



Master of Business Administration

Graduate Student Handbook



RAJ SOIN
COLLEGE OF BUSINESS



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Contents

I. The Raj Soin College of Business – Overview	1
Welcome	1
Accreditation.....	1
Mission, Vision and Values.....	2
Mission.....	2
Vision.....	2
Values.....	2
RSCOB Professional Code.....	2
Equal Opportunity Policy	3
II. Admission	3
Profile of a Successful MBA Candidate	3
Other Types of Admission	4
Provisional Admission	4
Non-Degree Status.....	4
Admission Procedure	4
American Citizens, Green Card Holders, and H1B Visa Holders	4
International Students Requiring an F-1 Visa	5
III. MBA Program Overview	5
Program Intake	5
MBA Program Orientation	5
Curriculum.....	6
Foundation.....	6
Pre-MBA Status.....	7
Core.....	7
Concentrations.....	7
Capstone	8
Prerequisites	8
Course Load	8
Full-Time Student.....	8
Part-Time Student.....	8

Out-of-Class Time Obligation	8
Class Schedule	9
Evening Classes	9
Online Courses	9
Online Foundation	9
Online Core	9
Online MBA Program	9
Expectations of Online Coursework.....	10
IV. Program Requirements	10
Program of Study/ Degree Audit (uAchieve)	10
Transfer Credit	11
Five (5) Year Time Frame	11
Academics	11
Minimum GPA.....	11
Probation	11
Credit Hour Limit.....	12
Minimum Grades	12
Grading System	12
Repeat Policy	12
Academic Conduct	13
Student Code of Conduct.....	13
Classroom Behavior	13
Academic Integrity	14
Problems, Appeals and Petitions	15
Resolving an Academic Complaint.....	15
Faculty/Advisor Concern Conference	15
Petitioning for an Exception to a Program Regulation – College of Business	15
Petitioning for Exception to a Scholastic Regulation – Graduate School	15
V. Academic Calendar	16
VI. Academic Advising	16
Academic Advising Office Staff	16
Role and Responsibilities of the Academic Advisor	16

Advising Appointments	17
Office Hours	17
Communication Policy	17
University Identification Number (UID)	17
Official Wright State Email Address	18
VII. Registration	18
Registration Period	18
Registering for Classes	18
Late Registration	19
Payment	19
Classes	19
Looking Up Classes	19
Types of Classes	20
Open Classes	20
Closed Classes	20
Wait Listing for Classes	20
Withdrawing from Classes	21
VIII. Tuition, Fees, and Financial Support	21
Tuition and Fees	21
Residency	21
Full Time and Part Time Tuition	21
Other Course Fees	22
Tuition Payment	22
Financial Support	22
Graduate Tuition Scholarships (GTS)	23
Graduate Assistantships (GA)	23
IX. International Student Work Authorization	23
CPT Authorization	23
CPT Requirements	24
CPT Application Process	25
OPT Authorization	25

X. Graduation	25
Application Filing Periods.....	25
Diplomas	25
Commencement Ceremony	25
X. Student Organizations	26
Student Clubs	26
Fraternities, Sororities and Honor Societies	26
Alpha Kappa Epsilon.....	26
Beta Alpha Psi	26
Beta Gamma Sigma.....	27
Sigma Iota Epsilon	27
National Student Competitions	27
Financial Services Invitational.....	27
Google Marketing Competition	27
Institute for Management Accountants	27
Society for Human Resources	27
Alumni Association.....	27
XI. Campus Services, Resources and Contacts.....	28
MBA Program Office	28
College of Graduate Programs and Honors Studies	28
University Center of International Education (UCIE)	28
Raj Soin College of Business Career Management Office.....	28
Academics	29
Academic Success Center	29
Dunbar Library	29
Health and Safety.....	29
Raider Food Pantry	29
Counseling and Wellness	29
Student Health Services.....	30
Campus Recreation	30
Public Safety.....	30
Services	31

Disability Services	31
Career Services.....	31
Raj Soin College of Business Career Management Office.....	31
Computer and Telecommunication Services (CaTS).....	32
Student Legal Services	32
MiniU – Wright State University Child Development Center	32
Culture and Identity Centers.....	33
Bolinga Black Cultural Resources Center	33
Women's Center	33
Asian and Native American Center	33
Latino Center.....	33
Disability & Neurodivergence Culture Center	34
LGBTQA Center	34
University Center for International Education (UCIE).....	34
Other WSU Services and Departments.....	35
Parking and Transportation	35
Wright1 (Student ID Card)	35
Campus Store: Raider Landing.....	35
XII. Checklist	36

[This handbook was prepared and published by the MBA Program and is intended to be used in conjunction with the Graduate School Policy and Procedures manual for graduate students and all other published policies of Wright State University. The College reserves the right to change or modify any policy at any time. It is the students' responsibility to acquaint themselves with all rules and regulations governing the University, College, Department, and Program.]

I. The Raj Soin College of Business – Overview

Welcome

Welcome to the Raj Soin College of Business Master of Business Administration (MBA) Program! The Raj Soin College of Business has a long tradition of developing influential business leaders in the region. Our faculty takes great pride in supporting your advancement during your academic experience at Wright State University and throughout your career.



Don Hopkins
Interim Dean

Accreditation

The Raj Soin College of Business is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest accrediting body for business colleges worldwide. This means that our faculty, curriculum, and all other educational resources are thoroughly and professionally evaluated by an independent board of educators and be of exceptional quality. Less than 5% of 13,000 business programs worldwide have earned this accreditation.

Mission, Vision and Values

Mission

We enable our students and regional business stakeholders to discover, develop and realize their highest potential through our teaching, research, and outreach efforts.

Vision

To be a dynamic business leadership learning community, nurturing life-long education, and creating a positive impact on business and society.

Values

We embrace and practice:

- Exceptional teaching and learning, a focus on providing students with a high-quality educational experience
- Ethics and character excellence, a desire to cultivate awareness of the attributes that enable excellence through personal and collective efforts
- Applied relevance, a focus on the practical implication of our work for the members of our stakeholder community
- Collaborative spirit, a desire and willingness to initiate work across boundaries in the way we conduct ourselves
- Imaginative thinking, a passion for creative, novel, innovative work across all areas of responsibility—service, research, and teaching
- Global perspective, an acknowledgment that all organizational activities take place in the context of an interconnected, global society
- Appreciation of differences, the willingness to embrace, leverage, and develop distinct perspectives, needs, and points of view
- Service and community engagement, a focus on creating regional economic and social impact

RSCOB Professional Code

As I enter the Raj Soin College of Business and the business profession, I solemnly and willingly declare the following:

- I will seek to develop the characteristics of an ethical leader, dealing honestly and ethically in all my undertakings
- I will appreciate the importance of contributing to the development of my profession and seek to become a valued colleague
- I will strive to achieve academic excellence through hard work and with integrity
- I will respect the rights and dignity of all individuals and embrace their differences as a means of enrichment

- I will seek to develop business etiquette attire, comportment, and all communication, both oral and written
- I will present myself in ways that reflect positively on the Raj Soin College of Business and the business profession
- I will serve as a positive role model and mentor to other students interested in business
- I will continue life-long learning to maintain a high level of professional competence.

Equal Opportunity Policy

Wright State University, including the Raj Soin College of Business, provides equal educational opportunity. In its educational policies and practices, the university prohibits discrimination against any person or group based on race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, genetic (DNA) information, veteran status, military status, or sexual orientation. This prohibition extends to admissions, housing, financial aid, health care insurance, employment, and all other university services or facilities.

II. Admission

Profile of a Successful MBA Candidate

A successful candidate for the MBA program will have the following qualifications:

- A 4-year bachelor's degree from an accredited institution in any discipline
- A strong academic foundation for graduate study as reflected in the applicants' cumulative undergraduate* grade point average (GPA) on a (4) four-point scale:
 - Regular Admission – Applicant has a GPA of 3.0 or higher; no GMAT required.
 - Conditional Admission – Applicant has a GPA of 2.7 to 2.99; no GMAT required.
 - Conditional admit students must have a cumulative GPA of 3.0 or higher after completing nine credit hours of MBA coursework. If they do not meet this goal, they will be denied admission.
 - Credits earned while in this status will apply toward the degree requirements.
 - Applicants with a GPA between 2.5 and 2.69 will not be admitted into the MBA program but may petition for admission and must submit a GMAT score from within the last five years with a minimum score of 400.
 - If the GMAT is at least 400 and the GPA is at least 2.5, then the applicant will be granted conditional admission.
- Proof of English proficiency if the applicant's native language is not English: (LEAP: Level 4; TOEFL: 213 CBT or 79/120 IBT; IELTS: Band 6)
- Demonstrated professional and ethical integrity

*Applicants who have completed an accredited American graduate degree (or equivalent international graduate degree as determined by International Admissions) with a cumulative 3.0

GPA or higher will be reviewed based on cumulative graduate GPA in place of the undergraduate degree GPA.

^ Applicants with (6) six or more years of executive management and leadership experience may petition for conditional admission to substitute work experience for the GMAT Exam. They must submit a detailed resume and a 250-word essay describing how and why they qualify for the GMAT exemption with their petition form. If approved, these applicants will be granted conditional admission.

^ A minimum GRE score can be used to substitute for the GMAT score. See the following details:

GMAT Substitutions

If the applicant has taken the GRE within the last five (5) calendar years and has an acceptable score the GRE can be substituted. The GRE is an acceptable substitution for the GMAT if the following minimum scores are met:

If the verbal score is: Than the quantitative score must be at least:

142 – 145 148

146 – 151 146

152 – 155 142

155 or above 140

Other Types of Admission

Provisional Admission

Applicants who have incomplete documentation, determined by the Graduate School, may be admitted provisionally by the Graduate School for one semester until all official documents are received.

Non-Degree Status

To be admitted into non-degree status, a student must have a minimum of a bachelor's degree from an accredited American institution. All undergraduate and graduate-level transcripts must be submitted with the application. Non-degree graduate level students can take all of the 5000-level foundation courses and up to two (2) upper-level (6000 and 7000 level) courses. Once admitted, non-degree students will have to meet with an MBA Program Academic Advisor to secure permission to register for MBA classes. Non-degree status is not admission to the MBA Program. A non-degree graduate student will still have to apply to the Graduate School office for admission to the MBA program as mentioned above.

Admission Procedure

American Citizens, Green Card Holders, and H1B Visa Holders

Applicants should fill out the online application on the Graduate School website and submit all supporting documentation (official copies of all transcripts and official GMAT score if required) along with the application fee. Applications and documentation should be submitted for an admissions decision no less

than two (2) months before the intended start date. Please see the Graduate School website for more information on admission.

International Students Requiring an F-1 Visa

International students requiring a study visa must also submit all the documents required for the visa application as stated on the University Center for International Education (UCIE) website, in addition to all the required academic documentation for admission to the program. All application materials must be submitted to International Admissions no less than 6 months before the intended start date. Please see The International Admissions on the UCIE website for more information on international admission.

III. MBA Program Overview

The MBA program is designed to develop successful and ethical business leaders with a cross-functional understanding of the total business environment and the vision to see opportunities in the global marketplace.

Students are immersed in a culture of innovation and problem-based learning that will prepare them to embrace and formulate new ideas. They'll apply classroom theories to workplace challenges, learn to collaborate and work effectively in teams across and within functional areas, enhance communication skills, sharpen critical and analytical thinking, deepen ethical decision-making in a business context; and proactively anticipate rapidly changing business challenges in a global economy. Students will have the opportunity to build a supportive network of fellow students from different professions, backgrounds, and nationalities.

Program Intake

Although the College will admit qualified students any semester, the program and course sequences are designed for a fall start. A full-time student who starts in the fall and has **no** foundation classes to take can

complete the program (**most concentrations**) in only one (1) calendar year. The average student in the program needing some foundation courses completes the program in two (2) years.

MBA Program Orientation

Each new MBA student will receive a personalized program orientation during their initial MBA academic advising session.

Curriculum

The MBA curriculum is comprised of ten (10) classes: six (6) core classes, three (3) concentration electives, and one (1) capstone class. There is no thesis required.

In addition, a student may be required to complete five (5) foundation courses if his/her recent academic background shows a weakness in basic business competencies. All the foundation classes should be completed before commencing upper-level coursework.

Foundation

MBA 5100	Survey of Financial & Managerial Accounting
MBA 5200	Survey of Economics for MBA's
MBA 5300	Survey of Finance (Prerequisite: MBA 5100)
MBA 5400	Survey of Business Law
MBA 5800	Survey of Quantitative Business Analysis

Currently, the foundation classes are regularly offered as short intensive online classes designed to allow the student to progress rapidly through any required foundation. Because the Foundations courses are short intensive courses, they do not always follow the standard A, B or C terms and may have unique drop dates that will be posted on the registration web page. All required foundation classes should be completed before commencing upper-level coursework.

Foundation Waivers and Accelerated Business Essentials

The college may waive foundation courses based on previous coursework or successful completion of the Accelerated Business Essentials (ABE) modules.

MBA 5100, 5200, 5300, 5400, 5800 may be waived if the student has satisfactorily completed *equivalent* undergraduate work within the last five (5) years (MBA 5400 – no time limit) with a grade of “B” or better. A full syllabus in English must be provided so that equivalency can be determined.

Students who are required to complete foundation courses have the opportunity to complete ABE- Accelerated Business Essentials course. This is a 5-week online asynchronous course with an intensive review and testing of the MBA Foundation course material. At the end of each week, students will take a test on that module and if passed, will be waived from that MBA course. If not passed, the student will need to take the MBA Foundation course. At the end of the ABE course, students will be allowed to retest on one module that they had not passed previously. Students can only retest on one module.

Cost: \$400 Course + \$130 book = \$530. The ABE course can only be taken once. An MBA Foundation Waiver will override a failed ABE test score

Pre-MBA Status

All MBA students who need one or more Foundation courses will be admitted to a pre-MBA status. This status will restrict student enrollment in most upper-level (6000-7000) MBA courses.

- In the semester in which the student has completed 3 or more MBA Foundation courses, they may register for one or more MBA Core courses with no additional prerequisites.
- When all Foundation courses have been completed, either by being waived out of the course by passing a placement exam or successfully completing the course, the student will be changed to full “MBA” status, which will allow the student access to upper-level MBA courses.

Core

MBA 7100	Strategic Cost Management (Prerequisite: MBA 5100, 5200, 5300, 5400, 5800)
MBA 7220	Economics for Managers (Prerequisite: MBA 5100, 5200, 5300, 5400, 5800)
MBA 7300	Financial Analysis & Decision Making (Prerequisite: MBA 5100, 5200, 5300, 5400, 5800)
MBA 7500	Leadership and Ethics (3 or more Foundations completed)
MBA 7600	Marketing Strategy (3 or more Foundations completed)
MBA 7800	Supply Chain Management (Prerequisite: MBA 5100, 5200, 5300, 5400, 5800)

Concentrations

Concentrations are offered in the following fields: (Every concentration requires 3 courses)

- Economics
- Finance
- Health Care Management
 - Offered in conjunction with the School of Medicine
 - Can be completed entirely online
- Interdisciplinary Business
 - Concentration classes must be pre-approved by an advisor
 - Can be completed entirely online
- International Business
- Investments
- Management, Innovation and Change
 - Can be completed entirely online
- Marketing
 - Can be completed entirely online
- New Venture Creation
- Project Management

Please refer to the *MBA Fact Sheets* for information on the three (3) classes that comprise each concentration. Since concentration classes are offered less frequently than any of the core classes and may have specific prerequisites, it is highly recommended that students declare their concentration at

their first meeting with an Academic Advisor so concentration classes and any associated prerequisites can be mapped out in advance.

Capstone

MBA 7550 Developing and Implementing Competitive Strategies (Prerequisites: all Foundation courses, the majority of the Core courses and MBA 7300 must be completed)

Prerequisites

All prerequisites are enforced. Students cannot take a class and its listed prerequisite concurrently without the expressed consent of the department.

Course Load

Students not in a cohort can take classes either full-time or part-time. They can freely scale their credit load up or down depending on their preferences and requirements. Students in a cohort are expected to complete the course load as prescribed by the cohort they are in.

Full-Time Student

The Graduate School defines a *full-time* student as a student who registers for six (6) or more hours of graduate credit per semester.

The College defines a *full-time* student as one whose primary focus is the MBA program. Full-time students tend to take three (3) to four (4) classes each semester.

Part-Time Student

The Graduate School defines a *part-time* student as one who takes less than six (6) hours of graduate credit per semester.

The College defines a *part-time* student as one whose primary focus is not the MBA program. These students tend to have full-time jobs and/or families and are progressing through the MBA program at one (1) to two (2) classes per semester.

Out-of-Class Time Obligation

The common assumption of graduate-level study is that for every one (1) hour of class time, the student should complete a minimum of two (2) hours of school work outside of class. It is highly recommended that students evaluate the time they have outside of class to devote to school work and adjust their course selections accordingly.

Class Schedule

MBA foundation and core classes are offered each semester at the Main Campus. Information regarding concentration classes and the semesters in which they will be offered in the upcoming academic year is listed on the MBA Fact Sheet, which is updated frequently to reflect class offerings. *MBA Fact Sheets* are available at the Academic Advising Office.

Evening Classes

Face-to-face and online synchronous classes are offered Monday through Thursday from 6:30 p.m. to 9:10 p.m. once a week.

Online Courses

Online Foundation

Currently, all of the Foundation classes are regularly offered as short intensive online classes designed to allow the student to progress rapidly through any required foundation classes. Students who register for an online class should be comfortable with technology and the format of online delivery. Please note that the registration deadlines and drop dates for these short intensive classes will differ from regular full-semester classes. Always check the details in the course description in Wings Express.

Online Core

MBA Core classes are regularly offered online, and currently, any admitted Full MBA Status student is eligible to register for online sections not set aside for an online cohort.

Online MBA Program

The entire MBA program is offered online. The MBA online program consists of MBA courses regularly being made available to students each semester on a first-come-first-serve basis. Thus, students may mix and match online and face-to-face classes to complete the MBA degree. The only MBA concentration courses that are included in the fully online MBA program are the Interdisciplinary Business, Marketing, Management, Innovation and Change, and Healthcare Management Concentration courses.

International Students with an F1 or J1 visa are not eligible for this program due to US federal laws and regulations governing online coursework.

Expectations of Online Coursework

Students who register for an online class should be comfortable with technology and the format of online delivery.

While there are no scheduled on-campus class meetings in most cases, web-only classes are not assumed to be independent study where students work at their own pace. There will be a course syllabus and schedule with assignments due. In the registration system you will see the Course Attributes that will indicate if the course is Fully Online with a Set Meeting Time or Fully Online with No Set Meeting Time. Classes with no set meeting time will not have any requirements to meet or be online at any specific time. You may see online classes coded as Hybrid – in these classes, the instructor may require students to attend scheduled online class meetings and/or attend some face-to-face class meetings. In Hybrid courses, testing may be online or on campus as determined by the instructor. Students can click on the *CRN* of the course in the *Look Up Classes* web page for details about each online course.

There are distinct benefits and challenges to online course instruction. For students taking online classes for the first time, it may require some additional tutorial help to become oriented to and comfortable with the online format.

Students who register for an online class should be contacted by the instructor, who will give further information on the structure of their class and the tools they use. Some instructors rely heavily on *Pilot*, an application available through the *Pilot* tab in *WINGS*. The class instructor will input each student in his/her class into the *Pilot* system. This process may take several days after the student is registered for class to gain access to the *Pilot* system. If a student has any issues with the *Pilot* system, we encourage him/ her to contact the class instructor.

IV. Program Requirements

Program of Study/ Degree Audit (uAchieve)

The *Program of Study* is a defined program that is negotiated between a student and an academic department offering a program. The student will be assigned an electronic Degree Audit (uAchieve) that will identify all required courses for the student to complete to earn the degree. This Degree Audit (uAchieve) will serve as the student's Program of Study.

The institution specifically indicates that it will award the degree sought by the student if the work stipulated in the program is satisfactorily completed.

The *Program of Study/ Degree Audit (uAchieve)* should be reviewed by both the student and the Academic Advisor at the student's initial advising appointment to be held before the student registers in his/her first class. If the student plans to take foundation course placement tests, the *Program of Study/ Degree Audit (uAchieve)* will be updated as soon as the last placement test score has been determined. Continuing

students will not be eligible for graduation until an accurate *Program of Study/ Degree Audit (uAchieve)* is on file.

If the student wishes to change his/her concentration or add multiple concentrations, he/she will need to send an email to his/her advisor with the new concentration request. Then, the advisor will update the student's Program of Study/ Degree Audit (uAchieve), and the Graduate School will update the students' academic transcripts.

Transfer Credit

No more than twelve (12) semester hours of equivalent graduate-level credit (4 classes) from an AACSB-accredited institution with a B grade or better can be transferred. All potential transfer credits must be evaluated and approved by the College. A maximum of one (1) approved transfer course credit can be applied to any concentration. Course credit from a previously conferred degree cannot be applied. See the MBA Program Academic Advising Office for more information.

Five (5) Year Time Frame

The MBA program must be completed within five (5) calendar years from the semester the first upper-level (6000-7000) course is taken. Failure to complete the program within five years will result in dismissal from the program. Any 6000- or 7000-level credits earned while enrolled during the five-year timeframe cannot be applied if readmitted to the MBA program without MBA committee approval.

Academics

Minimum GPA

Students must achieve a cumulative grade point average of at least 3.0 in all courses taken for graduate credit.

Probation

Students admitted in regular status who have attempted nine (9) semester hours of graduate credit will automatically be placed in probationary status the term their cumulative graduate grade point average drops below 3.0. Students in probationary status may remain enrolled only as long as all of the following conditions are met:

- The student's current semester GPA is 3.0 or higher;
- The total number of hours the student has earned that would count towards the student's degree program is less than or equal to the total number of hours required for completion of the program plus an additional nine hours;
- The student undergoes formal advising before registering.

If any of the above conditions is not met, then the student will be immediately dismissed.

Credit Hour Limit

Graduate students can register for a maximum of sixteen (16) semester hours in a term per the Graduate School policy number 3404.

Minimum Grades

No more than six (6) semester hours of “C” grades may be applied to the degree requirements (6000-7000 level courses). No grade below a “C” is accepted.

Grading System

Academic achievement is indicated by the following letter grades and points used in calculating grade point averages:

<u>Grade Quality</u>	<u>Level Grade</u>	<u>Points per Credit Hour</u>
A	Highest	4
B	Second	3
C	Third	2
D	Lowest	1
F	Failed	0

W – Withdrawal Given. The student withdrew or dropped during the fourth through fifth weeks of classes or equivalent, or for which the student petitioned for withdrawal.

X—The Student failed to complete the course and did not withdraw. The grade X remains on the permanent record and is figured in the grade point average as zero grade points.

I – Incomplete. Given only when part of the required work is missing, and arrangements have been made with the instructor to complete the work. The "I" grade may remain on the student's academic record for up to two (2) consecutive terms. This policy does not prohibit instructors from awarding an "I" grade for a lesser period of time. The student will have to make up an incomplete grade by the date the instructor has stipulated or if no date was stipulated, no later than the last day of classes of the second term. Failure to make up an incomplete grade will result in it being changed to a grade of "F". Students may not graduate with a grade of “I” on their records.

Repeat Policy

Graduate students may repeat two (2) courses previously taken for which the grade received is below a “B” and have the second grade calculated in the cumulative GPA. This applies to all courses on the student's academic record (5000, 6000, and 7000-level courses). Only the hours and grade points earned the second time the course is taken will be included in the computation of the grade point average and the meeting of degree requirements. All other course repeats will include both grades received for a course in the cumulative GPA.

The above course repeat policy does not apply to a course for which a grade was issued as a sanction due to violating the University Academic Integrity Policy. If such a course is repeated, the course will not be designated as a repeat, and both course grades will be averaged into the graduate cumulative grade point average. The course grade received as a sanction will remain on the student's transcript.

Academic Conduct

Student Code of Conduct

As part of its educational mission, Wright State University established the *Code of Student Conduct* and student conduct system. The Code and related system serve to educate students as to their civic and social responsibilities as members of the campus community, as well as to provide students with opportunities for service and leadership; to resolve disputes in a cooperative, educational, and non-adversarial manner; to facilitate informed participation in the conduct process; and to increase awareness of and respect for differences of culture, gender, religion, race, sexual orientation, and ability.

The Code applies to Wright State University undergraduate, graduate, and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms, or during periods of suspension is not permitted. All policies, processes, and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Please see the Office of Community Standards and Student Conduct for more information.

Classroom Behavior

In order to foster an optimal learning environment, students are expected to behave cordially and respectfully in all courses and course formats (i.e., traditional classroom and online). Disruptive, rude behavior will not be tolerated in any course. Respectful and professional behavior (i.e., Netiquette) is also required in online course environments.

Examples of disruptive/distracting verbal and nonverbal behaviors include, but are not limited to, the following:

- talking and other side conversations while the instructor or another student is speaking to the class
- text messaging, cell phone ringing
- sleeping

Should inappropriate behavior occur, it is at the instructor's discretion to ask the offending student to leave and/or to drop the class. Disciplinary action may be taken in accordance with the Wright State University Student Code of Conduct through the Office of Community Standards and Student Conduct (Judicial Services). The Wright State University Police Department will handle hostile or harassing behavior.

Academic Integrity

Wright State University's policy is to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, the university's policy is to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

Examples of Academic Dishonesty:

Taking credit for the work of others, including submitting as your own work any paper, homework assignment, take-home examination, or other academic product created, wholly or in part, by or obtained from another.

Using external assistance during an examination unless expressly permitted by the instructor, including communicating in any manner with another student during an examination; copying material from another student; permitting another student to copy from you; using notes, calculators, or other devices during an examination without express permission from the instructor; and using the assistance of a third party in completing a take home exam when such assistance is not expressly permitted.

Falsifying information in an assigned paper or exercise, including inventing or altering data for a laboratory experiment or field project; altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading.

Engaging in improper conduct such as obtaining or reading a copy of a confidential examination in advance of the time at which it will be administered without the knowledge and consent of the instructor; submitting a paper or essay prepared for one class in another class without the knowledge and consent of the instructor of the latter; creating or making changes to an academic record or changing grades; stealing, changing, destroying, or impeding the academic work of another student; giving or offering something of value to an instructor for the purpose of affecting a grade or academic evaluation; and helping another student cheat.

The following recommendations are made for students:

- Be honest at all times.
- Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, talking, or looking at other individuals' work during exams.
- Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not turn in the same work in more than one class unless permission is received in advance from the professor.
- Unless permitted by the instructor, do not collaborate with others on graded coursework, including in-class and take-home tests, papers, or homework assignments.
- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
- Know the policy -- ignorance is no defense.

Problems, Appeals and Petitions

Resolving an Academic Complaint

In the unlikely event that a student feels that he/she has been treated unfairly while pursuing their academic studies, redress is possible. The student should attempt to discuss his/her concern with the party involved. If the concern is not resolved at that level, the student may wish to discuss it with their direct supervisor or department chair. If attempts to resolve the problem at the department level fail, the student may wish to consult with the Associate Dean of the College.

Faculty/Advisor Concern Conference

When any faculty member or advisor has a particular concern about the student's attitude, disposition, or behavior that might inhibit the student's professional effectiveness, the faculty member will discuss the said concerns with the student. The emphasis of such a conference will be to resolve any problem which might hinder his/her success. A written record of such a conference, including both the students and faculty member's understanding of the conference, may be forwarded to the department chair and may become a part of the student's permanent record.

Petitioning for an Exception to a Program Regulation – College of Business

MBA students may petition for an exception to a program policy or procedure such as the application of expired credit or transfer credit, permission to take a substitute course, or an increase in maximum allowable credit hours in a semester. Students desiring to appeal a grade given to them by a faculty member must appeal to the faculty member first, then the department if a higher authority is required to resolve the issue. If the student has questions regarding the procedure, they can make an appointment with an Academic Advisor to discuss all the options available.

Petitioning for Exception to a Scholastic Regulation – Graduate School

Wright State graduate students in active status may appeal for an exception to an academic policy or procedure. They may do so by submitting a petition to the Graduate School. Petition forms are available in the Graduate School office. Students should include all supporting documents with the petition.

V. Academic Calendar

The Registrar's Office produces and maintains the academic calendar for Wright State University.

This active calendar can be found at the following website:

<http://www.wright.edu/raiderconnect/academic-calendar>

All official deadlines for current and upcoming semesters are listed on the academic calendar including:

- Release date of upcoming semester schedule
- Early Registration and Open Registration Periods
- First day of the semester
- Tuition payment due dates including dates for students on payment plans
- Last day to register online/in person without late registration fees
- Last day to withdraw and receive refunds
- Last day to withdraw without grade, with grade of "W" (not included in GPA)
- Last day to apply for graduation
- Official holidays
- Last day of classes for the semester
- Final Examination week
- Grades due (last date for grades to be submitted by the instructor)
- Commencement date
- When Diplomas will be mailed

It is the students' responsibility to know and abide by the posted academic calendar.

VI. Academic Advising

Academic Advising Office Staff

Mrs. JoAnn Bevelhymer, M.B.A., Director of Enrollment Management

Mr. Daniel Dakin, M.A., Primary MBA Academic Advisor

Ms. Monique Scott, M.Ed., Assistant Director of Raj Soin College of Business Advising

Mr. Paul Harding, M.A., Undergraduate Academic Advisor

Ms. Amanda Horrocks, M.S., Undergraduate Academic Advisor

Ms. Tara West, M.A., Undergraduate Academic Advisor

Role and Responsibilities of the Academic Advisor

The Raj Soin College of Business will provide access, guidance, and academic support to all transfer and adult students in the nurturing, diverse, respectful, and supportive environment that assists students in making a successful transition to college and appropriate majors while developing the foundations for civic engagement and lifelong learning.

When a student is admitted to the MBA Program, the Academic Advisor will process the student's file, evaluate any previous credit equivalent to foundation coursework, assign a Degree Audit (uAchieve), and maintain the student's file over the period of their academic study at the College of Business. Advisors

are available to discuss degree planning, course progression and sequences, prerequisites, and any other questions concerning College policy.

All MBA students are required to meet with an Advisor at least once before their program commences in order to assess Foundation course waivers and ABE as needed, go over the Degree Audit (uAchieve), and have any degree restrictions removed, which will allow the student to register.

Advising Appointments

Advising appointments can be scheduled by calling the Raj Soin College of Business Academic Advising Office at (937) 775-2437.

Graduate student advising is done by appointment only, and the College does not offer walk-in advising for graduate students. While in-person advising appointments are strongly encouraged, in the situation where a student is not able to make it to campus for a face-to-face appointment, it is possible to schedule a telephone or Web-ex appointment. In times of high advisor demand (i.e., registration periods), appointments may have to be scheduled further in advance. Admitted students must provide their University Identification number (UID) when the appointment is made.

Office Hours

The College of Business Academic Advising Office maintains regular business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday, with available extended hours. Extended hours change from semester to semester. Please call the Academic Advising Office for information about extended hours at (937) 775-2437.

Communication Policy

The Academic Advising Office endorses a general policy wherein all calls, messages, and emails will be responded to within five (5) business days. In times of high volume (i.e.: registration periods) it may take longer to process requests and reply to communications.

University Identification Number (UID)

Students must list their University Identification Number (UID) in all communication with the College.

Official Wright State Email Address

Students, faculty, staff, and administration at Wright State University are increasingly reliant on electronic communication. Because of this reliance and the acceptance of electronic communication, email is considered the official means of communication. The University will send official communications via email and expects that those communications will be received and read in a timely fashion. Students must check their official Wright State University email address frequently to stay current with university communications.

Students should also use their official WSU email address to communicate with faculty and staff at the College of Business.

VII. Registration

Registration begins months before the start of each semester. Check the *Academic Calendar* for details regarding the registration and payment periods.

Registration Period

Every student is issued a *registration time ticket*, which indicates the earliest date a student can register for the upcoming semester(s). The student's *Registration Status* link can be found by going to Wings >> Student tab >> Registration Statue tab. The last date that students are able to register is listed on the *Academic Calendar* for each semester (see *Last day to add classes* in the *Academic Calendar*).

Registering as soon as possible will not only assist the student in securing a spot in their preferred classes, but it will also allow the College to assess course demand and, therefore, provide the correct number of sections.

Registering for Classes

There are three (3) ways to register for an open class. The first way is to use a Registration Add/Drop form found on the Raider Connect web site that can be submitted online or in person at their office in the Student Union. The other two (2) online options are only available while open enrollment is open. Students can utilize *WINGS to the Student tab to the Student Look Up Classes tab*, where students can either look up the class and select the empty check-box immediately to the left of a listed class, or they can input the 5-digit CRN number in the *Add or Drop Classes* worksheet in the Add/Drop Classes tab. For more information about these processes, you can look on the *Raider Connect* web site or contact an academic advisor.

Late Registration

The College of Business has no obligation to assist students in registering past Wright State University's posted registration period (*Last day to add classes* in the *Academic Calendar*). In some extenuating circumstances, an instructor may be willing to approve late registration in his/her class only if there are seats still available at that time. This is a three-step process: The student must first obtain the signature of the instructor on an *Add/Drop Registration Form*, this form can be found on the *Raider Connect/Registrar's* web page, secondly, the student must obtain the signature of the Director of Enrollment Management and then lastly, the student must submit this *Add/Drop form* to the *Raider Connect/Registrar's* office via online or in person to be entered into the closed class. Fees are associated with late registration. See the *Academic Calendar* for more information on registration dates.

Payment

If payment is not received by the posted due date, students will be dropped from classes. See the *Academic Calendar* or the *Raider Connect, Accounts & Bills tab, and then the Due Dates tab* for more details. Once a student has been dropped from classes, he/she cannot be reinstated. They must register again if the class is open, or if a waitlist has been activated, the student must waitlist for the class. For more information, see the *Tuition and Financial Support* section of this handbook or contact *Raider Connect*.

Payment Plans are available, and you can see more detailed information by going to the *Raider Connect* website >> *Accounts & Bills tab* >> *Payment Options tab*.

Classes

Looking Up Classes

Go to *WINGS Express* >> *Student tab* >> *Look Up Classes*:

- Select the *Term* and click *Submit*
- Complete the *Required Acknowledgement Service* if prompted
- Select the prefix of the class. Include the course number if a specific class is desired or leave the field blank to see all courses offered with that prefix
- Leave *Title* and *Credit Range* blank.
- Select *Campus* (Dayton), *Course Level* (graduate), and *Part of Term* (according to your preference)
- Feel free to leave the remaining fields at their default unless narrower search fields are preferred.
- Click on *Class Search*

The search results page will list all the pertinent information about the class, including title, instructor, day/time, location, class capacity, and current number of students registered. Click on the 5-digit CRN

number for further information about the class, including a class description and information on required prerequisites.

Students are required to complete the listed prerequisite(s) in advance of the class.

Types of Classes

- Sections 01 to 20 – Dayton Campus, face to face
- Sections 90 to 92 – online class. After registering for an online class students should check for further information in *Pilot* (accessible through *WINGS*)
- Please review the course attribute because either of the above-mentioned sections can also be listed as Flexible Delivery, which means the student can take the course face-to-face or online as directed in the notes by clicking on the CRN for the class.

Open Classes

Class capacity (CAP) and current number of registered students (ACT) are indicated on the *Look Up Classes* search results in *WINGS Express*. Remaining seats (REM) indicates the number of available seats left in the class.

If a waitlist (WL ACT) has been started, students on the waitlist are given the opportunity to register in the available seats first. For further information, read the waitlist instructions at the top of the Look Up Classes class search results page in *WINGS Express*.

Closed Classes

The College of Business is not obligated to assist students in registering for a closed class. Once a class is closed, students have the option of putting their name on the waitlist for that class. Instructors cannot override the waitlist system and are not able to sign students into a closed class.

Wait Listing for Classes

Waitlist instructions are at the top of the *Look Up Classes* class search results page in *WINGS Express*. If a space opens up in the class, the first student on the waitlist is notified by email to their Wright State email account. The student then has 24 hours from the time the email was sent to follow the instructions in the email and register for the class. If the student does not follow the instructions within the specified time, then he/she will be dropped from the waitlist. If the student wishes to get back on the waitlist they can do so, but they will be at the bottom of the list.

Withdrawing from Classes

The *Academic Calendar* lists the last date to withdraw online and in person for any given semester. It lists the refund periods where a 100% tuition refund applies. It also lists the last date to withdraw without a grade and with a grade of “W” (not included in the GPA calculation), after which students would receive a grade of “X” (treated like an “F” in the GPA calculation).

Special course fee refunds for Cohort Weekend (Friday night and Saturday morning) are prorated and handled by the Registrar’s office. If this refund applies, contact your academic advisor for assistance in obtaining it.

Please note that the short-term accelerated Foundation courses are called Flex Term or X-Flex courses. Students can find the deadlines for Flex Term classes at the bottom of the Academic Calendar webpage.

VIII. Tuition, Fees, and Financial Support

Tuition and Fees

Wright State University’s Board of Trustees reviews tuition and fees annually. Rates are generally approved in the summer for the upcoming fall term. Wright State University reserves the right to make policy and fee changes.

Official graduate tuition rates can be found at the *Graduate Education Cost* tab on the Graduate School’s website or at the Raider Connect website under the Accounts & Bills tab and then under the *Tuition and Fees* tab.

For more information regarding any of the topics below, please contact *Raider Connect*.

Residency

Tuition is charged at a resident rate (Ohio resident) and a non-resident rate (non-Ohio resident and international). Information on residency requirements can be found at the *Raider Connect* website under the *Registration* tab and then the *Ohio Residency Policy*.

Full Time and Part Time Tuition

Students registered in 1 to 10.5 credit hours per semester are charged tuition at a per-hour rate.

Students registered for 11 to 18 credit hours per semester are charged a flat rate (approximately the cost of 11 hours).

Other Course Fees

Some courses will have additional fees. These fees (if any) are described in the course information found in the course catalog. Cohort Weekend MBA classes (Friday night and Saturday morning) classes have an extra administrative fee of \$50 per credit hour. This fee will not be waived. Concentration classes for the Health Care Management concentration also have additional fees. Contact the Center for Global Health for more information.

Tuition Payment

Students registering for fall classes during the early registration period can maintain their registration with just a 5% down payment if they enroll in the Payment Plan on or before the due date. The remaining balance will be divided into equal monthly installments, with the last payment due towards the end of the semester. For information on a 3-Payment or 4-Payment plan, please contact the Office of Financial Aid at Raider Connect.

Wright State will not defer fee payments, accept partial payments, or accept postdated checks. Financial accounts are subject to audit at any time throughout a student's enrollment or academic career. All student payments, regardless of method, must be made by the payment deadline. Students who registered during the Early Registration period will have their classes canceled if payment is not received by the payment deadline for each respective term.

The preferred method for payment on student accounts is online through *WINGS Express*. Information on student fees can be found at *WINGS >>Campus Directories tab >> A-Z index >> R >>Raider Connect >> Accounts & Bills >> Current Tuition and Fees*. When using the online method, payment options include E-Check, Debit Card, and Credit Card (a 2.75% convenience fee is added to all credit card payments). There are also options for international tuition payments. See Raider Connect *Payment Options* for information.

Financial Support

The College of Business has competitive scholarships for highly qualified applicants and graduate assistantships available for graduate students. Those interested in student loans and external scholarships should inquire at the Raider Connect/ Office of Financial Aid at Wright State University.

Graduate assistantships and scholarships are highly competitive. They are intended for high-achieving students who are granted regular full-time admission to the MBA program. Applications for assistantships and scholarships must be made directly to the Raj Soin College of Business and submitted before the application deadline in early spring of the preceding academic year. Preference is given to students with demonstrated academic ability. Please see the Raj Soin College of Business website for additional information regarding both the GA and GTS programs.

Graduate Tuition Scholarships (GTS)

A fixed number of Graduate Tuition Scholarships are awarded to College of Business graduate students at the start of each academic year. Students are selected based on proven academic aptitude (GMAT score and GPA). Scholarship amounts vary each year.

Graduate Assistantships (GA)

Normally, graduate assistants (GA's) receive appointments for two (2) semesters, beginning in the Fall. Tuition remission (excluding additional course fees) and a monthly stipend are offered for fall and spring. GAs will work approximately 20 hours per week for an instructor or a department. To receive continued support, assistants and scholars must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements as determined by the program. Failure to meet these standards or failure to perform satisfactorily as an assistant will be grounds for cancellation of the assistantship agreement or scholarship appointment.

The GA award usually consists of two (2) parts: a monthly stipend (varying in amount) and tuition remission. Students under an assistantship agreement are eligible to receive tuition remission for all instructional fees (not including laboratory or other program fees). Tuition will be applied electronically once the student is registered for the appropriate number of hours.

Tuition remissions are not authorized for audited courses or undergraduate courses unless the courses are recommended by the graduate program and are directly germane to the assistants' courses of study. Graduate assistants not completing the terms of their assistantship agreements in a given academic term may be required to reimburse the university for all or part of the tuition that was remitted. In addition, a graduate assistant dropping a course(s) after the refund date, without permission of the department/program and the Graduate School, is subject to reimbursing the University for the fees that were remitted for the dropped course(s).

For more information see the Graduate School Policies and Procedures manual. To apply, please see the Raj Sooin College of Business website.

IX. International Student Work Authorization

CPT Authorization

Curricular Practical Training (CPT) is a program that allows F1 visa students to work off campus in the field of their study as an integral part of their education.

The Raj Sooin College of Business sponsors part-time CPT authorization for full-time students to encourage experiential learning within students' areas of expertise as a practical supplement to their primary goal of achieving a degree.

CPT Requirements

Students must meet both the University Center for International Education (UCIE) and College requirements. The following policies apply:

1. Eligibility Criteria (UCIE):
 - a. CPT must be an integral part of an established program and directly related to the students' major area of study as determined by their college.
 - b. Students are CPT eligible after having completed one (1) academic year [two (2) consecutive semesters] of full-time study in valid F1 status in the United States at any institution, including undergraduate or graduate.
 - c. CPT is authorized for one (1) semester at a time and must be pre-approved. CPE credit [not credit bearing] will appear on the student's transcript.
 - d. Students must be in good academic standing.
 - e. Students on a Program Extension are not eligible for CPT.
2. College Requirements (RSCOB):
 - a. The student must submit the Academic Departmental Certification Form (UCIE) and the official Offer Letter to their academic advisor for review. The Offer Letter must be on official letterhead and contain:
 - i. Organization's name, address, and point of contact
 - ii. Job title and brief description of duties
 - iii. Hours per week, and beginning/end dates of the position.
 - b. Students are only authorized for CPT in their first semester if they meet the residency requirements outlined in "1b" above. If a student requests CPT in their first semester at WSU they must be concurrently enrolled full time. Students in the first semester of their program are not eligible for CPT without enrollment.
 - c. Students must be regularly admitted to the program (or have met the conditions or provisions of their admission) and be in good standing (3.0 GPA).
3. Part-time CPT
 - a. Fall and Spring semesters: Students must be enrolled full-time and work part-time. Part-time enrollment with part-time CPT will not be approved.
 - b. Summer semester: The College will authorize part-time CPT for the summer semester regardless of enrollment (excluding students in their first semester in the program, see 2b above).
4. Full-time CPT
 - a. Fall and Spring semesters: Advisors cannot approve full-time CPT regardless of enrollment. Students seeking one (1) semester [or more] of full-time CPT, regardless of enrollment, must submit a petition to the Associate Dean. Students in their first semester of the program are not eligible for full-time CPT.
 - b. Summer semester: The College will authorize full-time CPT for the summer semester regardless of enrollment (excluding students in their first semester in the program, see 2b above).

CPT Application Process

Students must pick up the CPT Application Form and the Departmental Certification form at UCIE. Students will submit the Departmental Certification form and the Offer Letter to the MBA Advisor for review and authorization. If the CPT opportunity is approved, the student will be notified to pick up their form from their Advisor. Students will submit the application materials along with the signed Departmental Certification form to UCIE. The student will also bring a copy of the Offer Letter to the Career Consultant in the college to register for a non-credit-bearing CPE course. When all information has been received and processed by UCIE, the student will be issued a new I-20 which shows the employer and the work authorization. Please follow up with UCIE for more detailed information.

OPT Authorization

The College will support international students' OPT work authorization applications that commence after graduation from the MBA program. OPT work authorization is valid for one (1) year only. The OPT process must be initiated at the UCIE office.

X. Graduation

Students must submit an application to the Graduate School during the application filing period for the semester in which they intend to graduate. Applications should be submitted online through *WINGS* >> Student tab >> Apply for Graduation tab. The application fee is \$35.

All courses must be completed prior to graduation, including any outstanding temporary or incomplete grades. If the degree requirements are not completed as anticipated, the student must submit a follow-up application during the filing period for the next appropriate graduation date.

Application Filing Periods

In general, the *Graduation Application* filing period closes the last business day of the second week of the semester in which the student wishes to graduate, excluding the summer semester. The application deadlines for applying to graduate can be found on the Academic Calendar. Late applications will be considered for the next graduation date.

Diplomas

Diplomas will be mailed via Post Office approximately six (6) weeks after conferral of the degree, to the local address on file in the Registrar's Office. It is the students' responsibility to notify the Registrar of any change of address. The week that Diplomas will be mailed out can be found on the Academic Calendar.

Commencement Ceremony

Commencement (graduation) ceremonies occur at the end of fall semester and spring semester. Summer graduates are invited to attend the commencement ceremony the following fall semester.

Attending the ceremony is optional. If a student is interested in attending the ceremony, he/she must indicate his/her interest during the same time period they submit their application to graduate. Students will be able to indicate their participation on their online graduation application, or they can go to the Commencement website and register online. Students who do not register for the event will not be able to participate in the ceremony. During the registration process, students will be informed about the proper graduation regalia and any other information regarding the ceremony.

X. Student Organizations

Student Clubs

The Raj Soin College of Business offers a variety of student-led organizations to help students explore careers in business. Each club determines its' own objectives and activities for members. By participating in one (1) or more clubs, students will meet professionals who are already successful in their business careers and network with students who are majoring in an area of business that might be of interest.

- Accounting Club
- American Marketing Association Student Club
- Association of Black Business Students
- Dean's Student Advisory Board
- Economics Club
- Finance Club
- Human Resources and Management Club
- International Business Club
- Management Information Systems Club
- Supply Chain Management Club
- Wright Financial Path

Fraternities, Sororities and Honor Societies

Alpha Iota Delta

International Honor Society in Decision Science and Information Systems

Contact: Dr. Shu Schiller, Chair, Department of Information Systems and Supply Chain Management

Alpha Kappa Epsilon

International Business Honor Society

Inactive

Beta Alpha Psi

Accounting, Finance and MIS Honor Society

Contact: Dr. James Greenspan, Accountancy Department

Beta Gamma Sigma

International Society for Business Excellence

Contact:

Sigma Iota Epsilon

National Honorary and Professional Management Society

Inactive

National Student Competitions

Financial Services Invitational

Students are challenged by sample client situations, rapid-fire questions and on-the-spot decisions.

Contact:

Google Marketing Competition

MBA marketing students compete internationally by implementing an online marketing campaign for a real business.

Contact: Dr. Charles Gulas

Institute for Management Accountants

Only four teams nationwide were selected to attend the annual meeting of the Institute for Management Accountants based on a video of their case study.

Contact: Dr. David Bukovinsky

Society for Human Resources

Wright State's Human Resources Club works throughout the year to be recognized among the Top 10 SHRM Student Chapters in the nation at the annual SHRM conference.

Contact: Dr. Kim Lukaskewski

Alumni Association

Alumni Relations fosters lifelong relationships with graduates through special alumni services and opportunities to stay connected through the Alumni Association.

By joining the Wright State University Alumni Association, graduates will enjoy many benefits, such as discounts on Raider basketball tickets, special discounts on Avis car rentals, and membership privileges from the Wright-Patt Credit Union.

Not only are there great discounts when students join, but there are other reasons to become a member as well. It is the best way to reconnect with Wright State University and stay informed of news and happenings. Members will also be able to enjoy great alumni events throughout the year and meet people with common interests.

XI. Campus Services, Resources and Contacts

Wright State University offers many organizations and departments whose sole purpose is to provide support and assistance to students.

MBA Program Office

Raj Soin College of Business Academic Advising Office
<https://business.wright.edu/master-of-business-administration>
Phone: (937) 775-2437
Location: 100 Rike Hall
mba@wright.edu

College of Graduate Programs and Honors Studies

(Domestic Admission, Petitions)
<https://www.wright.edu/graduate-programs-and-honors-studies>
Phone: (937) 775-2976 / 1-800-452-4723
Location: 160 University Hall
wsugrad@wright.edu

University Center of International Education (UCIE)

Phone: (937)775-5745
Location: 224 Student Union
General Questions: askucie@wright.edu
Immigration Questions: ucieimmigration@wright.edu

(International Admissions)
<https://international-admissions@wright.edu>

Raj Soin College of Business Career Management Office

<https://business.wright.edu/academic-and-career-advising>
Phone: (937) 775-3497
Location: 100 Rike Hall
Rscob-admin@wright.edu

Academics

Academic Success Center

The Academic Success Centers provide several services to enhance your opportunities for continued and sustained academic success. These include free in-person and online tutoring, writing support, academic coaching, and Supplemental Instruction (SI).

<https://www.wright.edu/student-success/academic-support>

Phone: (937) 775-5770

Location: 122 Student Success Center

Dunbar Library

The Raj Soin College of Business librarian is:

Ms. Carol Fang
carol.fang@wright.edu
Business Librarian
120 Dunbar Library
Phone: (937) 775-3149

The library also has a Student Technology Assistance Center (STAC). In the STAC, students can create original academic and creative works using either Windows or Macintosh computers and the latest software applications. They can also transform traditional materials such as printed documents, photographs, and analog media into digital formats and use these digital files to produce new information products.

<https://libraries.wright.edu/>

Phone: (937) 775-2525

Location: Paul Laurence Dunbar Library

Health and Safety

Raider Food Pantry

The Raider Food Pantry at Wright State serves [all students](#) in need of emergency food assistance. It is open to any Wright State student enrolled in classes for the current term.

<https://www.wright.edu/student-affairs/resources-and-support/raider-food-pantry>

Phone: (937) 775-2495

Location: 055 Student Union

Counseling and Wellness

Counseling and Wellness Services (CWS) offers a variety of services and resources to currently enrolled Wright State students including individual and group therapy, psychiatric services, and health promotion programming. Our staff, interns, and residents are here to support Wright State students in a safe, confidential, and inclusive space.

<https://www.wright.edu/counseling-and-wellness>

Phone: (937) 775-3407

Location: 053 Student Union

Need Crisis Help Now?

If this is a life-threatening emergency, call 911 or Public Safety at 937-775-2111.

Call Raider Cares at 937-775-4567

Call 988 for the Suicide and Crisis Lifeline

Chat 988 at 988lifeline.org

Text Suicide and Crisis Lifeline at 741741

[Find emergency and essential resources](#)

Student Health Services

Student Health Services, located at the Wright State Physicians Health Center near the Nutter Center, is your source for primary health care and wellness services. We provide acute and primary care services, promote health awareness, educate you about preventive care, disease management, and therapeutic choices, and help you develop the skills to manage **your** health. More information is available on the Wright State Physician's Student Health website.

<https://www.wright.edu/student-health-services>

<https://wrightstatephysicians.org/services/student-health/>

Phone: 937-245-7200

Location: Wright State Physicians Health Center, 725 University Blvd

Campus Recreation

Campus Recreation is dedicated to providing quality recreational opportunities for the Wright State community. Whether you enjoy working out in our [fitness center](#) or prefer [hiking through the Grand Canyon](#), we have something for you. So, if you're looking for a way to relieve stress, stay in shape, and make new friends then check out Campus Recreation!

<https://www.wright.edu/student-affairs/campus-recreation>

Phone: (937) 775-5505

Location: 092 Student Union

Public Safety

The Wright State University Police Department provides the campus with 24-hour police services and a fully certified staff of police officers, detectives, and dispatchers. In addition to the sworn police officers, the Wright State Police Department has great partnerships with Residential Life and Housing staff, Community Standards, and Student Conduct, Environmental Health and Safety, and Facilities Management, who all work together toward a safe and secure campus for our community.

The department supports the university's core values and continually seeks ways to improve the quality of service the campus receives by working in partnership with students, faculty, and staff to prevent and deter crime, provide quality services, and promote a safe and secure experience while at Wright State.

Wright State maintains a safe, welcoming, and open campus environment and encourages the community to participate in activities that are

<https://www.wright.edu/public-safety/police>

Administration Telephone (937) 775-2056

Emergency & Non-Emergency Phone number (937) 775-2111

108 Allyn Hall

wsupolice@wright.edu

Services

Disability Services

The Office of Disability Services offers services, programs, and activities that allow students with disabilities to participate in all facets of university life. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume responsibility for their chosen lifestyles.

<https://www.wright.edu/disability-services>

Phone: (937) 775-5680

TTY: (937) 775-5844

Location: 180 University Hall / 014 Student Union (Technology Center)

disability_services@wright.edu

Career Services

Career Services connects people with people, and people with resources. We want to empower you to take control of your education—to turn your ambition into a meaningful career, cultivate your personal and professional network, and take advantage of the opportunities available to you. We can help you from choosing your major to landing that job offer before you graduate.

<https://www.wright.edu/career-services>

Phone (937) 775-2556

Located within each college

Career_services@wright.edu

Raj Soin College of Business Career Management Office

The Raj Soin College of Business offers academic and career advice to help you build an academic plan that fits your goals and career aspirations and then transition from graduation into the workforce. Take advantage of the academic and career advising available to you to make sure you are on track for graduation and that you are prepared for life after graduation.

<https://business.wright.edu/academic-and-career-advising>

Phone (937) 775-3497

Location: 100 Rike Hall

Rscob-careers@wright.edu

Computer and Telecommunication Services (CaTS)

This department provides service and support for all campus technology, including Internet access, computer labs, electronic classrooms, telephones, information technology security, and administrative and computing resources. Students having trouble logging in to their student accounts should contact CaTS for assistance.

<https://www.wright.edu/information-technology>

Phone: (937) 775-4827 or 1 (888) 775-4827

Location: 025 Library Annex

helpdesk@wright.edu

Student Legal Services

Student Legal Services is a non-profit law firm employing 2 full-time licensed Ohio attorneys and other legal professionals to provide confidential legal assistance and representation. The services are designed to assist students in resolving issues in areas otherwise difficult or impossible to obtain legal services at affordable prices while allowing them to continue their education at Wright State University.

Our goal is to provide quality legal services at affordable prices, which allows the students to focus on their education. The attorneys and staff are dedicated to each one of the students at Wright State University.

<https://www.wright.edu/student-legal-services>

Phone: (937) 775-5857

Location: 022 Student Union

studentlegalservices@wright.edu

MiniU – Wright State University Child Development Center

Wright State University's Child Development Center offers a variety of programs for children six (6) weeks to ten (10) years of age. If the student has dependent children and child care expenses, resources may be available to assist with those expenses or special considerations for childcare expenses may be taken into account when determining financial aid awards. Additional funding may be available through the Department of Job and Family Services in the county in which students reside.

<http://www.miniuniversity.net/wright-state-university/>

Phone: (937) 775-4070

wsu@miniuniversity.net

Culture and Identity Centers

Bolinga Black Cultural Resources Center

The Bolinga Black Cultural Resources Center provides a variety of special programs, activities, and student services that celebrate diverse African cultural identities while fostering lasting friendships among all people.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/bolinga-black-cultural-resources-center/about>

Phone: (937) 775-5645

Location: 019A Student Union

Inclusiveexcellence@wright.edu

Women's Center

The Women's Center transforms our community by advocating for equity, eliminating gender-based barriers, and providing diverse educational opportunities for the benefit of all.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/womens-center/about>

Phone: (937) 775-4524

Location: 023N Student Union

Inclusiveexcellence@wright.edu

Asian and Native American Center

Our mission is to advocate for, celebrate, and empower Asian and Native American communities on campus by providing inclusive and equitable spaces where students, staff, and faculty develop their sense of belonging. Through storytelling, critical analysis, and leadership development, we will strengthen the voices of our unheard and complex lived experiences and unravel the social injustices we face.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/asian-and-native-american-center/about>

Phone: (937) 775-2798

Location: 023E Student Union

Inclusiveexcellence@wright.edu

Latino Center

The Latino Center seeks to be a home for past, current, and future students, as well as a place for students to find their familia and role models on campus. The office aids all Wright State University colleges in the recruitment, retention, and connection of Latino students, faculty, and staff. Lastly, the office serves as a bridge between the university and the community in order to empower Latinos to be catalysts for leading sustainable change in our various, integrated, and diverse communities.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/latino-center/about>

Phone: (937) 775-2246

Location: 023T Student Union

Inclusiveexcellence@wright.edu

Disability & Neurodivergence Culture Center

The Disability and Neurodivergence Culture Center is a unit dedicated to providing a space for our students with disabilities and neurodivergence to gather, connect, and celebrate their cultures. The Center offers a variety of programs and services, including support groups, educational workshops, social events, and arts and cultural programming.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/disability-and-neurodivergence-cultural-center>

Phone: (937) 775-2501

Location: 023 Student Union

Inclusiveexcellence@wright.edu

LGBTQA Center

The LGBTQA Center was founded in January 2015 by students who saw the need for more support and space for LGBTQA+ students at Wright State University. We strive to create a more inclusive Wright State University and the greater Dayton community. We affirm and celebrate [all LGBTQA+ identities and the complex intersections of all identities](#) in our communities. We are open to all, and we hope you take some time to stop by and learn more about our many services, programs, and opportunities for community engagement.

<https://www.wright.edu/inclusive-excellence/culture-and-identity-centers/lgbtqa-center/about>

Phone: (937)775-2341

Location: 023D Student Union

nclusiveexcellence@wright.edu

University Center for International Education (UCIE)

We accept students from all countries including Chad, Iran, Libya, Syria, Venezuela, Yemen, and Somalia. We are accredited by the Higher Learning Commission and offer excellent academic programs, a safe location, and opportunities to participate in undergraduate research and other programs.

Our staff at the University Center for International Education will help you through every step of your journey, from picking you up at the airport to celebrating graduation. Find out more about why you should choose Wright State, undergraduate and graduate admission requirements, application instructions, and more about international admissions.

<https://www.wright.edu/international-education>

Phone: (937) 775-5745

Location: 224 Student Union

askucie@wright.edu

Other WSU Services and Departments

Parking and Transportation

We are committed to supporting the students, staff, faculty, and visitors at Wright State by managing the university's parking needs while providing excellent customer service. Our policies and procedures are designed to help alleviate parking and traffic issues at our campus while keeping motorists and pedestrians safe. All faculty, staff, students, and paid contractors must purchase their own valid parking permits to park on the Dayton campus. Sharing permits is considered to be fraudulent; violations are subject to fines.

Please note: When you purchase your permit in your My Parking Account, you will link your vehicle information to your permit because your license plate number verifies that you have purchased a permit. If you need to change the vehicle that you will be parking on campus, follow these steps:

<https://www.wright.edu/public-safety/parking/employee-and-student-parking-permits>

Wright1 (Student ID Card)

The Wright 1 Card serves as the student's primary identification card and library card and also gives students access to the fitness center, sporting events, and several specialized labs around campus. It also acts as a pre-paid debit card at campus eateries, the bookstore, vending machines, and select restaurants off campus. Students must be registered for classes before they can request a Wright1 Card in person at the Wright1 Card Center.

<https://www.wright.edu/bursar/wright1-card>

Phone: (937) 775-5542

Location: 066 Student Union

wright1card@wright.edu

Campus Store: Raider Landing

Located in the Student Union Building, the campus store offers spirit wear, accessories, and school supplies, in addition to picking up orders for books placed on the store website.

<https://wright.ecampus.com/>

Phone: (937) 775-5600

XII. Checklist

Apply to the MBA Program

- ☐ Fill out an online application at the appropriate admissions office website, Graduate School for domestic applicants or International Admissions for international applicants, and pay the application fee.
- ☐ Submit previous transcripts to the Graduate School.
- ☐ Take the GMAT exam if needed. The Graduate School may receive the scores in two (2) weeks.
- ☐ International students must also submit the required documents for a visa application to The International Admissions Office.

Admission to the Program

- ☐ You will receive a letter from the admissions office confirming that your application has been received. This letter will also list your *University Identification Number* (UID) and login information.
- ☐ Receive your acceptance email from the admissions office and an admission letter from the College of Business. International students will receive information and documentation for their F-1 visa from the International Admissions Department.
- ☐ Call the Raj Soin College of Business Academic Advising Office (937) 775-2437 to set up an initial advising appointment to discuss the program and review your *Program of Study/ Degree Audit (uAchieve)* with your advisor.
- ☐ Use the course planning guide to map out your required classes and any course sequences.
- ☐ Register for classes.
- ☐ Order your parking pass online in advance of the semester.
- ☐ Pick up your student ID card: *Wright1*.
- ☐ Purchase your textbooks and begin your coursework.
- ☐ Meet with your Academic Advisor if you have further questions about courses or College policy.

Preparing to Graduate

- ☐ Confirm that you have met all the requirements of your degree with your Academic Advisor the semester before you plan on graduating.
- ☐ Submit an application to graduate through *WINGS Express* during the application period. Register for the optional *Commencement Ceremony* if you are planning to attend.