



THE JOSEPH A. BUTT, S.J.
COLLEGE OF BUSINESS

www.business.loyno.edu/mba

**Loyola University New Orleans
The Joseph A. Butt, S. J.
College of Business**

**MBA
STUDENT HANDBOOK**

Spring 2013



THE JOSEPH A. BUTT, S.J.
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COLLEGE OF BUSINESS MISSION STATEMENT

Today, more than ever, businesses need ethical, empowered leaders who invite trust, build community, and value their professional responsibility more than self-interest. In the College of Business, our vision is to create a learning place that awakens, enlightens, and transforms students to become those kind of leaders and not to leave their values, ethics and character behind when they graduate.

In the Ignatian tradition, the mission of the College of Business is to provide a superior values-laden education that motivates and enables our students to become effective and socially responsible business leaders. We strive to contribute quality research, serve local and intellectual communities, and graduate students who possess critical thinking skills and courage to act justly in a global business environment.



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MBA PROGRAM MISSION AND LEARNING GOALS

The mission of the MBA program is to create leaders who employ and practice performance excellence through systems thinking, critical analysis, effective business practices, and responsible actions.

Upon completion of the Loyola MBA program, graduates will be able to:

- develop and implement leadership systems throughout an organization
- embrace strong ethical values and acknowledge moral and legal obligations to the multitude of publics impacted by the organization
- design, align and integrate strategic, tactical and operational plans
- identify customers, important publics and other critical requirements, and design systems for incorporating requirements through the organization
- design and use information systems and methods for collecting, analyzing and disseminating data
- marshal human resource systems to accomplish organizational tasks
- create effective operational processes, support services and supplier networks
- monitor performance through financial, accounting and regulatory compliance
- communicate effectively through written, oral and visual media

CHARACTERISTICS OF LEARNING IN THE JESUIT TRADITION

The Society of Jesus was founded in 1540 by Saint Ignatius Loyola. It is the largest religious order of the Roman Catholic Church. For centuries, Jesuits have influenced mathematics, astronomy, architecture, law, medicine, and most academic pursuits. A primary mission of the Jesuits is education. There are 28 colleges and universities affiliated with the Society of Jesus in the United States.

The characteristics of learning in the Jesuit tradition are:

- Pursuit of Excellence
- Respect for the World: Its History and Mystery
- Learning from Experience
- Contemplative Vision Informed by Hope
- Development of Personal Potential
- Critical Thinking and Effective Communication
- Appreciation of Things Both Great and Small
- Commitment to Service
- Special Concern for the Poor and Oppressed
- Linking Faith with Justice
- International and Global Perspective
- Discerning Mindset

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To find additional information, please visit <http://www.loyno.edu/search> or <http://www.business.loyno.edu/faculty>.

*Adjunct Professors are subject to change each semester.

ACADEMIC STANDING AND ACADEMIC ACTIONS

To be in good standing, a graduate student must maintain a cumulative grade point average of 3.0 or higher in graduate course work taken at Loyola University. Please see the Graduate Bulletin for additional definitions and clarifications. The Graduate Bulletin is available online at <http://2012bulletin.loyno.edu/graduate>.

Grading Scale

Each instructor has the option of using a grading method within each course that best meets the needs of students and the subject. However, all grades are translated into the following grades:

A	Excellent	<i>4 quality points per semester hour</i>
A-	Excellent	<i>3.7 quality points per semester hour</i>
B+	Above Average	<i>3.3 quality points per semester hour</i>
B	Average	<i>3 quality points per semester hour</i>
B-	Below Average	<i>2.7 quality points per semester hour</i>
C+	Below Average	<i>2.3 quality points per semester hour</i>
C	Below Average	<i>2 quality points per semester hour</i>
C-	Below Average	<i>1.7 quality points per semester hour This grade will not count toward graduation.</i>
D+	Minimally Passing	<i>1.3 quality points per semester hour This grade will not count toward graduation.</i>
D	Minimally Passing	<i>1 quality point per semester hour This grade will not count toward graduation.</i>
F	Failure	<i>No quality points are assigned.</i>
I	Incomplete	<i>This grade is to be assigned only when the instructor has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.</i>
P	Pass	<i>Pass/Fail grades are available only in courses designated as pass/fail. Grades of P are not counted toward quality point averages.</i>

Graduation Eligibility

To graduate, a student must meet the graduation requirements of the university and college and must possess a Loyola grade point average (GPA) of at least 3.0, as well as a cumulative GPA of at least 3.0 in all MBA core and elective courses taken at Loyola. Students must successfully complete all of the required courses for their degree program(s) along the following guidelines:

- 1) **No course with a grade below “C” may be used toward degree requirements.** With the exception of BA B850: Total Global Strategy, any MBA course with a grade of “C-” or below must be repeated prior to graduation.
- 2) **A grade of “B” or higher is required to pass the Capstone course, BA B850: Total Global Strategy.** Any grade of “B-” or below will require a student to retake BA B850 prior to graduation.

Incomplete Grades

A student who receives a grade of “I” (“incomplete”) in any course may not register for any further courses until the relevant coursework is completed and a letter grade is received. If a student is already registered for the next semester's courses and receives a grade of “I” (“incomplete”), the student will be withdrawn from all next semester's courses. If the “I” remains past the add date for that next semester, or any subsequent semester, the student will not be eligible to enroll for any courses in that semester.

Academic Probation & Dismissal

If a student’s cumulative MBA GPA falls below 3.0, the student will be placed on academic probation and will be given one academic semester to raise the GPA back to a 3.0. If the student is unable to raise the MBA GPA to a 3.0 or higher by the end of the semester, the student will be dismissed immediately from the MBA program. MBA students who are placed on academic probation will remain on academic probation for the remainder of their time in the MBA program.

If a probationary student’s MBA GPA falls below a 3.0, the student will be dismissed immediately from the MBA program.

Any grade of “C-” or below will automatically cause the student to be placed on probation, regardless of the overall GPA. If a probationary student receives a grade of “C-” or below, he or she will be automatically dismissed. An MBA student on probation may not take a course at another school or take an independent study course, study abroad course, or internship without written permission from the MBA Directory.

A student who receives a grade of “F” in any MBA course will be dismissed from the program.

A student found guilty of academic dishonesty will be dismissed from the program.

GRADE AND DISMISSAL APPEALS PROCESS

The MBA office staff members do not process any grade or dismissal appeals. Before submitting an official appeal to the Office of the Dean, all students should begin by consulting the course instructor. If the issue at hand cannot be resolved between the student and instructor, the student should submit an official appeal to the Office of the Dean according to the process outlined below. All appeal committees will be constituted by two faculty members and one student representative. Loyola students enrolled in courses at other institutions are subject to the grade appeal policy at those institutions. Please see the Graduate Bulletin for additional definitions and information (<http://2012bulletin.loyno.edu/graduate>).

Grade Appeals Process

The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the term. The grading system should be included in the course syllabus.

1. Appeal to the College. The student shall collect and present any evidence (tests, papers, laboratory reports, etc.) to the dean. The student has the right to appeal a given grade to the dean up to 30 days after the beginning of the subsequent term, excluding summers. It may happen, however, that a hearing may not be able to be scheduled until after that time. Until the grade is finally determined, the student's academic standing and all related rights and privileges are based on the grade as originally assigned.
2. College Committee Review. The dean will appoint a committee of two faculty members familiar with the course and one student who has taken the course. The dean or the dean's designated representative, will serve as the non-voting chair of the committee. The student and instructor are to be apprised of the composition of the committee, and the dean should honor any reasonable objection either might have to appointed members. Both the student and the instructor have the right to present their position in person to the committee. The burden of proof will be on the student. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course.
3. Appeal to the Provost. If the dean denies a student a committee hearing, the student may appeal to the provost. The provost may convene a committee composed of himself or herself or a representative, two faculty members (who should, if possible, be familiar with the course), and one student from the college in which the course is offered and who has taken the course. Both the student and the instructor are to be apprised of the composition of the committee, and the provost should honor any reasonable objection which either might have to appointed members. Both the student and the instructor have the right to present their positions in person to the committee. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course.

Academic Dismissal Appeals Process

A graduate student will receive written notice of his/her academic dismissal that includes supporting reasons for the dismissal. After receiving notification, the student can appeal the dismissal using the process described below (and in the graduate bulletin):

1. Appeal to the College. The student appealing must provide a written statement outlining the reasons for which she/he believes the dismissal should be modified or reversed within 30 days from the date of the dismissal notification. Failure to 1) check her/his email or 2) receive (or pick-up) the letter from the post-office will not excuse the student's responsibility to meet the response time and/or policy/procedures requirements of this appeal process.
2. College Committee Review. A college-level committee will review the academic dismissal and appeal information. Based on its review, the committee will make a recommendation regarding the dismissal appeal to the College Dean. The Committee has fifteen days to review the information and make a recommendation to the Dean.
3. Dean's Response. The College Dean may affirm, modify, or reverse the dismissal and will provide a written response to the student within five days of the Committee's recommendation.
4. Appeal to Provost. The student can appeal the Dean's decision to the Provost, within ten days of notification of the Dean's decision. The provost may affirm, modify, or reverse the Dean's decision. The provost decision is final.

CODE OF CONDUCT*

A quality academic learning community requires personal ethics and a genuine respect for others. In addition to the policies stated in the university's graduate bulletin (<http://2012bulletin.loyno.edu/graduate/academic-regulations>) the responsibilities of the students enrolled in Loyola's MBA program are as follows:

Behavior

Students will come to class promptly at the scheduled time and be prepared with completed assignment(s). MBA students should genuinely listen to others, attempt to understand perspectives different than their own, and share their ideas with professional tact. Students must provide the professor notice beforehand and accept associated consequences if he or she is to miss a class meeting.

Professionalism

Students are expected to adhere to all written and verbal instructions provided by university faculty and staff members. Students unwilling to comply with instructions are subject to disciplinary action. Anytime a student represents the MBA program of Loyola University New Orleans, the appearance and demeanor of the student must exhibit the highest level of professionalism. Professionalism entails the following: business attire; immaculate personal hygiene; punctuality; verbal, written, and other communication that meets the highest standards; and proper etiquette.

Coursework

Make the time commitment to read assigned materials thoughtfully, offer meaningful contributions to class dialogue, and complete assignments on-time with honesty, integrity and pride. Do not cheat or plagiarize. The MBA program defines cheating as using unauthorized materials or receiving unauthorized assistance during an exam or other academic exercise. For our purposes, plagiarism is defined as the use of another's ideas or words without appropriate acknowledgement.

Teamwork

Acknowledge that the MBA curriculum requires working closely with others. Foster openness in teamwork, complete portions of team assignments according to standards and deadlines set by the team, and assume a leadership role as appropriate. Encourage a learning community respectful and open to diversity of ideas and people, including professors, classmates, and other stakeholders.

Disciplinary Committee

Students found in violation of the MBA Code of Conduct will be brought before a hearing committee comprising of two faculty members and one student representative. Students will have an opportunity to present a case to the committee. The disciplinary committee will recommend a course of action to the Dean of the College of Business, ranging from censure to expulsion.

*Loyola's MBA Code of Conduct was created by the MBA administration after reviewing all the JesuitMBA's policies on conduct and ethics.

COURSE REGISTRATION PROCESS

Registration for a semester normally begins a month before the end of the previous semester and continues through the last day to add a course (i.e., the fifth business day of the semester). New and returning MBA students may participate in early registration. The date for early registration will be listed in the university academic calendar schedule, available on-line at <http://academicaffairs.loyno.edu/records/academic-calendars/>.

The last day to add a class for the Spring 2013 semester is Friday, January 11, 2013. The last day to drop a class is Friday, January 18, 2013. The last day to withdraw from a course is Friday, March 15, 2013. Course offerings are listed on-line on LORA (<https://lorasec.loyno.edu/>) under “Schedule of Classes”.

Megan Bourg will assist Dr. Goolsby, Director of Graduate Programs, with all advising and registration. It is your responsibility to contact the MBA office to set up advising and registration. You may schedule advising time via e-mail at mba@loyno.edu or by calling (504) 864-7953.

Leave of Absence Policy

Students enrolled in one term may apply to the Graduate Program Director for a leave of absence for the next term. The MBA office will process a leave of absence with the Director of Student Records. Students must reapply each term to extend their leave to a subsequent term. Only in rare cases with extenuating circumstances are multiple semester leaves approved. A spring term leave includes the subsequent summer term.

During the semester of leave, students must contact the MBA office at mba@loyno.edu no later than one month prior to the beginning of the next term to request: 1) registration for MBA course work in the next term; 2) an additional semester leave from MBA coursework; or 3) a withdraw from the MBA program. Either failure to contact the MBA office prior to the next term or not registering for MBA course for the returning term will result in the student being dismissed from the program immediately and require the student to submit an application for re-admittance. Any student with a leave lasting two or more subsequent terms will be subject to any new curriculum requirements articulated in the graduate bulletin and/or MBA handbook of the term the student returns to MBA coursework.

MBA CURRICULUM

Foundation Courses **Credit Hours**

ACCT B601	Financial Accounting	3
DECS B601	Statistics	3
ECON B603	Economics	3
FIN B601	Financial Management	3
MGT B600	Management	3
MGT B605	Managerial Communication	3

Prerequisite: College Algebra, Finite Math, or Calculus

Core Courses

ACCT B715	Management Control + Decision-Making	3
BA B700	Ethical + Legal Responsibility	3
FIN B700	Advanced Financial Management	3
MKT B700	Marketing Management	3
MGT B711	Management Science + Operations	3
MGT B715	Global Supply Chain Management	3
MGT B725	Leadership Dynamics	3

Elective Courses

BA / FIN / MGT / MKT / etc Electives (3x):	9
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May be chosen from any graduate-level business electives offered.
Different electives are offered each semester.

Capstone + Service

BA B850	Total Global Strategy*	3
BA B795	Community Service	0

Total credits 51

*** The capstone must be taken during the last semester in residence and students must have a cumulative GPA of 3.0 or higher in order to register for the course. A grade of “B” or higher is required in the capstone course to be eligible for graduation.**

TRANSFER COURSE CREDITS

With the exception of courses taken at Jesuit consortium schools, a maximum of six credit hours of transfer work may be applied to 700 (core) and 800 (elective) level courses in the MBA program curriculum at the discretion of the MBA Director. Only courses taken at AACSB-accredited schools within seven years prior to matriculation will be considered.

After matriculation, students may take up to six hours at another institution to be applied to 600-, 700-, or 800-level MBA coursework. Prior written permission must be obtained. Permission will be granted only for schools accredited by the AACSB and only to students demonstrating compelling need.

A consortium agreement with selected AACSB-accredited Jesuit schools is in effect. Students may transfer up to 50% of course requirements at the 700- or 800-level under this agreement. The grade of “B” or higher is required in any course taken at another school in order to apply to degree requirements. For more information, please visit the Jesuit MBA National Network web page, available at <http://www.jesuitmba.org/>.

Students must meet the admission requirements of the other school to be eligible for a transfer.

APPLYING FOR GRADUATION

The semester prior to graduation, all MBA students must apply for graduation online at <https://secure.loyno.edu/records/applicationfordegree/>. This application prompts the system to generate all pertinent information and communication for graduation and alerts all involved departments and offices. Students must make sure all contact information in the Office of Student Records is up-to-date to ensure accurate communication. JD/MBA students must apply separately for each degree.

After matriculation, at most six credit hours may be taken outside of Loyola University New Orleans to be applied toward required MBA coursework. The capstone BA B850: Total Global Strategy course must be taken at Loyola during the student’s final semester. Any deviation from this procedure must be approved by the Director of Graduate Programs.

DUAL DEGREE PROGRAMS

The demands of today's dynamic business environment often reach beyond the sphere of general management or business competency, the College of Business offers the flexibility of pursuing an MBA degree in conjunction with another graduate degree offered by Loyola's other graduate colleges.

Students must apply to each program separately.

Master of Business Administration / Juris Doctor

The MBA / JD program is designed for those students seeking advanced education in business administration, in addition to an education in the law. Normal degree requirements of 51 credit hours for the MBA program and 90 credit hours for the JD program are complemented and reduced to 42 credit hours for the MBA program and 81 credit hours for the JD program. Each degree program's requirements are, thus, reduced by nine credit hours as each can accept, as part of its elective requirements, nine credit hours of coursework from the other program.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and 2.3 in the College of Law. Students failing to meet the requirements of the dual program are awarded an MBA or JD degree separately only if they fulfill the requirements for the individual degree as outlined in the graduate or law bulletin.

Master of Business Administration / Pastoral Studies

The MBA / MPS program is designed to provide the theological, ministerial, and pastoral foundation, as well as the business, organizational, and management knowledge that together will strengthen graduates' ability to respond to the needs of the Church and the world today. Normal degree requirements of 51 credit hours for the MBA program and 36 credit hours for the MPS program are complemented and reduced to 42 credit hours for the M.B.A program and 24 credit hours for the MPS program, for a total reduction of 21 credit hours.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and a 2.5 in the Loyola Institute for Ministry. Students failing to meet the requirements of the dual program are awarded an MBA or MPS degree only if they fulfill the requirements for the individual degree as outlined in the graduate bulletin.

EXCEPTIONS AND LIMITATIONS ON COURSE CREDIT

Due to the various academic needs and life circumstances of the MBA students, the College of Business offers the flexibility of earning some course credit through independent study or transfer credit from other accredited institutions.

Independent Study

In rare circumstances, an MBA student may apply for an independent study under at least one of the following conditions:

1. The student needs a course for graduation which is not being offered in the desired time frame,
2. The student desires to study a topic(s) not presently covered in courses offered by the college.

A student is only allowed **one independent study** in the course of their entire MBA program. Under no circumstance may an independent study substitute for a core curriculum course.

A minimum GPA of 3.0 is required for enrolling in an independent study. Students must also complete a formal application prior to registration and obtain approval from the instructor and the Graduate Programs Director. Application forms can be obtained in the MBA office.

Prerequisite Courses

Most courses have specific prerequisites. Students may not register for a course until all prerequisites listed in the course description in the bulletin have been met. The student has the responsibility to become familiar with course prerequisites.

Prerequisites are also listed in the semester schedule of course offerings in LORA.

Academic Workload

A full-time student not on probation may not take more than twelve credit hours during a fall or spring semester or nine credit hours during the summer without permission of the Associate Dean and Graduate Programs Director.

Except under special circumstances, a student may only take fifteen credit hours during a maximum of one semester throughout their entire graduate enrollment at Loyola in the College of Business.

INTERNSHIPS

Because some experiences are impossible to gain in the traditional classroom setting, MBA students have the option to earn credit by participating in the internship program. The College of Business internship program provides students with an opportunity to:

- Enhance their résumés with career-related experience
- Pursue the study of specialized business topics in their field in a professional setting
- Reinforce and reevaluate classroom study through a comparison of theory and practice

The internship program is open to MBA students who have completed all of the foundation courses and have a cumulative GPA of at least 3.0. To qualify for credit, a position must provide sufficient duties, learning opportunities, and responsibilities to allow for MBA-level educational advancement. Evaluation of positions is done on a case-by-case basis. Typically they require a minimum of 150 hours at the job site and regular interaction with an academic supervisor. Students must also complete an academic component as defined and approved by the academic supervisor. All internships require approval of the Graduate Programs Director.

Internships, though encouraged to be taken during a student's last semester before graduation, may take place in the summer or during the fall and spring semesters. The grade is reported as pass or fail and is based on the following criteria:

- Completion of the academic component;
- Meeting any additional requirements set by the academic supervisor; and
- A confidential performance evaluation by the internship site supervisor

Internships for credit may not begin until the College of Business has received all paperwork.

UNIVERSITY ACADEMIC CALENDAR

January

M	7	Classes Begin
M-F	7-11	Registration and Add/Drop Continues
F	11	Last Day to be Admitted & Registered
		Last Day to Add and Change to Full-Time Status
		President's Convocation for Faculty and Staff (3:00 p.m.)
F	18	Last Day to Drop
		Last Day for 100% Refund
M	21	Martin Luther King Jr.'s Birthday Holiday

February

F	8	Last Day for 50% Refund
M-F	11-15	Mardi Gras Holidays
M	18	Classes Resume
F	22	Fall 2012 Incomplete (I) Grades Change to F

March

M-W	4-6	Undergraduate/Graduate Commencement Grad Fair
F	8	Mid-Term Deadline for Posting Grades (Midnight)
F	15	Last Day to Withdraw
		Last Day for 25% Refund
M-M	25 – Ap.1	Easter Holidays

April

T	2	Classes Resume
		Summer/Fall 2013 Advising Begins
M	8	Summer/Fall 2013 Registration Begins

May

Th	2	Last Day of Classes for Graduate and Evening Courses
M-Th	6-9	Final Examinations for Graduate and Evening Courses
F	10	University Baccalaureate Mass
Sat	11	Commencement – Undergraduate and Graduate Courses
M	13	Deadline for posting Final Grades (Midnight)

* Above dates are subject to change. Refer to the Academic Calendar online at <http://academicaffairs.loyno.edu/records/academic-calendars/>

STUDENT ORGANIZATIONS

The College of Business sponsors student organizations because there is a need for a balance among academic, social and service opportunities. Active involvement in one or more of these organizations will enhance the college career and professional marketability by providing a forum for developing lasting friendships and establishing a professional network.

Professional Clubs

American Marketing Association

As a professional organization, the AMA helps develop, encourage, and strengthen working relations between students studying marketing and marketing professionals in the business community. The resulting exchange of ideas, knowledge, and experience is mutually beneficial. Meetings regularly feature business leaders from both the local and national arena.

Economics Club

The Economics Club is designed to stimulate interest in economics among university students. Economics is a social science that analyzes the relationship between human behavior and the production and exchange of goods and services. Club activities are designed to promote an understanding of current economic issues, current economic controversies, and the role that economics plays in personal and professional decision making.

Financial Management Association

The purposes of the Financial Management Association is to assist in the professional, educational, and social development of university students interested in finance, banking, and investments, and to encourage interaction among business executives, faculty, and students of business and finance. To join the FMA, a student must have a sincere interest in finance. To be considered for membership in the FMA Honor Society, a student must have an overall GPA of 3.25 and at least six hours of finance course work with a GPA of 3.25.

Global Business Association

The purpose of the Global Business Association is to promote international awareness throughout Loyola's campus. The Global Business Association aims to host several dining etiquette dinners, guest speakers, toastmaster events, tours, and much more.

Students in Free Enterprise

SIFE is a non-profit organization that is dedicated to educating citizens in our community about free enterprise. We emphasize free market economies, practicing business ethically, financial management skills, communication skills, and technology skills.



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www.business.loyno.edu/mba

Honor Fraternity

Beta Gamma Sigma

The purposes of this national honor society are to encourage and reward scholarship and accomplishment among students of business administration, to promote the advancement of education in the art and science of business and management, and to foster integrity in the conduct of business operations. Graduate students who have achieved a high level of academic performance are considered for membership in this organization. Invitations go to the upper twenty percent of the graduating master's degree class.

MBA Student Association

The purpose of the MBA Student Association is to provide graduate business students with opportunities to develop leadership skills and to prepare for professional positions in the private and public sectors. This club provides an excellent means for MBA students to interact with other students, faculty, and community leaders. Students are also given the opportunity to discuss and initiate positive changes within the MBA program. Special meetings are scheduled with leaders from the civic and business community of greater New Orleans as invited guest speakers. Membership is open to all students of the graduate school of business administration.

2012-2013 MBA Association Officers

President:	Christopher Zimny
Vice-President:	Firaz Akmal
Secretary:	Ali Ozair
Treasurer:	Robert Steffes

For a complete calendar of events, visit

<http://www.business.loyno.edu/mba/mba-student-association>

Office Location: 2nd floor of Miller Hall, Room 212

Web Address: <http://www.business.loyno.edu/mba/mba-student-association>

E-mail: mbaassoc@loyno.edu

Facebook: MBA Student Association



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www.business.loyno.edu/mba

CAMPUS FACILITIES

This is just a quick overview of the many resources available to students at Loyola. Please refer to the university website for academic calendars, campus news and updates, and much more valuable information.

ATMs and Credit Union

Tulane-Loyola Credit Union has a branch on campus. Additionally, there are several local banks represented with ATMs (Chase, Capital One, and Whitney) in the Danna Center.

Location: Danna Center, main level

Bookstore

The bookstore offers textbooks, trade books and magazines, software and computer accessories, office supplies, Loyola clothing, giftware, personal items, and many other products. Many textbooks are available online through a link on the bookstore Web site at www.loyno.bkstr.com.

Location: Danna Center, main level
Telephone: 865-3262

Career Development Center

The Career Development Center, in partnership with the academic community and employers, empowers students to identify and develop career decision-making and job search skills that help them establish purposeful, intentional, and authentic careers. For more information visit, <http://www.loyno.edu/careerservices>.

Location: Danna Center, upper level
Telephone: 865-3835

Counseling Center

Offering personal counseling (individual and group) and informational workshops and prevention programs, the center's staff is sensitive to the stresses and concerns of the students.

Location: Danna Center, upper level
Telephone: 865-3835

Food Services

The Danna Center offers several options for meals and snacks. Use your student ID as a debit card and receive a discount. Several of the vendors are open until midnight.

<i>CC's Coffee:</i>	coffee, tea, and pastries
Location:	Danna Center, main level
<i>Orleans Room:</i>	salad bar, sandwich bar, hot entrees, pizza, hamburgers, and soup
Location:	Danna Center, main level
<i>The Market:</i>	snacks, sodas, salads, sandwiches, etc.
Location:	Danna Center, main level
<i>Smoothie King:</i>	smoothies
Location:	Danna Center, main level
<i>Flambeaux's:</i>	po boys, soup, and baked potatoes
Location:	Danna Center, main level
<i>Satchmo's:</i>	sushi
Location:	Danna Center, lower level
<i>Dunbar's:</i>	Creole cooking, Starbucks, sandwiches, salads
Location:	Broadway Campus
<i>La Divinia:</i>	coffee, panini's, and gelato
Location:	Carrollton Hall, first floor
<i>Vending machines:</i>	Danna Center, lower level and MillerHall, second floor

Post Office

A full-service post office is available on campus. Pick up is twice a day for both on-campus and U.S. Postal Service mail, Monday through Saturday.

Location:	Danna Center, main level
Telephone:	865-2130



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Recreational Sports Complex

Students at Loyola University New Orleans are members of the Recreational Sports Complex. This complex houses an Olympic-style swimming pool, whirlpool, elevated jogging track, indoor tennis courts, free weight room, racquetball courts, basketball courts, volleyball courts, well-equipped fitness rooms, saunas, steam rooms, yoga classes, exercise classes, fitness testing, personal training, and many other activities. Discounts are available for family members.

Location: Recreational Sports Complex
Telephone: 864-7539

Student ID and Parking Services

The student ID is used to check out books from the library and provide access to the Recreational Sports Complex and Loyola home sporting events. Additionally, after making deposits to the account at the Bursar's Office, the card works as a debit card for the Loyola Bookstore and various food outlets on campus. When purchasing a parking permit, bring the car's registration, proof of insurance, driver's license, and proof of school registration.

Location: Biever Hall, 1st Floor Police Headquarters
Telephone: (504) 865-3000
Parking Fees: Full-time MBA student = \$85 (one semester)
\$150 (both semesters)
Part-time MBA student = \$48 (2 evenings/week)/semester

Student Records

The Office of Student Records offers many services from providing transcripts and academic calendars to voter registration.

Location: Thomas Hall, Room 204
Telephone: 865-3237

Weather and Emergency Class Cancellations

In times of inclement weather or other emergencies, classes may be cancelled. Loyola has a phone number you can call that tells if unexpected events cause us to cancel classes: **865-2186**.

For major emergencies, see www.loyno.edu/emergency/index.html.

LOYOLA E-MAIL ACCOUNT

Information Technology automatically assigns each enrolled MBA student an e-mail address. You can search for a faculty, staff or student Loyola email address by visiting: www.loyno.edu/search/. Please note that all general university information is sent to your Loyola e-mail address even if you have provided a preferred e-mail address. In addition, Blackboard and LORA only recognize your Loyola e-mail address. Please provide an additional e-mail address to the MBA office in the event of an emergency.

COMPUTER LABS

There are three locations on campus where PCs are available for your convenience. All PCs in the computer labs on campus are equipped with Microsoft Office and can be used to access the Internet:

J. Edgar and Louise S. Monroe Library PC Lab

Location: Ground floor (three labs available), Monroe Library

Hours: http://library.loyno.edu/about_us/hours.php

CBA Carlos M. Ayala Stock Trading Room

These computers require an I.D. **cbastudent** and password **cba**.

Location: Miller Hall, room 101

Hours: Vary each semester. Hours are posted on the door.

*Under no circumstances are food or drink allowed in the stock trading room.

Writing Across Curriculum (WAC) Lab

WAC lab also provides assistance in writing style, grammar, etc. To use this lab and related services, call 865-2278

Location: Bobet Hall, room 100

Hours: M - F, 9 A.M. – 4:30 P.M.

All floors of Miller Hall have wireless capabilities.

Note: All computer-related problems on campus should be referred to Information Technology Help Desk at 865-2255.

STUDENT HEALTH SERVICES

Student Health Service also offers many services to students, including: primary care for illness, limited emergency care, medical clinics, immunization, anonymous HIV testing, allergy injections, referral service to area specialists, lab work, and health/nutrition counseling.

Location: Danna Center, lower level
Telephone: 504-865-3326

Immunization

Louisiana Law (R.S. 17:170) requires all students entering the university for the first time to show proof of immunization for tetanus/diphtheria (within the past ten years) and Meningitis. Additionally, all students born after 1956 must show proof of immunization for measles, mumps, and rubella (two doses). Any questions regarding this requirement may be directed to the Student Health Service.

Insurance

Loyola University New Orleans provides a student health insurance plan through Gallagher Koster. The plan is available for students who are United States citizens. Gallagher Koster manages the insurance program and United Healthcare Student Resources (UHCSR) is the insurance company and claims administrator.

For details about what's covered, to review Frequently Asked Questions, locate participating providers, or enroll in the plan, go to www.gallagherkoster.com/students/student-home.php.

Gallagher Koster's Customer Service Team is available to assist you Monday through Friday, 8:30 to 6:00pm EST at 800-457-5599 or by email at LoyolaStudent@gallagherkoster.com.

Community Referrals Resources

The following listings are local community referrals and are solely for informational purposes. Neither Loyola University New Orleans nor Student Health Services endorses any of the services or the professionals who may be affiliated with them. Please contact Student Health Services should you have any questions or need further assistance in locating a referral source.

Ochsner Health Center

www.ochsner.org

3423 St. Charles Ave.
New Orleans, LA 70115
(504) 842-7400

Uptown Urgent Care

www.uptownurgentcare.com

4605 Magazine Street
New Orleans, LA 70115
(504) 891-7676

New Orleans Urgent Care

www.neworleansurgentcare.com

900 Magazine St.
New Orleans, LA
(504) 552-2433

Westbank Urgent Care

www.theurgentcare.com

148 Wall Boulevard
Gretna, LA 70056-7107
(504) 393-2273

East Jefferson After Hours

www.eastjeffersonafterhours.com

2215 Veterans Hwy.
Metairie, LA
(504) 838-3524

FERPA

Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student.

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended.

This Act (formerly known as the Buckley Amendment), which the institution intends to comply with fully, has been designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

The following is considered "Directory Information" at Loyola University New Orleans and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing before the last day to add classes:

Student's name, telephone numbers, all addresses, e-mail address, place of birth, college, major, honors, awards, photo, classification, dates of enrollment, enrollment status, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.

STUDENT FINANCE

The Office of Student Finance assists students with questions or concerns regarding their tuition, fees, and related costs. Also available through LORA, the student account is maintained by and billing statements are generated by the staff of Student Finance.

Location: Thomas Hall, Room 406
Telephone: 865-3337
Email Address: stufinan@loyno.edu
Website: <http://www.loyno.edu/studentfinance>

Tuition Payment

Tuition payments should be made to the Bursar's Office. For students whose employer offers a tuition benefit, a tuition deferment form may be completed with the MBA office in the College of Business.

Location: Thomas Hall, Room 206
Telephone: 865-2388
Email Address: bursar@loyno.edu
Website: <http://www.loyno.edu/bursar>

Office of Scholarships and Financial Aid

The Office of Scholarships and Financial Aid exists to help students seek, obtain, and make the best use of all available financial resources.

Location: Thomas Hall, Room 410
Telephone: 865-3231
Email Address: finaid@loyno.edu
Website: <http://www.loyno.edu/financialaid>

Graduate Assistantships

Graduate Assistantships are assigned at the beginning of each semester. Assistantship applications were included in your application packet, but duplicates are available through the MBA Admissions Office, Miller Hall, room 303.

EMPLOYER TUITION REIMBYRSEMENT

Eligibility

Students whose employer provides tuition reimbursement may be eligible for a deferral of 90% of tuition. Students on financial aid may participate in the program only if there is a balance due after all aid has been applied (the tuition deferral will be limited to the remaining account balance).

Program Requirements

The student must complete the following:

- Submit a copy of their employer's reimbursement plan
- Submit verification from employer of the student's eligibility
- Complete and submit an Employer Reimbursement Agreement form
- Make a deposit to cover 10% of tuition and mandatory University fees*

*Mandatory University fees include: Information Technology and General Fees. Other fees and charges, such as parking decals and fines, late registration fees, etc., may not be deferred. These items must be paid in full within the normal deadlines.

Deadlines

Students who early register are billed prior to the beginning of the semester. The completed Employer Reimbursement Agreement form and 10% deposit will be due thirty (30) days from the billing date.

Students who are not early registrants, and who are registering at the beginning of the term will be expected to submit the Employer Reimbursement Agreement form and 10% deposit at the time of registration.

Failure to properly file for the tuition deferment by the due date may result in the assessment of a \$250 late payment fee and non-acceptance into the Employer Tuition Reimbursement Program.

Tuition Deferral

Ninety percent (90%) of tuition and mandatory university fees are deferred for a period of thirty (30) days from the date grades are due in the Dean's office. Final grades will be available to the student on LORA (www.loyno.edu/lora) for submission to the employer; however, transcripts and the diploma will not be released until final payment is received.

COMMUNITY SERVICE

In accordance with the Jesuit tradition of service to others, all students are required to complete 30 hours of community service. These hours are counted on the student's transcript as BA B795. This course involves 30 hours of volunteer work (without compensation) that must be completed in a not-for-profit setting located in the greater metropolitan New Orleans community. The organization must be approved by the MBA office.

The MBA Association will have pre-approved group community service activities that MBA students may participate in to complete this requirement; e-mails announcing these opportunities will be sent out by the MBA Association. Although students are encouraged to attend sponsored events to complete the 30 hour requirement, they are also welcome to pursue outside community service opportunities with the approval of the MBA office.

All students must have community service forms completed by a volunteer supervisor at the time of the community service event. You are responsible for keeping track of the community service forms until you have completed all 30 hours. The application and verification forms are available on the program website at <http://www.business.loyno.edu/system/files/mba-community-service-form.pdf> or outside of the MBA office, MI 303.



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MBA COMMUNITY SERVICE FAQs

Must I get prior approval?

Yes – We are open to students discovering and promoting their own community service opportunities. Students must receive approval for any service hours to count towards the required 30 hours. We ask that students email mba@loyno.edu to receive approval for any new community service opportunities. Community Service Forms are available at <http://www.business.loyno.edu/mba/forms.html>.

Exceptions:

Attached is a list of pre-approved organizations where you can complete your community service hours. You are welcome to complete your service hours at another organization, but you must receive prior approval.

The MBA office will also e-mail you community service opportunities. These opportunities are pre-approved community service events. Please print out the e-mail and attach it to your community service form to serve as prior approval.

Please note that you cannot graduate without completing your 30 hours of community service.

How many hours must I volunteer?

Community service is defined as 30 hours of volunteer work that must be completed before graduation. It is recommended that community service hours are completed prior to the last semester of the MBA program.

Where do I complete my community service?

The volunteer work must be completed at recognized not-for-profit organizations located in the greater metropolitan New Orleans area. The organization(s) chosen by the MBA student must be approved by the MBA office.

Can I get paid for my work with the not-for-profit?

No compensation should be earned for any volunteer service.

What Do I do with the paperwork after I've completed my service?

Do not turn in any documentation until all 30 hours have been completed. Fax, mail, or hand-deliver the original, completed Community Service Form(s) to the MBA office. It is best to keep a copy for your records.

Mailing Address: College of Business MBA Program
6363 St. Charles Avenue, Campus Box 15
New Orleans, Louisiana 70118

Office: 303 Miller Hall
E-Mail: mba@loyno.edu
Phone: (504) 864-7953
Fax: (504) 864-7970

MBA COMMUNITY SERVICE APPROVED ORGANIZATIONS

Loyola's Community Action Program (LUCAP)

<http://www.loyno.edu/~lucapweb/projects.html>

Composed of and directed by student volunteers, the Loyola University Community Action Program (LUCAP) is a campus organization having three primary goals, the first being to provide and direct volunteers in service-oriented activity within the community and the university, the second being to inform and promote involvement in the area of social justice, and the third being to aid in the volunteers' social and spiritual growth through their involvement in service and care-giving activities.

Animal Rescue New Orleans (ARNO)

<http://animalrescueneworleans.org/volunteer.html>

Animal Rescue New Orleans (ARNO) is a grassroots volunteer organization founded by [Jane Garrison](#) and friends. Involved in hands-on Katrina rescue in the greater New Orleans area, Jane was one of the first people on the scene at 'rescue headquarters' located at Lamar-Dixon Expo Center in Gonzales, LA.

Catholic Charities Archdiocese of New Orleans

<http://www.ccano.org/>

Today, Catholic Charities serves those whose lives have been changed forever by Hurricane Katrina, in addition to many of those we served before. We are currently operating 51 programs, several of which are geared directly toward hurricane recovery.

Children's Hospital New Orleans

<http://www.chnola.org/content/Volunteering.htm>

Volunteers at Children's Hospital are part of a family. Volunteers will find that staff, patients and their families depend on them. They will experience personal rewards, which are immeasurable, and what they give to the hospital and its patients is also immeasurable.

Green Light New Orleans

<http://www.greenlightneworleans.org/volunteerapply.html>

Green Light New Orleans is an environmental organization addressing global warming and rising energy costs in the New Orleans area.

Habitat for Humanity New Orleans

<http://www.habitat-nola.org/>

Habitat for Humanity builds houses in partnership with sponsors, volunteers, communities, and homeowner families, whereby families are empowered to transform their own lives.

New Orleans City Park

<http://www.neworleanscitypark.com/volunteer.html>

Volunteers are essential for the recovery of the Park and for the Park to take its place in the cultural and recreational rebirth of New Orleans.

These organizations are pre-approved for community service hours. There are many other noteworthy service organizations that would love to have you volunteer. If you would like to work with another organization or event, please contact the Graduate Programs Director for prior approval.



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MBA Community Service Form

Student's Name: _____

Student's E-Mail: _____ Student's Phone: _____

Volunteer Organization: _____

Organization's Address: _____

Volunteer Supervisor's Name: _____ Organization's Phone: _____

Duties and Responsibilities: _____

Prior Approval by MBA Office	Date of Community Service	Hours Worked	Verification Signature of Volunteer Supervisor	Verification Signature of MBA Student

Volunteer Organization: _____

Organization's Address: _____

Volunteer Supervisor's Name: _____ Organization's Phone: _____

Duties and Responsibilities: _____

Prior Approval by MBA Office	Date of Community Service	Hours Worked	Verification Signature of Volunteer Supervisor	Verification Signature of MBA Student