



School of Business Administration

Student Handbook



CAMPUS MBA STUDENT INFORMATION

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WELCOME

On behalf of the Ole Miss School of Business Administration, we welcome you to the University of Mississippi. We are excited you have selected the Ole Miss MBA program, and we wish you the best of luck in your academic endeavors! This document will provide you with the basic operational information to get started in the MBA program. Should you have questions throughout your program, please don't hesitate to contact:

MBA Director of Administration: Ashley McGee, amcgee@bus.olemiss.edu,

Phone: 662-915-5483

Ashley is your first point of contact for the MBA program. She is the primary advisor and daily operations manager for the MBA program. She oversees marketing, recruiting, and admissions.

MBA Faculty Director: Dr. Robert Van Ness, rvanness@bus.olemiss.edu,

Phone: 662-915-6940

Dr. Van Ness is responsible for the MBA academic policies, faculty, and curriculum oversight; he is involved in strategic planning and decision-making for the MBA program.

Coordinator of Student Services: Paige Perry, pduke@bus.olemiss.edu

Phone: 662-915-7481

Paige oversees the student development opportunities. She coordinates student services, career planning, and events.

Records Coordinator: Amy Johnson, ajohnson@bus.olemiss.edu,

Phone: 662-915-2676

Amy is the records coordinator for the MBA program. She maintains applicant information and the application process.

ACADEMIC INTEGRITY

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. We ask that you read the code of ethics as outlined on the following website: <http://www.olemissbusiness.com/about/integrity.html>

PROGRAM COMMUNICATION

Throughout the program, you will typically receive weekly emails noting events and action items. We ask that you respond as needed within 24 hours. Please add a signature line to your email, as it is difficult to determine your names via your email addresses. If you are emailing about registration, please also include your student ID#.

CAMPUS PARKING PERMIT

Online Parking Permit Registration Process

1. Visit www.olemiss.edu/parking .
2. Click the My Parking Account link.
3. Log in with your university Web ID and password (select affiliated log-in; do not select guest log-in).
4. Select Purchase Permits.
5. Read instructions on the page, and click next.
6. A list of permits that you are eligible to purchase will appear. Choose one, read and check the boxes below, and click next.
7. Either select an existing vehicle already in the system or add a vehicle to your records by selecting the “Add Vehicle” button. To update a license plate on an existing vehicle, you must add a new vehicle with the new license plate number. Select the correct vehicle from the list. Click next.
8. Select an existing U.S. Postal Service mailing address, or add a new USPS address. Only USPS mailing addresses are valid. Campus departmental, fraternity, sorority and residence hall addresses may not be used. Your permit will arrive at your USPS mailing address within 14 days.
9. For students, click Bursar Account.
10. If your permit does not arrive within 14 days, please call our office at 662-915-7235. On the receipt page, you may click the link to print a temporary permit to place on your dash until the regular permit arrives in the mail. To print your temporary permit, Acrobat or Acrobat Reader (free) is required. You will also receive an email confirmation, which has a link that may also be clicked to print your temporary permit. Please note the temporary permit is only valid on the vehicle associated with the tag number listed.

UNIVERSITY ID CARD

Student ID cards are made at the ID Center from 8:15 AM until 4:45 PM Monday through Friday. Please note, the ID Center has moved to room 155, on the Quad/Fountain/Chapel side, of Paul B. Johnson Commons West. You may have your photo made on site or go online to <https://idcenter.olemiss.edu/getting-one-card/>. Click on “form” to create an account, and follow the instructions to upload or change information. It is **mandatory** for you to have a Student ID and is an important policy of our program. Additionally, the card will allow access to the business building after hours. For questions regarding your ID, please call 662-915-7423.

CONNER 110 ACCESS

Conner 110 is the MBA classroom. When classes are live, they will meet in there.

CAMPUS AND MBA TECHNOLOGY

SETUP FOR MYOLEMISS:

The ability to access student information services is an important activity for any student at the University. This includes the online student information system, also known as myOleMiss, and your individual Ole Miss Email access. MyOleMiss is an online portal in which students may access information concerning their grades, enrollment status, bursar account, and financial aid resources. You will need to log back into your application to get your student ID in order to activate your WebID. This WebID serves as a single sign-on to all UM web applications for taking care of university business, such as checking grades and monitoring your bursar account activity. If you have not yet heard from IT, you may self-activate your WebID by following these directions: <http://olemiss.edu/depts/it/getstarted.html#students>. If you have questions, you can contact the help desk at: 662.915.5222 (Email: helpdesk@olemiss.edu)

WIRELESS CONNECTION SETUP

Secure access is available to the Ole Miss Wireless Network which is known as the Ole Miss_v2 Network. The setup instructions are available at the following link: <https://olemiss.edu/helpdesk/faq/wifi.html>.

Note: Username is always your WebID and you may be asked to enter your device PIN code.

COMPUTER HARDWARE REQUIREMENTS

All students are required to have a computer when they begin the MBA program. A personal printer is also very helpful, but not required. PCs are recommended as software in the statistics class is not available for Macs. The computer should be up-to-date and able to run the most current version of Microsoft Office, which is also required.

EMAIL

Each MBA student will be issued an Ole Miss Email address. To activate the Ole Miss Email address, click <http://www.olemiss.edu/helpdesk/email/>. Please note you will use your student I.D. number accompanied by your date-of-birth. **Ole Miss Email is the official email address that we will use to keep you posted about important MBA updates.**

BLACKBOARD LOGIN

Blackboard is the course delivery system, which the MBA program uses to conduct much of the instructional activity of the curriculum. To log into Blackboard, go to your myOleMiss page. You will find the Blackboard link at the top of the page.

ACADEMIC CALENDAR:

Summer, Fall, Spring, and Intersession courses follow the UM academic calendar, unless otherwise noted: <https://registrar.olemiss.edu/academic-calendar/>. Please review the academic calendar as it notes important dates, such as the last day to drop a class without incurring a fee.

CLASS REGISTRATION

You are responsible for monitoring myOleMiss to ensure you are registered in your courses. Most Campus MBA students take courses on a full-time basis, to complete the degree in 12 months. However, you may enroll part-time as well, taking as few as 3 credits each term. Please note that students must enroll in and complete at least one class each semester in the fall and the spring to be considered enrolled in the program. If you choose to drop to zero credits in those semesters, you will need to withdraw and follow the university procedures: <http://www.olemiss.edu/depts/registrar/withdrawal.html>

STUDENTS MUST USE THE WEB TO REGISTER FOR COURSES.

HOW TO REGISTER

- **Step 1 — Choose the courses you will take, and the preferred time (section).**
- **Step 2 — Go to my.olemiss.edu and sign in using your Ole Miss WebID. Select the Registration work set and read the instructions shown.**
- **Step 3 — Select Course Schedule to find the courses you wish to take. Add the desired sections to My Favorites. Once you are done, select Start Registration.**
- **Step 4 — On the registration screen, you will see options that include adding and dropping courses. If you wish to adjust your schedule at a later time, you can return to this screen by selecting Start Registration or Drop/Add Courses from the left menu.**
- **Step 5 — When you have completed registration, be sure to close your browser so no one else may access your schedule.**

CURRICULUM

REQUIRED COURSES

Fall Semester (Late August to December):

MBA 601 – Leadership and Ethics: Integration of leadership, communication and managerial theory with business practice using case analysis with an emphasis on persuasive, crisis, cross cultural and informative challenges in business interactions.

MBA 611 - Financial Analysis: Managerial and cost accounting fundamentals as well as the use of current techniques for financial analysis, capital allocation, and capital structure.

MBA 606 - Organizational Behavior: The behavior of people in groups and organizations, concepts and theories for leadership, human resource management, as well as the development of student abilities in writing and speaking.

MBA 623 – Strategic Marketing Management: A rigorous overview of business models and issues that change as products or services evolve through a life cycle. The course emphasizes the interrelated view of functional areas within organizations as a foundation for the core skills courses.

Winter Intersession (Early January):

MBA 603 - Speaker's Edge Competition: MBA students' speaking skills in the areas of informative, persuasive, and ethical dimensions are developed through the coaching involvement of a panel of professional speakers.

Spring Semester (Mid-January to May):

MBA 631 – Strategic Management (Capstone): Practical application of the knowledge skills acquired in the first-year courses to real business problems and decision environments. The course emphasizes cross-functional integration of tasks and responsibilities to develop effective strategies for problem identification and resolution. **(As the capstone course, students must have satisfactorily completed the following prerequisite courses prior to registering for MBA 631: MBA 611, MBA617, MBA 606 or 622, and MBA 623)**

MBA 612 – Supply Chain Management: This course is the application of analysis and decision-making tools in a business setting, with emphasis on logistics and supply chain management as the fundamental issues facing the modern firm in a changing global marketplace. It provides in-depth coverage of analytical tools that are invaluable to the entrepreneur/manager as he or she is confronted with the design, planning, and operational decisions within the supply chains.

MBA 613 – Management of Technology and Innovation: Highlighting the role of information and computer technology in the modern business enterprise, this course emphasizes the practical application of computer and information technology to real-world problems and decision-making environments.

MBA 622 - Business Planning and Entrepreneurship: With a unique blend of marketing and finance, this course takes students through the entire process of conceiving and planning an e-business start-up. The semester-long business-planning project serves as the framework for all instruction. The final business plan encompasses all the necessary components to launch a successful business.

1st Summer Session (June) and 2nd Summer Session (July):

MBA 614 – Managerial Economics: Economic principles applicable to the solution of selected problems facing business decision-makers; emphasizing demand theory, production theory, cost estimation, pricing, and capital budgeting.

MBA 621 – Predictive Modeling and Analytics: A critical examination of the theory and assumptions underlying the major multivariate statistical techniques.

MBA 617 - Managerial Accounting: This course provides an understanding of the uses and limitations of accounting information in economic decision-making in a variety of personal, business, and other organizational contexts. The course will also build skills in problem-solving, interpersonal communications, and the use of computers.

MBA POLICIES

- You are responsible for reviewing and following the terms of the “Statement of MBA Program Policies and Student Responsibilities.”
- Spring, Summer and Fall courses should follow the UM Academic Calendar, unless otherwise noted: <https://registrar.olemiss.edu/academic-calendar/>.
- Please review the academic calendar as it notes important dates, such as the last day to drop a class without incurring a fee.
- MBA students must enroll in and complete at least one class each semester in the fall and the spring to be considered enrolled in the program. Please note that there are two withdrawal dates listed each term on the Academic Calendar. The first withdrawal date is the last day to withdraw with a refund. The second date is the last date to withdraw from a class and **not** receive a grade.

TEXTBOOKS

To get information about the textbooks required for your courses:

1. Log into my*OleMiss* at my.olemiss.edu
2. Click on registration from the top menu
3. On the left-hand side of the screen, click “my course materials”
4. Select your academic term and year from the pull-down menus
5. Your schedule should appear with required textbooks and ISBN numbers

To purchase through the bookstore website:

<https://ole-miss.bncollege.com/my-account/rental-order/orders>

1. Select your term
2. Select your department (MBA)
3. Select your course (they are listed by number)
4. Choose your section
5. Click add course

MBA Professional Development Program

MBAs will access the Professional Development Program in Blackboard under organizations. The events and responsibilities that are a vital part of your MBA experience are listed as Action Items. As you complete each action item, you will be expected to post your participation. The dates of all the components of this program are listed, as well as the points available. Master of Business Administration candidates who master the program with a total of 1000 points or more each semester will be honored at graduation with special cords and a certificate of accomplishment.

Following are the guidelines:

1. Each action item has a designated number of points.
2. Each response must be entered the day of the action item.
3. All students will be eligible for a graduation honor cord based on their level of participation.

For questions regarding professional development, please email Paige Perry at pduke@bus.olemiss.edu.

EVENT CALENDAR

You will have various mandatory events outside of class, throughout the year. Advanced notice will be provided so that you can plan accordingly via the weekly previews. **It is recommended you maintain a personal calendar with all important dates and deadlines. You are responsible for keeping this information organized, and you are responsible for attending these events. An absence from a professional development activity will require an email ahead of time with the reason of your absence.** If you are uncertain about a date, please contact the MBA office. Be sure to check the student calendar daily on the Ole Miss MBA website to keep informed of events at <https://www.outreach.olemiss.edu/mba/calendar.html>.

CAREER RESOURCES

Handshake is the new online database that lists internships and jobs posted specifically for Ole Miss Students.

- Visit olemiss.joinhandshake.com.
- **Enter** your **Ole Miss** email to join
- Check your email to **confirm the account**
- **Set Password**
- **Activate Account**
- **Continue** through Initial Prompts to Home Screen
- **Update** your Account and **Attach Documents**
- **Apply for Jobs & Internships**

LinkedIn: Create or update your LinkedIn profile today. Make sure to join the Ole Miss MBA group and the Ole Miss Business group. Also, “Like” the Ole Miss MBA LinkedIn page.

Facebook: [Ole Miss MBA](#) – “Like” this Facebook page.

Instagram: Follow @olemissmba - <https://www.instagram.com/olemissmba/>

Twitter: Follow @OleMiss_MBA

Career Fairs: Companies travel to Ole Miss each year specifically to recruit students for internships and jobs. Dates and directories for Ole Miss Career Fairs are listed in **Handshake**.

Ole Miss Business Meet the Companies: Meet the Companies is a networking event held exclusively for Ole Miss Business students. Your attendance is required.

Professional Development: The MBA Alumni Board will sponsor several professional development days in the fall and spring. These are fantastic networking opportunities, and your attendance is required. Please take advantage of their willingness to assist you in your career goals.

Speaker's Edge Competition

In addition to these opportunities, Speaker's Edge in the Winter Intersession culminates with a list of 60+ visiting corporate and alumni judges. There is ample opportunity for students to make contacts and begin building relationships with these professionals.

Mentor Program

All students are encouraged to participate in the MBA Mentor Program. The mentor program begins in the fall semester. You will receive an email with the bios of the mentors and based on your requirements, you will select your top three choices.

DISABILITIES SERVICE ACCESS

The Office of Student Disability Services (SDS) at The University of Mississippi is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations which support University standards and academic integrity. It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (915-7128). <http://www.olemiss.edu/depts/sds/index.html>

TAKING A SEMESTER OFF

If you take a fall or spring term off (are not enrolled in courses), you must re-apply to resume courses in a later term. The re-application is a simple formality through the UM Graduate School; you are not required to submit a new resume or other supporting documents. If you take a summer term off but resume enrollment in the fall, no re-application is necessary. As a courtesy, we do ask that you notify the director, Mrs. Ashley McGee by e-mail at amcgee@bus.olemiss.edu of your intentions to take a semester off so that we can adequately track you and offer any advice as needed.

If you are receiving student loans, PLEASE be aware of enrollment requirements! Typically, graduate students must be enrolled half-time to maintain loan support; and a break in enrollment of more than 6 months would put you into "re-payment" status. Always check with the financial aid Advisor to be sure your plans will not cause problems.

DRESS CODE

We ask that you **dress in business casual attire throughout the program**, except on Speaker days, when we ask that you dress in business professional attire. Your faculty may specify certain attire for presentations and other in-class events.

Business Casual: Business casual means clean, crisp attire that is appropriate enough to meet a CEO. This is one step below Business Professional. Khaki pants, Polo/golf shirts, or button-downs, unwrinkled, are an appropriate choice. Women can also wear casual pants, skirts, or dresses. The key is clean, crisp, and professional.

Business Professional or Interview Attire: In the business world this means a suit for both men and women or at the very least, a suit jacket and dress pants. Women can also wear professional dresses with stockings. When in doubt, go with a basic black or dark blue suit and a solid-colored shirt. For interviews, you **SHOULD NOT** try to stand out or “reflect your personality” with your attire! Save that for after you are hired.

WRITING & LIBRARY SERVICES

Ms. Ashley S. Dees, Research & Instruction Librarian, Assistant Professor, 915-5865, aesorey@olemiss.edu. Please see the document at orientation.

Dr. Claire Mischker, Lecturer and Graduate Writing Center Director, 915-3173, cbmischk@olemiss.edu

HEALTH SERVICES

Immunization records must be submitted to Student Health Services, http://www.olemiss.edu/depts/stu_health/

GRADUATION

Please note that in your final semester you will need to complete a GS8 form: <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/> to initiate graduation. Once that form is complete the registrar will send you a diploma application via email. It is your responsibility to complete these forms as instructed.

You will also need to purchase regalia. Watch the commencement website for notification of the dates in mid-April: <https://commencement.olemiss.edu/commencement-checklist/>

FINANCIAL AID

For information concerning Financial Aid, please contact Cindy Lee May. Her contact information is:

Ms. Cindy May

Associate Director of Financial Aid
257 Martindale
University, MS 38677
cmay1@olemiss.edu

GRADUATE SCHOOL

For questions concerning Graduate School policies, please contact the following:

Dr. Annette Kluck

Dean of the Graduate School and Professor of Leadership and Counselor Education

101 Graduate House

(662) 915-7474

askluck@olemiss.edu

SUMMARY:

We wish you the best as you begin the Ole Miss MBA degree program. Please stay in contact with the MBA office and address MBA questions to Mrs. Ashley McGee, Director of MBA Administration, amcgee@bus.olemiss.edu.

Ole Miss School of Business Code of Ethics

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. Pursuant to that end, graduates are expected to follow the norms and standards established by their individual professional organizations in terms of their responsibility toward all stakeholders such as customers, employees, investors, suppliers, channel members, regulators, and society as a whole. Accordingly, they are obligated to familiarize themselves with the professional standards of their particular discipline. The following code of ethics is, therefore, established as an addition to the standards of each individual's professional organization.

Graduates of The School of Business Administration, University of Mississippi should:

- Be forthright and truthful in dealings with stakeholders by serving the best interests of all of the organization's stakeholders including society as a whole.
- Serve as a model of ethical decision-making to others, and always set and exemplify the highest standards of ethical behavior.
- Seek to do no harm, but when they make a mistake, admit it quickly and not try to conceal it.
- Conduct all business in good faith.
- Accept the consequences of their decisions, and take professional responsibility for individual decisions and actions.
- Recognize the basic dignity of all stakeholders by treating others as they would wish to be treated.
- Comply with all the applicable laws and regulations of society and of one's profession.
- Act as society's stewards in facilitating and executing efficient and effective commercial transactions.
- Always execute their professional duties to the best of their capabilities.
- Fulfill their philanthropic and societal responsibilities to stakeholders.

It is important for Graduates of the University of Mississippi, School of Business Administration to adhere to the principles of this code and encourage adherence by others as well.