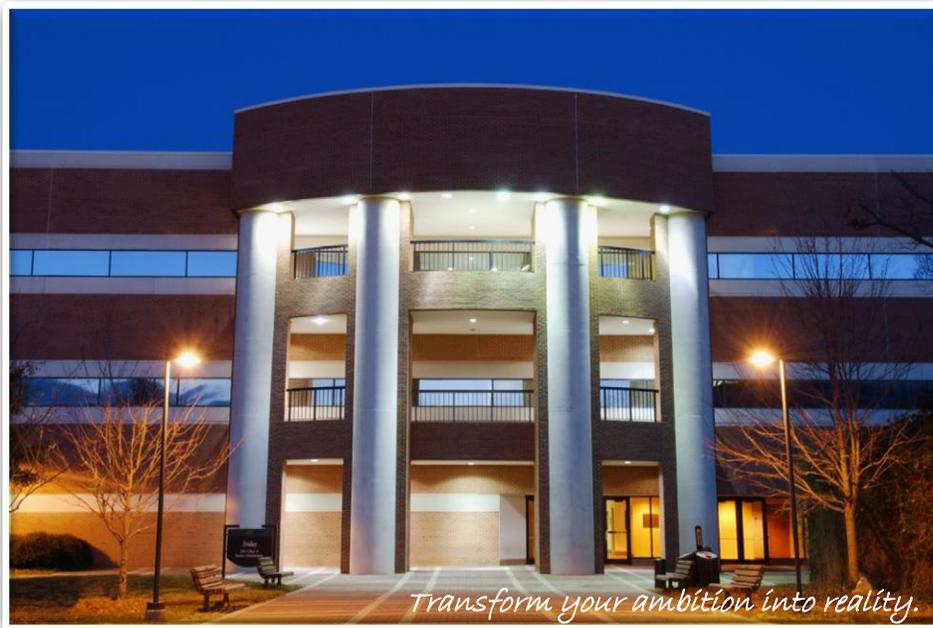




UNC CHARLOTTE
BELK COLLEGE *of* BUSINESS

MBA Program

MBA Handbook





The Belk College of Business would like to welcome you to the UNC Charlotte MBA Program. We know you have many options when it comes to MBA education so we are delighted that you have chosen us. The faculty and staff of the MBA program are committed to helping you become your best investment as we partner with you in this educational endeavor.

The MBA Handbook is designed to assist you in becoming aware of and understanding University, Belk College, and MBA program policies and procedures. We have tried to include information related to students' most frequently asked questions. We encourage you to consult the [current Graduate Catalog](#) for a more detailed discussion of University policies, and the [Graduate School website](#) for additional general information that may be of interest to graduate students.

You should have received a copy of your MBA Program Sheet along with a Welcome Letter from our office. The program sheet outlines the course requirements for the degree. Descriptions of MBA courses, as well as course prerequisites, can be found in the Graduate Catalog or the MBA website. If needed, we are happy to assist you with your questions and/or concerns.

New student questions and inquiries will also be addressed during the Belk College Graduate Programs orientation, which is held before the start of fall/spring classes. Orientation is required of all new MBA students, as is taking MBAD 6100 (Leadership, Ethics and the Business Environment Seminar) during your first semester (fall/spring) in the program. More information about orientation and MBAD 6100 is provided in the MBA Handbook.

On behalf of the Office of Graduate Student Services team, we look forward to getting to know you and working with you over the coming months. Please contact us with any questions, comments, or suggestions during your enrollment...and after you receive your degree!

Welcome!

Corey

Corey Henderson
Associate Director of Graduate Student Services
Belk College of Business

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We have tried to ensure that the information in this handbook is current and accurate at the time of printing. The information in this handbook is intended to be a general guide to answering some of the more frequently asked questions that a new MBA student may have; it does not purport to establish official University policy and does not establish contractual relations. The views expressed in this guide do not necessarily represent the views of UNC Charlotte, the Graduate School, or the Belk College of Business. The University reserves the right to alter or change any statement contained herein without prior notice.

Students should refer to the Graduate Catalog for official University policies and regulations.

New Student Checklist

Once you have been formally admitted to the MBA program by the Graduate School Admission Office there are several important tasks you must complete prior to the start of classes. Please use the checklist below as a guide as you prepare for the upcoming semester.

1. Formalize your admittance by completing the online Enrollment Form.

Once you have been formally admitted by the Graduate School Admissions Office an official decision letter will be posted to your online application portal, along with the online Enrollment Form. To formalize your admittance, please confirm your intent to enroll by logging into your application account and completing the online Enrollment Form.

International students must complete the Enrollment Form and the Financial Solvency Form before the University can start the I-20 process — delaying both forms, once available, will delay the issuance of the I-20 and subsequently the visa process.

2. Activate your NinerNET account in order to access your 49er Express student account.

With your student ID# (e.g., 800xxxxxx) in hand, go to the NinerNET site at <http://ninernet.uncc.edu> and follow the ‘NEW USERS’ instructions at the top of the page to activate your NinerNET account and create a password. Once set up, you will use them to log into 49er Express. You will use your 49er Express account to register for classes, University email, check grades, make online tuition payments, and much more.

Your University email, accessible through 49er Express, is the official electronic communications method used by the University, Belk College staff and your professors.

To log into 49er Express, click on the ‘49er Express’ link in the top right hand corner of the University’s homepage or go to <https://49erexpress.uncc.edu>. Please direct any problems or technical issues with 49er Express to **HelpDesk Online** by clicking on the ‘Need Help?’ link or go to <https://helpdesk.uncc.edu/helpdesk>. For helpful resources on Student Computing, please visit their website at <http://itservices.uncc.edu/student-services/>.

3. Obtain your UNC Charlotte student ID card (a.k.a. 49er ID card).

Visit the 49er ID Card Office in the Auxiliary Services building or the ID Card Office in the Student Union (both located on the main campus) to obtain your 49er ID Card. The 49er ID Card proves that you are a member of the campus community and entitles you to certain University services. Your 49er ID Card is required to: check out materials from the Library; obtain services at the Student Health Center; utilize facilities in the Belk Gymnasium, the Student Activities Center (SAC) and the Student Union; and gain access into the Center City Building after hours.

To receive a 49er ID Card you must be registered for classes and present: 1) proof of identification such as a driver's license or passport; 2) proof of student status such as an acceptance letter, class schedule, or tuition bill; and 3) your student ID number (e.g., 800xxxxxx).

For more information about the 49er ID Card, including office locations and hours of operation, please visit the 49er ID Card website at <http://aux.uncc.edu/49er>.

49er Account

The 49er Account is tied directly to your 49er ID Card. You can deposit money into your 49er Account and then use your 49er ID Card to pay for many on-campus transactions. Credit cards, checks, and cash are accepted for deposits to your 49er Account. The 49er Account is accepted for copies, printing, mail services, parking services, and purchases at the Bookstore including books. *It is the required form of payment for copies and printing on campus.*

New Student Checklist

4. Register for classes, including MBAD 6100 (fall/spring).

All new MBA students are required to take MBAD 6100 (Leadership, Ethics and the Business Environment Seminar) as part of the core curriculum. Students are expected to take this course during their first semester of enrollment in the MBA program. Students who enter in the summer are expected to take this course in the fall semester. This course meets during the first half of the semester.

MBAD 6100 sets the stage for success in the MBA program as it provides an orientation to the MBA program, introduces students to key academic and career success factors, and provides an opportunity for networking with MBA faculty, MBA alums, fellow MBA students, and other business professionals.

The objectives of the course are to introduce students to:

- Teambuilding
- Business ethics
- Career management
- Effective communication
- Leadership and strategic thinking
- Networking with colleagues and business professionals
- Other skills and concepts essential for business professionals

5. Pay your tuition bill on time to avoid having your class schedule cancelled.

Tuition and fees will be billed to all registered students based on the billing schedule established by the Student Accounts Office. For the billing schedule and other payment policies, please refer to the Student Accounts website at <http://finance.uncc.edu/student-accounts>.

If your tuition is being reimbursed either in full or in part by your employer, please note that tuition must be paid at the beginning of the semester or under the terms of an approved payment plan. The University does NOT allow tuition to be paid at the end of the semester.

Students who miss the tuition payment deadline will be dropped from all registered courses.

Students will then have to pay their tuition before being allowed to re-register. Students must re-register for their classes before the last day to add a course. **Please pay special attention to the add/drop deadline for each academic term.** To view the add/drop deadline, please refer to the Academic Calendar at <http://registrar.uncc.edu/calendar>.

For information on tuition and fees, please refer to the following Student Accounts webpage: <http://finance.uncc.edu/student-accounts/tuition-and-fees>.

New Student Checklist

6. Order/buy your textbooks.

Students can purchase textbooks from the University Bookstore, the Center City Building Bookstore or order them online through your 49er Express account. For University Bookstore contact info and hours of operation, visit them online at <http://aux.uncc.edu/bookstore>.

Students are generally expected to purchase their books before the first class. Many professors will email students—at your University email account—a copy of their course syllabi prior to the start of class. The syllabi will typically indicate what book(s) you need for the course. MBA course syllabi are also posted online. If you do not have access to a copy of the course syllabi before the beginning of the semester, you can still purchase your books before the first class by providing the course name, section number, and instructor name to a University Bookstore associate as they will have on file all required books for every course offered during the semester.

Students can also purchase textbooks from Gray's College Bookstore (<http://graysbooks.com>), which is located at the corner of University City Blvd. and Old Concord Road.

7. Attend the Belk College Graduate Programs Orientation and Welcome Reception.

The Belk College Graduate Programs orientation is **required** of all new students. Orientation is held before the start of fall/spring classes. Students will receive additional information about orientation from our office by email.

8. Familiarize yourself with the University's Academic Calendar.

The Academic Calendar contains important dates during the academic term, including: the first day of classes; the tuition due date; the last day to add and drop a course; the last day to withdraw from a course; official University holidays and other student recesses; exam dates; etc. ***It is the responsibility of the student to become familiar with these critical dates.*** The Academic Calendar is maintained by the Registrar's Office and can be viewed online at <http://registrar.uncc.edu/calendar>.

9. Purchase a UNC Charlotte Center City parking permit.

Student parking at Center City requires a time-specific UNC Charlotte Center City parking permit. Center City does not have separate parking dedicated to the building, which is typical of other buildings in uptown Charlotte. The University has, however, negotiated an arrangement with Secure Parking Inc. for faculty, staff, and student parking in two nearby surface parking lots. The first lot is located at **625 N. Brevard Street**, across the street from First Ward Elementary School. The second lot, also referred to as the gravel lot, is located at **422 E. 9th Street**. "UNC Charlotte parking" signs are posted at the entrances of each lot.

Please visit the University's Parking Services website at <http://pats.uncc.edu/center-city-parking> for additional information or call their office at 704-687-0161 for assistance with purchasing a Center City parking permit. Permits can be purchased in-person in the Parking Services Office or online. You will need to provide the following information in order to purchase a parking permit: vehicle registration; proof of insurance; driver's license; and your 49er ID Card.

Please note that parking enforcement at Center City is under the administration of Secure Parking Inc., including ticketing, citation appeals and/or complaints.

MBA Course Planning Information

General Planning Information

Refer to your MBA Program Sheet (included with the Welcome Letter from our office) to determine if you are required to take any of the 5000-level Preparatory Component coursework. You may begin taking Core Component courses once you have fulfilled all Preparatory Component requirements. You may take concentration or elective courses once you have fulfilled all prerequisites for those courses. Please refer to the [current Graduate Catalog](#) for MBAD course descriptions and prerequisites.

Students with significant academic coursework in a specific business discipline at either the undergraduate or graduate level may be granted the option to substitute a higher-level or elective course for a particular Core course.

The MBA degree requires the completion of a minimum of 37 credit hours of coursework. Additionally, students must complete a minimum of 30 semester hours of coursework in-residence at UNC Charlotte in order to receive your degree from UNC Charlotte. Students can transfer a maximum of 6 semester hours of credit from another AACSB-accredited MBA program. The Office of Graduate Student Services will review your Candidacy Application prior to graduation to verify that all required classes have been satisfactorily completed (see the 'Frequently Asked Questions – Graduation' section on page 13).

Core Component

The Core Component of the MBA curriculum is comprised of 22 credit hours. Students take the capstone course MBAD 6194 (Global Strategic Management) after completion of all other Core courses.

Currently, we try to offer two sections—one during the day and one during the evening—of each Core course during each fall and spring semester. Typically, we offer at least 6 to 7 Core courses spread across the two summer terms. We do not generally offer MBAD 6100 or MBAD 6194 during the summer.

MBAD 6100: Students are expected to take MBAD 6100 during their first semester (fall or spring) of enrollment in the MBA program. Summer enrollees take this course in the fall semester immediately following their summer enrollment. If you were planning to take two courses during a semester, you can still take those two courses in addition to MBAD 6100. **MBAD 6100 can be taken concurrently with Preparatory Component courses.**

Concentration/Elective Component

This component of the MBA curriculum is comprised of 15 credit hours. Of the 15 credit hours, students complete 12 hours of MBA electives specified for an MBA concentration; the remaining 3 hours is treated as a “free” MBA elective (i.e., you can choose to take any MBA elective). If a concentration is not being pursued, the 15 credit hours of MBA electives are all taken as “free” MBA electives. Students may enroll in MBA electives as soon as they have completed the respective prerequisite(s). MBAD 6890 and MBAD 7090 may be included in a concentration with permission from the MBA Director and related department.

We offer a variety of MBA electives each semester and during the summer. For electives, we offer only one section each semester, usually in the evening.

For more details about planning your MBA electives, please refer to the 'Frequently Asked Questions – Course Sequencing' section on page 10.

STUDENT ORGANIZATIONS

Graduate Business Association (GBA)

The GBA is a student-led organization committed to the development of its members by serving as a liaison between the graduate business student body, faculty, alumni, and the business community. Membership to the GBA is open to all Belk College of Business graduate students including MBA, MACC, Math Finance, MS Economics, MS Real Estate and PhD students. The GBA seeks to help its members become their best investment, and have fun in the process of doing so!

Opportunities exist for motivated individuals to pursue leadership opportunities within the GBA as Executive Board Member, Committee Chair or an active member. The scope of the organization's programming is decided by its leadership and membership.

To express interest in the GBA or to learn more, please contact Ms. Robin Boswell at robin.boswell@uncc.edu.

Graduate & Professional Student Government (GPSG)

The GPSG is the governing body for all graduate students at UNC Charlotte. The mission of GPSG is to advocate the interests of graduate students at UNC Charlotte, to provide a forum for free and open discussion of matters affecting graduate students, and to provide financial and organizational support for events within the University community. Membership is open to all UNC Charlotte graduate degree-seeking students.

To express interest in the GPSG, please email gpsg-ga@uncc.edu. To learn more, visit their website at <http://gpsg.uncc.edu>.

Beta Gamma Sigma International Honor Society

Beta Gamma Sigma is the honor society specifically serving only business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership to Beta Gamma Sigma is the *highest* recognition a business student anywhere in the world can receive in a business program accredited by AACSB International. Membership is awarded to the top 20% of graduate business students based on cumulative grade point average. Should you receive an invitation to join, we strongly encourage you to pursue this honor.

To learn more about Beta Gamma Sigma, including the benefits of membership, please visit their website at www.betagammasigma.org

MBA Curriculum Guide

Preparatory Component

These courses are not required for admission to the MBA program. However, students must successfully complete courses in the Preparatory Component before enrolling in 6000-level MBA courses, with the exception of MBAD 6100. Students who have previously completed academic coursework in these subject areas may be waived from taking one or more of the Preparatory Component courses. Course waivers will be determined at the time of admission to the MBA program.

Course Number	Course Title	Credit Hours
MBAD 5110	Foundations of Economics	3
MBAD 5121	Business Information Systems	3
MBAD 5131	Fundamentals of Financial Accounting & Financial Management	3
MBAD 5141	Business Statistics and Quantitative Analysis	3
MBAD 5191	Legal Environment in Business	1

Core Component – 22 credit hours

Prerequisites: All requirements for admission to the MBA program and completion of the Preparatory Component, except as approved by the MBA Director.

Course Number	Course Title	Credit Hours
MBAD 6100	Leadership, Ethics and the Business Environment Seminar	1
MBAD 6112	The Economics of Business Decisions (Prerequisites: MBAD 5110 and MBAD 5141)	3
MBAD 6131	Management Accounting (Prerequisites: MBAD 5131)	3
MBAD 6141	Operations Management (Prerequisites: MBAD 5141)	3
MBAD 6152	Financial Management (Prerequisites: MBAD 6112 and MBAD 6131)	3
MBAD 6161	Human Behavior in Organizations	3
MBAD 6270	Marketing Management (Prerequisite: MBAD 6112)	3
MBAD 6194	Global Strategic Management (Prerequisites: MBAD 6100, 6112, 6131, 6141, 6152, 6161, and 6270)	3

Concentration / Elective Component – 15 credit hours

Students complete 12 hours of MBA elective courses specified for a concentration; the remaining 3-hour course is a “free” MBA elective. Those who do not pursue a concentration will complete 15 hours of “free” MBA electives. Students may enroll in MBA electives as soon as they have completed the respective prerequisites. MBAD 6890 (Directed Individual Study) and MBAD 7090 (Special Topics in Business) may be included in a concentration with permission of the MBA Director and, if applicable, related department.

(effective as of Fall 2008)

Concentrations

Based on your interests or professional background, you may elect to pursue an area of concentration in a specific business field. Concentrations give students an opportunity to enhance their MBA curriculum, which may provide another competitive advantage in the workplace.

Please refer to the MBA's [Course Planning](#) and [Concentrations](#) webpages and the [Graduate Catalog](#) for additional information on progression, prerequisites, and course offerings for each concentration.

Concentrations are offered in the following areas:

- Applied Investment Management
- Business Analytics
- Business Finance
- Energy
- Financial Institutions/Commercial Banking
- Information & Technology Management
- Global Business
- Management
- Marketing
- Quantitative Methods for Business
- Real Estate Finance & Development
- Supply Chain Management

Student-structured Concentration:

Students may propose a concentration in a significant area of interest (outside of the established 12 concentrations above) for approval by the Director of the MBA program. This concentration may include graduate courses from other programs within the University with approval of the related department. Past student-structured concentrations have included: Accounting; Health Administration; and Public Administration, among many others.

Frequently Asked Questions – Advising

? *Who is my academic advisor?*

Corey Henderson, Associate Director of Graduate Student Services, serves as the advisor for MBA students. Students who need advising are strongly encouraged to schedule an appointment to ensure that the appropriate time can be given to your advising session. Students may schedule an advising appointment with Ms. Henderson by contacting the Office of Graduate Student Services at 704-687-7566 or by email at mba@uncc.edu.

? *Do I need to be advised?*

Advising is not required, but is strongly encouraged particularly at the beginning of the program to ensure you start off on the right track. Students do not have to receive formal advising in order to register for classes (unless an advising hold has been placed on your registration for a specific reason by our office). Most of your advising questions can probably be answered by phone or email. However, you are welcome to schedule an advising appointment if you desire. Please call the Office of Graduate Student Services at 704-687-7566 to schedule an advising appointment with Ms. Henderson.

? *How do I know what courses to take?*

You should have received a MBA Program Sheet with your Welcome Letter from our office that outlines which Preparatory courses you will need to take and the Core courses you should expect to take. The program sheet outlines your program of study and the courses necessary to fulfill the MBA degree requirements. If you did not receive your program sheet or have questions about its content, please call the Office of Graduate Student Services at 704-687-7566 for assistance.

As a general rule, you may take courses in any order as long as you have completed all prerequisites for the respective course. You may consult the Graduate Catalog for MBA course descriptions and prerequisites. The current Graduate Catalog is available online at <http://catalog.uncc.edu/graduate-catalogs>.

Frequently Asked Questions – Registration

? *How do I register for classes?*

All students register for classes online through 49er Express. You will need to first activate your NinerNet account to set up your 49er Express account. With your student ID# (e.g., 800xxxxxx) in hand, go to the NinerNET site at <http://ninernet.uncc.edu> and follow the ‘NEW USERS’ instructions at the top of the page to activate your NinerNET account and create a password. Once set up, you will use them to log into 49er Express. You will use your 49er Express account to register for classes, order books, check grades, review your unofficial transcript, make online tuition payments, University email, and much more.

To log into 49er Express, click on the ‘49er Express’ link in the top right hand corner of the University’s homepage or go to <https://49erexpress.uncc.edu>. Please direct any problems or technical issues with 49er Express to **HelpDesk Online** by clicking on the ‘Need Help?’ link or go to <https://helpdesk.uncc.edu/helpdesk>.

To explore Student Computing services and resources, please visit their website at <http://itservices.uncc.edu/student-services>.

? *When can I register?*

Registration appointment times or “windows” determine when a student can start registering for classes. Graduate students, including MBA students, are the second group of students eligible to register once the registration period for a particular term opens. You can view your registration appointment (date and time) in 49er Express—look for the ‘Check Registration Status’ link in Banner Self Service. Students can register at any time between their opening appointment time and the last day to add a class for that term. *Students will not be allowed to add a course that has filled and closed, so please register for classes at your earliest opportunity!*

Please make a note of the last day to add a course as registration after this date is **NOT** permitted.

Please note that it is the student’s responsibility to register for classes. The Office of Graduate Student Services will not and cannot register (add or drop) on behalf of a student.

? *How many classes can I take during the semester?*

The Graduate School limits MBA and other graduate students to a maximum of 12 credit hours per fall/spring semester and a maximum of 6 credit hours per summer session. A full-time load during a regular semester would be 9 to 12 hours. Anything less than 9 hours is considered a part-time load.

Full-time students generally take 3-4 courses per semester and 1-2 courses during the summer. Part-time students generally take 1-2 courses per semester and one course during the summer.

A full-time student who wishes to take more than 12 hours must receive approval from both the Office of Graduate Student Services and the Graduate School to take a course overload. To request a course overload you must submit a graduate academic petition (available online at <http://graduateschool.uncc.edu/current-students/forms>).

Frequently Asked Questions – Course Sequencing

? *Can I take 6000-level MBA courses before I complete the 5000-level Preparatory Component courses?*

MBA students must complete all 5000-level courses (or have had them waived as indicated on their MBA Program Sheet) before taking any 6000-level course with the exception of MBAD 6100, which can be taken concurrently with 5000-level courses.

Under limited circumstances, the Director will consider a student's request to take 5000-level courses along with 6000-level courses. For example, if you are taking your final 5000-level course(s) and wish to begin taking 6000-level courses that same term, you may request permission to do so as long as the 6000-level course you want to take does not specifically require a 5000-level course that you have not yet satisfied.

(Technically, all of the 5000-level courses are considered prerequisites for all 6000-level courses; however, some of the 6000-level courses also have specific 5000-level prerequisites. For example, MBAD 5131 is a prerequisite for MBAD 6131 while MBAD 5141 is a prerequisite for MBAD 6141.)

To request authorization to take a 6000-level course concurrently with a 5000-level course, submit a Special Request Form to the MBA advisor. Fill out the top section of the form, sign it, and submit it to our office for review. You do NOT need to obtain an instructor signature. You will be notified by email. If your request is approved, you will be granted authorization to add the course. *This authorization does NOT override class-capacity restrictions should the class fill up and become closed so submit your requests early!*

? *When should I take MBA elective/concentration courses?*

Generally speaking, students should not wait until they complete all Core Component courses to begin taking Concentration/Elective Component courses. Rather, students are encouraged to begin taking MBA electives when they are offered, assuming the student has fulfilled all prerequisites for the course. Though electives rotate throughout the academic year, not all electives are offered every term.

We recommend that full-time students begin taking concentration/elective courses by their second or third term of enrollment in the MBA program. This means that a full-time student should plan to take the Core course that is a prerequisite for their electives in their first or second term of enrollment. (For example, if you are planning to pursue a concentration in Business Finance, you must complete MBAD 6152 before you can take finance electives such as MBAD 6153 or 6157, among others.)

We recommend that part-time students begin taking concentration/elective courses by their third or fourth term of enrollment. This means that part-time students should plan to take the Core course that is a prerequisite for their electives in their second or third term of enrollment. (For example, if you are planning to pursue a concentration in Marketing, you must complete MBAD 6270 before you can take marketing electives. You would want to take MBAD 6270 during your second or third term of enrollment so that you can begin taking marketing electives by your third or fourth term of enrollment.)

Frequently Asked Questions – Concentrations

? *When should I declare a concentration?*

When you applied for admission, you may have indicated your intended concentration on your application. This is not a formal declaration of a concentration. You do not have to formally declare a concentration until you apply for graduation. However, it is recommended that you decide on a concentration no later than your second semester in the program so you can properly plan for your concentration electives.

? *Is a concentration required?*

A concentration is not required. You can take MBA electives from a variety of business areas and receive a “general” MBA.

? *Can I earn more than one concentration?*

Yes. Functionally, up to three concentrations can be listed on your official transcript so one could conceivably complete up to three concentrations. Electives cannot be double-counted so be aware that earning more than one concentration requires the completion of additional credit hours beyond the degree’s 37 credit hours.

Note that concentrations are not listed on the diploma; instead, it is listed on the student’s academic transcript. Student-structured concentrations are not listed on either the diploma or academic transcript; it is kept on record in the Graduate School and MBA office.

You may also choose to complete the MBA PLUS certificate in a different concentration area after you have earned your MBA degree. The MBA PLUS certificate is a post-Master’s certificate program specifically for those who have earned an MBA from an AACSB-accredited school.

? *How do I pursue a student-structured concentration?*

Students wanting to pursue a student-structured concentration must obtain prior approval from the MBA director. With permission, students may pursue a student-structured concentration within the College of Business (e.g., Accounting) or within another College on campus (e.g., Engineering Management, Health Administration, Industrial & Organizational Behavior, Public Administration). A written proposal, including a list of the courses you wish to take, must be submitted to the MBA director. Your proposal should also include a rationale for the set of courses you want to take and how they relate to your MBA, your current work situation, and/or your future career plans. If your prospective concentration will be outside of the business school, you will also need to obtain the approval of the College or department in which you want to take courses since most graduate courses are restricted to students in the degree program.

Frequently Asked Questions – Grading Policies

? *What grade point average (GPA) must I have to graduate?*

A GPA of 3.0 or greater in the 37 credit hours of the MBA degree coursework (8 core courses plus 5 electives) is required in order to graduate. Also, no more than two ‘C’ grades can count toward your degree. For full details regarding grading policies and procedures, as well as graduation requirements, please refer to the Graduate School website (<http://graduateschool.uncc.edu/current-students/graduation>) and/or the current Graduate Catalog (<http://catalog.uncc.edu/graduate-catalogs>).

? *Can I be suspended from the MBA program?*

Yes. Graduate School policy states that a student who earns three “C” grades or one “U” grade in any graduate course will be suspended from their program. A student may also be terminated from the MBA program on one of four grounds, all of which are outlined in the Graduate Catalog. Graduate students may appeal a suspension, though, it should not be assumed that reinstatement is guaranteed. (<http://graduateschool.uncc.edu/current-students/academic-appeals>)

? *What happens if I receive an “incomplete” grade?*

An “I” or “incomplete” grade is assigned at the discretion of the instructor when a student, who is otherwise passing, has not completed all of the work in the course due to circumstances beyond his/her control. The missing work must be completed by the deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the “I” was assigned. If the “I” is not resolved within this 12-month window, it will automatically convert to a “U” grade. (Earning a “U” grade will result in suspension from the program.) The “I” grade cannot be removed by re-enrolling in the same course; *you do not register again for the course in which you received an “I” grade.*

? *I received an “incomplete” grade in my final class needed for graduation. Do I need to register next semester?*

YES! It is a University requirement that graduate students be enrolled during the term in which they graduate. **Students who receive an “I” in their final class, or in one of their final classes, will be denied for graduation.** If you receive an “incomplete” grade in what was supposed to be your final semester, you must be enrolled during the term in which you will resolve the “incomplete” grade and graduate. You do not register again for the course in which you received an “incomplete” grade. You must also complete and submit all graduation application materials, again, for your new graduation term (see FAQ on Graduation).

Please refer to the current Graduate Catalog for a complete guide to academic regulations:
<http://catalog.uncc.edu/graduate-catalogs>.

Frequently Asked Questions – Graduation

? *Do I have to fill out any paperwork in order to graduate?*

Yes. In order to be cleared for graduation, students must complete the following items:

- 1) Register for classes (students are required to be enrolled during the term in which they graduate);
- 2) Complete the Online Graduation Application in Banner Self Service;
- 3) Pay the graduation application fee;
- 4) Complete, sign, and submit the Candidacy Application to the Office of Graduate Student Services; and
- 5) Complete the Belk College Graduate Alumni Contact Information form.

Additional information including application deadlines can be found on the Graduate School's graduation website at <http://graduateschool.uncc.edu/current-students/graduation>.

? *I have applied for graduation, but I have not received verification that I have been cleared to graduate?*

Graduation clearance is handled by the Graduation Clearance Coordinator in the Graduate School, not by our office. The clearance process actually starts after the semester has ended and grades have been turned in. The coordinator will notify you if there is a problem in clearing you for graduation.

The Office of Graduate Student Services' role is to review and approve your Candidacy Application to verify that you have fulfilled all degree and concentration course requirements for the MBA degree. Once approved by our office, we will forward your Candidacy Application to the Graduate School for graduation clearance processing. If there is a problem with the information on your Candidacy Application, we will contact you to correct the issue before approving the form and sending it to the Graduate School.

? *Do I have to participate in the commencement ceremony in order to receive my diploma?*

No. Students are not required to participate in the commencement ceremony to receive your diploma. In fact, diplomas are not issued to students at Commencement; rather, they are mailed to students (to the 'diploma address' you provide in your Online Graduation Application) approximately two months after Commencement. For more information about Commencement, visit the Office of the Registrar's commencement website at <http://commencement.uncc.edu>.

Frequently Asked Questions – General

? *Am I required to comply with NC immunization requirements?*

An exemption of the NC immunization requirements applies to:

1. Students registered only in off-campus courses; or
2. Students only attending classes scheduled at 5:00 pm or later; or
3. Students enrolled only in weekend classes; or
4. Students taking a course load of four credit DAY hours or less per semester.

For more details, visit the Student Health Center website at <http://studenthealth.uncc.edu> or call the Immunization Office at 704-687-7424.

? *I have not received a tuition bill. What do I do?*

Paper bills are no longer available. Students receive their bill electronically. Students can view their eBill by logging into their 49er Express account. Should you have any questions regarding tuition, billing, payments, and/or refunds, please contact the Student Accounts office directly at 704-687-5506 or visit them on the web at <http://finance.uncc.edu/student-accounts>.

In general, students who enroll in classes by the add/drop deadline accept academic and financial responsibility for those classes. Account balances may be obtained from the Student Accounts office or online through your 49er Express account. **Neither non-attendance nor nonpayment will result in the automatic cancellation of the student's academic or financial responsibility for the classes in which the student is enrolled in.** Students are released from these responsibilities only when they formally terminate their enrollment with the Registrar's Office by dropping classes or withdrawing from UNC Charlotte, and are subject to the refund policy.

? *How do I purchase textbooks?*

You can purchase textbooks in the University Bookstore, the Center City Building Bookstore or you can order them online through your 49er Express account.

Visit the University Bookstore on the web at <http://aux.uncc.edu/bookstore/>.

Books can also be purchased at Gray's College Bookstore (<http://graysbooks.com>), which is located at the corner of University City Blvd and Old Concord Road.

Frequently Asked Questions – General

? *Where do I park if I am taking classes at the Center City Building?*

Student parking is available in two nearby designated parking lots, which are privately operated by Secure Parking Inc. The first lot is located at 625 N. Brevard Street, across the street from First Ward Elementary School. The second lot, also referred to as the gravel lot, is located at 422 E. 9th Street. **UNC Charlotte Center City parking permits are required!** Please see the ‘New Student Checklist’ bullet 9 on page 3 for additional information on purchasing a Center City parking permit.

Note that the 707 N. Brevard Street parking lot is no longer being used by UNC Charlotte.

? *If I already have my own health insurance coverage, how do I waive the University’s health insurance fee?*

To waive the health insurance fee go to the Student Health Center’s Insurance website and follow the instructions: <http://www.studenthealth.uncc.edu/insurance>.

If you have any questions about this matter or experience any technical difficulties, please contact the Student Insurance Office directly at 704-687-7435 or by email at myinsurance@uncc.edu.

? *Can I take classes outside of MBA courses?*

The short answer is “yes” but under limited circumstances. MBA students who are pursuing a student-structured concentration may propose a concentration outside of the MBA program, such as Health Administration, Engineering Management, or Industrial & Organizational Behavior, in which case, your self-structured proposal is likely to include courses outside of the MBA program. If the Office of Graduate Student Services approves your self-structured concentration proposal, we will allow you to take courses outside of the MBA program courses. ***However, it is important to note that you must also obtain permission from the outside department to take their courses.***

Students in other situations who wish to take non-MBA courses and have them count toward their MBA degree must receive permission from the Office of Graduate Student Services *prior* to taking non-MBA courses. To have your request considered, submit it to our office using the Special Request Form.

Students who wish to take non-MBA courses that they do NOT intend to count toward their MBA degree, such as an exercise or foreign language course, do not need to obtain permission from the Office of Graduate Student Services (unless you are also seeking permission for a course overload). However, you may still need permission of the outside department offering the course depending on major restrictions and/or prerequisites.

Directory – Belk College of Business

OFFICE OF THE DEAN

Office of the Dean
Belk College of Business
UNC Charlotte
9201 University City Blvd.
Charlotte, NC 28223

Telephone:
704-687-7577

Fax:
704-687-1393

E-mail:

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Master of Science in Mathematical Finance
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Master of Science in Economics
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Master of Science in Real Estate
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ametcalfe@uncc.edu

OFFICE OF GRADUATE PROGRAMS

Office of Graduate Student Services
Belk College of Business
UNC Charlotte Center City Building
320 E. 9th Street, Suite 701
Charlotte, NC 28202

Telephone:
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Fax:
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E-mail:
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Associate Dean for Graduate Programs
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Program Manager for Graduate Admissions
Mr. Lee Vang
Lee.Vang@uncc.edu

Center for Real Estate Program Manager
Ms. Sarah Jones
S.Jones@uncc.edu

Graduate Assistant
(for general inquiries)
MBA@uncc.edu

Directory – Campus Offices

49er ID Card (Auxiliary Services Building)	704-687-7337
Bookstore (Student Union/Main Campus) - Books, cap & gowns, hoods	704-687-7050
Bookstore (Center City) uncc-centercity.bncollege.com	704-687-0834
Center City Building	704-687-8902
Disability Services (230 Fretwell Building)	704-687-0040
Financial Aid Office (1 st floor, Reese Building)	704-687-5504
Graduate School (210 Cato Hall) Graduation Clearance Coordinator Academic Suspension	704-687-5503 704-687-7266 704-687-5503
Inclement Weather Hotline	704-687-1900
International Student/Scholar Office (202 CHHS)	704-687-7781
I.T. / Student Computing Help Center (140C Atkins Building) - NinerNET, 49er Express, E-mail, resetting password	704-687-5500
Library	704-687-0494
Parking Services (Parking Services Building)	704-687-0161
Police & Public Safety (9151 Cameron Blvd.) Main Campus Police	704-687-8300 704-687-2200
Registrar's Office (141 King Building) - Student records, registration, commencement, transcripts	704-687-5505
Residency Determination Office (114 Denny Building)	704-687-5122
Student Accounts (2 nd floor, Reese Building)	704-687-5506
Student Health Center Health Insurance Immunizations	704-687-7400 704-687-7435 704-687-7424
Student Union - Information Desk	704-687-7100
UNC Charlotte Call Center	704-687-UNCC
University Career Center (150 Atkins Building)	704-687-0795
Veteran Student Services Office (103 Barnard Building)	704-687-5488

NOTES