- **Tuition Payments**
Student Accounts – bursar@wm.edu or 757.221.1220





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Policies & Procedures



Dropping vs. Withdrawning

Dropping

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

Withdrawning

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



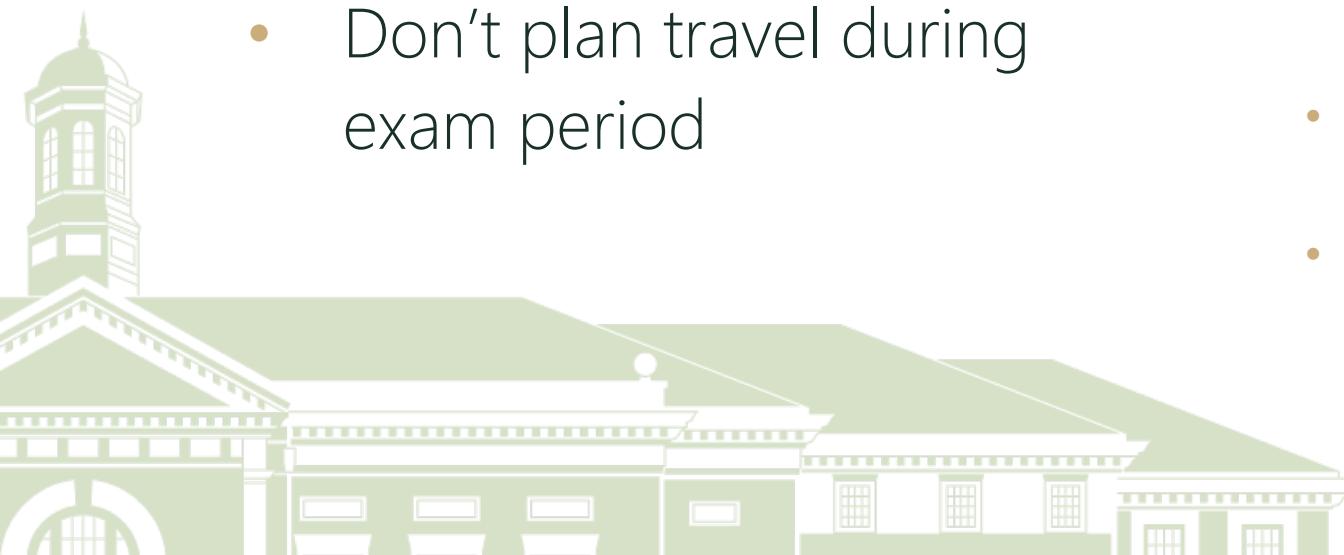
Exams/Missing Classes

Exams

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

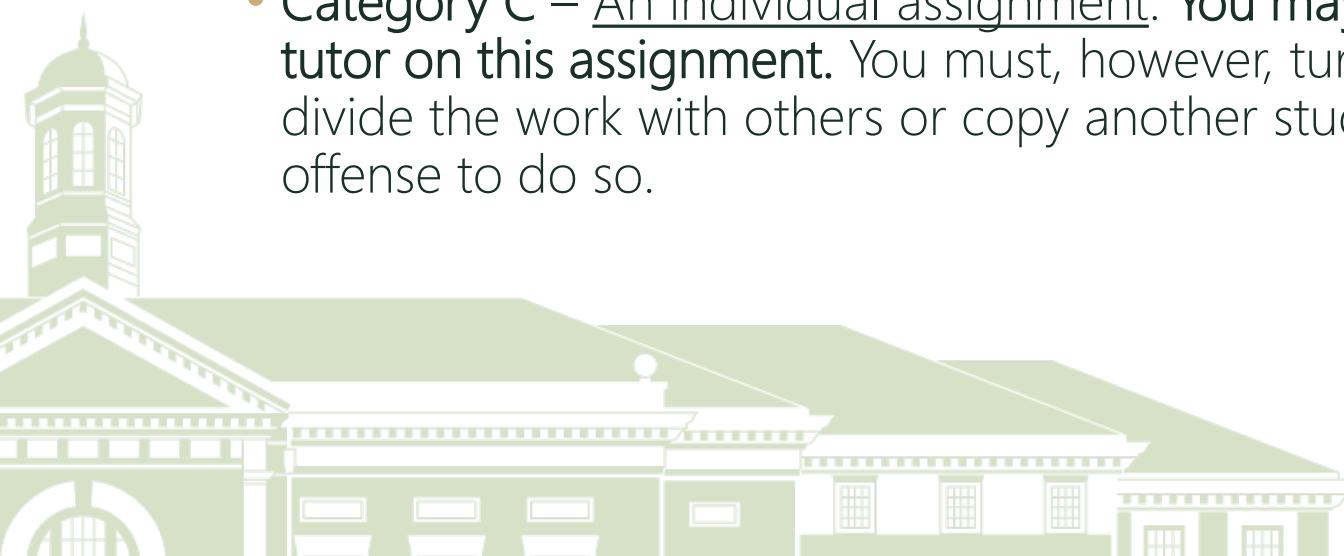
Missing Classes

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



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.



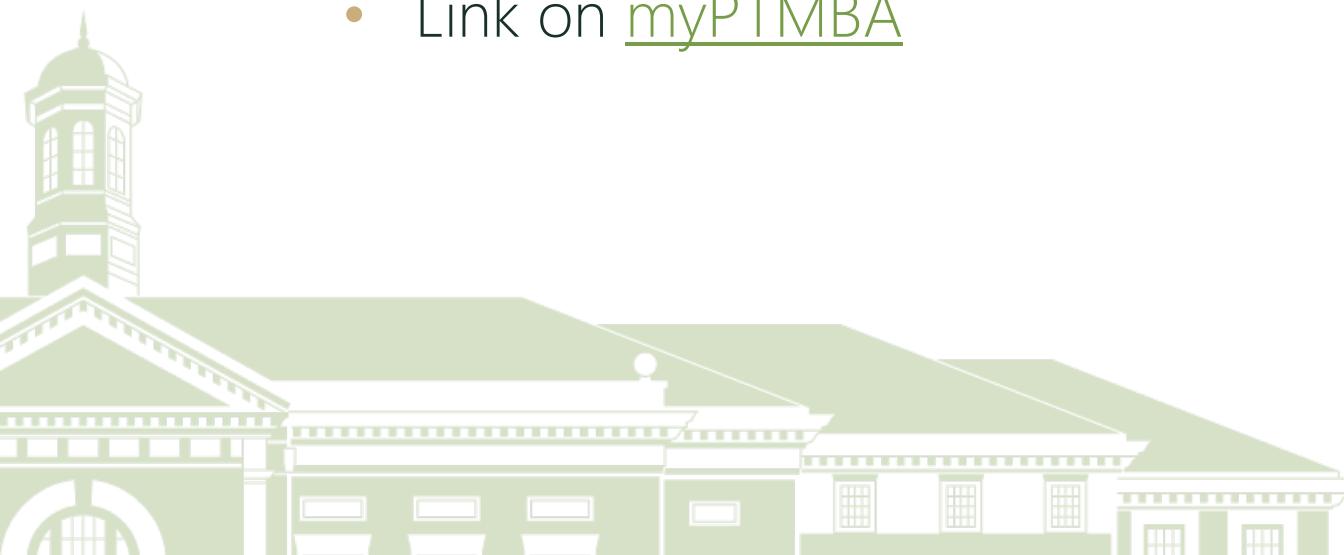
Category of Assignments (cont.)

- 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.



Grades/Course Eval/Apply to Graduate Forms

- View grades in Banner
- Course Evaluations – please be thoughtful and complete, so your voice is heard
- Application to Graduate
 - Deadlines on academic calendar
 - Link on [myPTMBA](#)



Part-Time MBA Laptop Policy

- Laptops are mandatory
- Specs available on Admitted Student website
- Please be sure to select a laptop that meets the specs provided.

Raymond A. Mason School of Business • Graduate Student Laptop Requirements

The use of a laptop with the Microsoft Windows operating system is mandatory for graduate students at the School of Business. Student computers must meet or exceed the requirements shown below.

HARDWARE MINIMUM REQUIREMENTS

- Intel i5 processor
- 8 GB RAM
- 500 GB hard drive

OPERATING SYSTEM REQUIREMENT

Microsoft Windows 10

Mac Computers – It is not recommended that you bring a Mac computer to use for your classes. If you must bring a Mac computer, you will still need a Windows environment due to requirements to run certain applications and Excel add-ons that only run in the Windows environment. We recommend that Mac users install and configure Windows on their laptops using the Apple Boot Camp utility that comes with Mac computers. We can make a copy of Windows available for you to install, but it is the responsibility of the student to install Windows themselves. **W&M Information Technology does not assist with operating system installations.**

See the Boot Camp Installation and Setup Guide for more information:

<https://mason.wm.edu/current/technology>

Microsoft Office - All students must have the Microsoft Office suite. Office is available at <https://office.wm.edu> with your William and Mary username and password.

Warranty – We recommend your computer have a warranty covered by the entire length of your program. The W&M Information Technology office cannot repair student hardware.



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Peninsula Center Facility

- ID CARDS – You need to get one!
- Access with student ID 6:00 am-12:00 midnight daily
- Study space (individual and group)
- Onsite Operations Coordinator – Justin Jefferson
 - At Peninsula Center Mon.-Thurs., 5:30 pm -10 pm



Parking

- Peninsula Center parking is free
- Williamsburg campus parking requires a parking pass
 - Contact W&M Parking Services – 757.221.4764 ([Parking Services |
Parking & Transportation | William & Mary](#))
 - 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





Have fun and
enjoy the
ride!

Contact us at:
ptmbaprogram@wm.edu