

University of Pittsburgh

# Executive MBA Student Handbook

Katz Graduate School of Business

Executive Programs

11/1/2012

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## EMBA PROGRAM CONTACT INFORMATION

The following is important contact information that you will find helpful during your time in EMBA.

- **Linda M. Anderson, Manager of Student Relations, EMBA Worldwide**  
Phone: 412-648-1608  
E-mail: [landerson@katz.pitt.edu](mailto:landerson@katz.pitt.edu)
- **Vera Sebulsky, Program Manager, Executive Programs**  
Phone: 412-624-4542  
E-mail: [vsebulsky@katz.pitt.edu](mailto:vsebulsky@katz.pitt.edu)
- **Alyssa Haber, Program Coordinator, Executive Programs**  
Phone: 412-383-8614  
E-mail: [adhaber@katz.pitt.edu](mailto:adhaber@katz.pitt.edu)
- **Nicholas Hamilton-Archer, Director of Recruitment & Business Development, EMBA/CEE**  
Phone: 412-648-1607  
E-mail: [nhamilton-archer@katz.pitt.edu](mailto:nhamilton-archer@katz.pitt.edu)
- **William T. Valenta, Assistant Dean, Executive Programs**  
Phone: 412-648-1694  
E-mail: [wvalenta@katz.pitt.edu](mailto:wvalenta@katz.pitt.edu)

## UNIVERSITY PHONE NUMBERS

### ATHLETICS TICKET OFFICE

Petersen Events Center  
412-648.7488

### BOOK CENTER

4000 Fifth Avenue  
412-648-1455

### BUSINESS LIBRARY

1st floor Mervis Hall  
412-648-1669

### CAMPUS POLICE (emergency)

Posvar Hall  
412-624-2121

### CAMPUS TRANSPORTATION

Forbes Pavilion  
412-624-8612

### CASHIER

G-7 Thackeray  
412-624-7520

### CHECK CASHING: Book Center

4000 Fifth Avenue  
412-648-1455

### COMPUTER ACCOUNTS (CSSD)

Computer Labs  
412-624-4357

### COUNSELING SERVICE

334 Wm. Pitt Union  
412-648-7930

### DISABILITY SERVICES

216 WPU  
412/648-7890

EMERGENCIES (Fire, Police, Medical)  
811

### EXECUTIVE EDUCATION

521 Alumni Hall  
412-648-1600

### FINANCIAL AID

1st Floor Alumni Hall  
412-624-7488

### FITNESS FACILITIES (HOTLINE)

3034 Baierl/Student Recreation Center  
412-648-8210

### HEINZ CHAPEL

1212 Cathedral of Learning  
412-624-4157

### HILLMAN LIBRARY (hours)

Forbes & Bigelow  
412-648-3330

### INFORMATION

General University  
412-624-4141

### INTERNATIONAL BUSINESS CENTER (IBC)

1808 WWPH  
412-648-1778

### KATZ SCHOOL, General Information

Mervis Hall  
412-648-1531

### KATZ IT Services

Mervis Hall  
412-648-1601

### LOST & FOUND

G1N30 Posvar Hall  
412-624-4040

### NATIONALITY ROOMS

1st Floor Cathedral of Learning  
412-624-6000

### NOTARY PUBLIC SERVICE

119 William Pitt Union  
412-624-7116

### OFFICE OF INTERNATIONAL SERVICES (OIS)

708 WPU  
412-624-7120  
**PANTHER CENTRAL-IDS**  
Towers Lobby  
412-648-1100

**PARKING**  
204 Brackenridge Hall  
412-624-4034

**PAT BUS INFORMATION**  
412-442-2000

**PITT SHOP**  
3939 Forbes Avenue  
1-800-833-7488

**PUBLIC SAFETY**  
412-624-4040

**REGISTRAR (Transcripts)**  
G3 Thackeray  
412-624-7620

**STUDENT ACCOUNTS OFFICE**  
100 Thackeray Hall  
412-624-7590

**STUDENT PAYMENT CENTER**  
G-7 Thackeray Hall  
412-624-7520

**STUDENT TICKET OFFICE**  
M7 William Pitt Union  
412-648-7814

**THEATRE BOX OFFICE**  
1617 Cathedral of Learning  
412-624-7529

**WILLIAM PITT UNION**  
412-648-7814

UNIVERSITY TRAVEL SERVICE  
260 Atwood Street  
624-5580

## PROGRAM OFFICE & TEAM ROOMS

The Executive MBA offices are located on the 5th floor of Alumni Hall, in the main office suite. Office hours are Monday through Friday 8:30 am - 5:00 p.m. On class days, the facility opens at 7:00 a.m. The EMBA office is staffed by the Assistant Dean, Director of Operations, Manager of Student Relations and additional Staff Members. On class days, a member of the staff will be on hand to assist faculty and students.

The team room facilities on the 5th floor of Alumni Hall may be utilized weekdays during the day, or after typical work hours. Contact the Manager of Student Relations to make arrangements. For weekend access contact the Manager of Student Relations to make arrangements for use.

## LAPTOPS & SOFTWARE

A laptop is required for all participants in the EMBA program. You are asked to bring your laptop on your first class day. In order to connect to the University's network from the EMBA classroom, you will also need an Ethernet card (either internal or external) and an Ethernet cable. You can also utilize the instructions found within the [Katz IT Services Help Portal](#) for wireless access. If you are planning to purchase or have questions about specific requirements for a computer, please check the University's technology website to find a list of minimum specifications:

<http://technology.pitt.edu/software/new-computer.html>

If you are using a company owned machine and your company does not permit you to install non-company software or you do not have administrator rights on that machine, you may encounter difficulties using Katz resources. Your company may have its own policy and you will be responsible for acquiring the necessary rights and privileges on the machine you plan to use for the duration of the EMBA program before trying to connect to the PITT network.

## Discounted Computer Purchases

The University of Pittsburgh has reached agreements with several of today's leading computer manufacturers to offer top-quality computers at discounted prices. To learn more about how you can take advantage of this opportunity, visit the University's website on Computer Discounts:

<http://www.pitt.edu/computer/>

## Software

As a registered EMBA Student, you are eligible to receive free or reduced cost software through the University's licensing agreements with various software manufacturers. To view a list of software you can receive, either on disk or through electronic download, please go to:

<http://technology.pitt.edu/Software.aspx>

You must have your University Computer Account username and password in order to be able to obtain this computing software. (See below for additional details)

## **PARKING & TRANSPORTATION**

There are Parking Kiosks along the streets in the immediate area of Alumni Hall. Parking meter enforcement is aggressive in these areas. An alternative solution would be the several public parking lots in close proximity:

- Teris Parking on the Corner of Ruskin Ave & Bigelow Blvd. As of this writing, it is \$10 per day to park in this lot, which is only 1.5 blocks from our building. It is generally fairly empty when you arrive for class in the mornings. If there is no attendant on duty when you arrive, they will leave a payment notice on your windshield and ask that you send payment. (You can always pay the attendant when you leave for the day.) (412) 682-6976
- Holiday Inn Parking Lot (access off Lytton or Tennyson Avenues). This parking garage is located in the building behind Alumni Hall. Rates for this lot are generally \$20 or greater for parking between 7-24 hours, and has very limited space available since it is used primarily for visitors and guests at the hotel.
- Soldiers and Sailors Garage pricing:
  - Monday thru Friday the cost is \$14/day and the garage opens at 6:00 a.m.
  - Saturdays the cost is \$5/day and the garage opens at 8:00 a.m.

Your Pitt student ID allows you to ride free on all Port Authority transportation in Allegheny County. Many bus lines run through Oakland. Information on routes and schedules can be found at [www.portauthority.org](http://www.portauthority.org)

## **PHOTOCOPYING & PRINTING**

Course work materials can be copied in the administrative area of the EMBA Program offices. Please note, however, that we do not provide secretarial services.

### **Communications Room**

Within our Executive MBA facility, we house a Communications Room for student convenience on class days. The Communications Room is equipped with a high speed printer kiosk, and workspace.

### **Fax Machine**

Should you need to send or receive a fax, our fax machine is located in the Administrative Area Copy Room, and the number is 412-648-1787.

## **WEATHER**

In the event of inclement weather, only the chancellor may officially close the Pittsburgh campus of the University. The University will remain open in all but the most extreme circumstances. EMBA classes are rarely cancelled. However, please use your discretion for traveling conditions.

## **PANTHER CARD**

Your Panther Card is your student [photo ID](#) and provides access to a wide range of University [facilities and services](#). For additional information on your University of Pittsburgh Panther Card, call 412-648-1100 or email [pc@bc.pitt.edu](mailto:pc@bc.pitt.edu) for hours of operations.

## **UNIVERSITY COMPUTING ACCOUNT**

Your University Computing Account is created automatically when you start at Pitt. New students will need to activate their accounts at [My Pitt \(my.pitt.edu\)](#). Your account username and password will give you access to University computing services. Visit [My Pitt](#) and click the **Profile** link at the top of the page to change your password, edit your contact information, and more.

All members of the University community have an obligation to use technology services in a responsible manner. Please review the [acceptable use guidelines](#). Students should also review the requirements for the use of information technology resources outlined in the [Student Code of Conduct](#). Additional [guidelines](#) must be followed by resident hall students.

### [Your Account](#)

Activate and manage your account.

### [Passwords](#)

Learn how to change your University Computing Account password or reset it if you have forgotten it.

### [Directory Services](#)

Find people at Pitt, use your username and password to access resources here at Pitt and elsewhere, and learn about our Active Directory Service.

### [Guidelines](#)

Review guidelines related to your University Computing Account.



## Forwarding E-Mail

Your University of Pittsburgh email address (username@pitt.edu) is the address used for all official University communication. It is the only email address that will appear in University publications such as the telephone directory, the Student Information System (PeopleSoft), the CourseWeb course information system, and My Pitt (my.pitt.edu). In addition, students will receive e-Bills at their University email address.

CSSD strongly recommends that you do not forward to non-University addresses. However, if you choose to do this, you can forward your University email via the Manage My Account Web site at **accounts.pitt.edu**. You may have up to five forwarding addresses associated with your University Computer Account. The University will send your messages to each forwarding address you enter, but it cannot guarantee that outside service providers will accept these messages for delivery (for example, because of blacklisting).

If you choose to read your email at another address, you remain responsible for all messages that are sent to your University address. Check your email provider's spam filter regularly to ensure you have not missed any important messages from the University.

Instructions for forwarding email can be found using the following URL:

[http://technology.pitt.edu/Documents/email-accounts/managing-accounts/mail\\_forward1.pdf](http://technology.pitt.edu/Documents/email-accounts/managing-accounts/mail_forward1.pdf)

**Note: All forwarding changes take effect immediately.**

## Courseweb (Blackboard)

CourseWeb is the University of Pittsburgh's implementation of Blackboard, a web-based course management system. Instructors at Pitt use CourseWeb/Blackboard to:

- communicate learning objectives and performance expectations
- augment the classroom experience with digital media, including handouts, notes, sample exercises, presentations, podcasts and related readings
- engage students in collaborative and reflective learning activities, including discussion forums, wikis, blogs, and journals
- assess student mastery
- give feedback to students on their performance
- record and deliver grade information

To access CourseWeb, log in to [My Pitt](#) and click the **CourseWeb Login** link on the right side of the page.

## Digital Library

The University of Pittsburgh's digital library is a great resource and will be utilized in some of your EMBA classes. To access the digital library, you will need your University Computing Account username and password. To visit the library, go to [www.pitt.edu/libraries.html](http://www.pitt.edu/libraries.html).

## ELECTIVES

The Katz EMBA curriculum is a combination of required core courses and elective courses. The early parts of your EMBA education necessarily stress the required core courses. In the fourth term of the program, you will take two elective courses. For these first two elective courses, your class will choose electives that you will take as a group. This group elective has typically been a topic of universal appeal, such as "Entrepreneurship & New Venture Initiation" or "Business Law."

In the month of July, you will have an opportunity to take the last 2 electives, the immersion electives. You will select these from a list of approximately 3-4 offerings from different business disciplines: such as, Marketing, Strategy, Finance, or Operations.

These elective courses will be conducted in 2 ½ day blocks of time during the month of July (in weekday, weekend, and weekend/weekday blocks). Your fellow classmates will be other EMBA 41 participants, as well as participants in the Sao Paulo and Prague Katz EMBA Programs. These electives will allow all our EMBA students the unprecedented opportunity to pursue "concentrations" in one of a number of critical areas such as those mentioned above, while maintaining the highly desirable characteristics of an EMBA peer learning environment and conveniently scheduled classes.

## GRADUATION

EMBA students participate in an official Katz School Graduation, complete with caps, gowns and hoods, following the conclusion of Term 5.

The Graduation ceremony for **EMBA 41 is scheduled for Saturday, August 2, 2014.**

## BETA GAMMA SIGMA (Business Honor Society)

Qualified EMBA students are eligible for induction into the Beta Gamma Sigma Honor Society. Beta Gamma Sigma is the oldest and the most respected honor society for students in business; it is the business school honor society equivalent of Phi Beta Kappa in the liberal arts. Only the top students at accredited business schools are eligible for induction. The University of Pittsburgh chapter of Beta Gamma Sigma was established in 1920 soon after the national organization had been founded. The mission of Beta Gamma Sigma is to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business.

## POLICIES AND PROCEDURES

### Registration & Billing

The Manager of Student Relations, EMBA Worldwide registers you for all EMBA courses. Registration confirmations are sent to you directly by the University. You will be electronically billed by the University on the 20<sup>th</sup> of the month of registration with payment due by the 17<sup>th</sup> of the next month.

Notes:

- If you fail to meet the payment deadline, you will be assessed a \$50 late charge by the University. Should you encounter difficulty in paying your term's tuition on time, please let us know as soon as possible.
- We cannot register you unless you have paid the previous term's tuition, and the University assesses a \$50 fee for late registrations.

### Study Groups

Study groups are an essential part of the EMBA Program's approach to learning. Study groups will be formed prior to your first term and your study group will remain together throughout the time you are a Katz student. Your study group participation will allow for a richer experience in the EMBA Program as well as provide you with a resource in the event of a missed class or assistance with class assignments.

### Credit Transfer Policy

The transfer credit policy of the Executive MBA Program is as follows:

A participant is permitted to transfer a total of 16 credits, although no more than 3 credits may be transferred in any one term. All credits proposed for transfer must be from an AACSB accredited institution and must be supported by an official transcript from the original institution.

A final grade of "B" or better must have been given for the course. The credits may not have been used to earn a previous degree, and may not exceed the age of 4 years at the beginning of your Executive MBA Program. All credit transfers must have the written approval of the appropriate Area Director."

**Please note that the transfer of credits does not result in a tuition cost adjustment.**

For further information on credit transfers, please contact the Assistant Dean for Executive Programs at 412-648-1694.

## Executive MBA Tuition Payment Procedure

The fee for the Executive MBA Program is currently \$65,000. This amount is all-inclusive: the cost of tuition, University fees, books, special instructional materials, and hotel accommodations associated with the Global Executive Forums. Please note that the EMBA fee is subject to change with appropriate notification given to the student.

The Invoice Schedule for 2013-2014 is attached as Appendix B. You will be invoiced a total of five times, each time for a total of \$13,000. Checks for the \$13,000 fee should be made payable to "The University of Pittsburgh" and should include your name and PeopleSoft number.

You can pay your bill online through PittPAY at <http://my.pitt.edu>, using eCheck or by credit card [American Express, Discover Card, MasterCard (credit or debit)]. If you use a credit card to pay your bill, you will be charged a 2.75% service fee by the vendor. You will not be charged a fee if you pay by eCheck, whether online or over the Phone. The University of Pittsburgh does not accept credit card payments by phone.

Please contact the Manager of Student Relations if you have any questions about the payment process, the status of your tuition account, or if there is any change in the name and/or address of the agent to be billed.

## Grading Policy

The grading system of The Katz Graduate School of Business is based on letter grades (A, B, C, D, F) with plus and minus values and special grades such as N (audit), W (withdrawal before the end of the fourth week of school), G (incomplete course because of circumstances beyond the participant's control). A "G" grade is a temporary grade. It must be removed within the first six weeks of the participant's next term of enrollment. All academic records such as graduation requirements, probation and dismissal decisions are based on the plus and minus system.

Quality points per credit are assigned as follows:

A+...4.00 B+...3.25 C+...2.25 D+...1.25

A.....4.00 B.....3.00 C.....2.00 D.....1.00

A-....3.75 B-....2.75 C-....1.75 D-....0.75

So, for example, a grade of "A" in a 3 credit course would earn 12 quality points.

A minimum cumulative quality point average of 3.00 is required in order to qualify for graduation

## Accessing Grades

Please find Appendix A: Procedure to access your unofficial Academic Transcript attached.

If you encounter problems (e.g. can't remember your username or password) contact the CSSD Helpdesk at 412-624-HELP [4357].

## PROBATION POLICY FOR EXECUTIVE MBA PROGRAMS

1. A participant in an Executive MBA Program will be placed on academic probation if, upon completion of nine (9) credits, or any time thereafter, his or her cumulative quality point average falls below 3.00, the average required for graduation. This probation status will apply to the student's next two terms in attendance, as provided in Paragraph 2.
2. A student on academic probation will have his or her record reviewed by the Director of the Executive MBA Program at the completion of each of the next two terms in attendance.
  - a. If the student's average for courses taken during the first term of probation is below 3.00, he or she will be dropped from the program. If his or her quality point average is above 3.00 for the term, but the cumulative quality point average is still below 3.00, he or she will continue on probation.
  - b. If, after the completion of the second term following the assignment of probation status to the student, his or her cumulative quality point average is still below 3.00, he or she will not be permitted to register for further work in the EMBA program (NPR status).
  - c. Under certain extenuating circumstances, a student may petition the Senior Associate Dean for Graduate Programs of the Katz Graduate School of Business and the Assistant Dean for Executive Programs for an extended probation status. This may be granted when there is conclusive evidence that failure to achieve the required performance level within the required time limit resulted from factors beyond the control of the student.
  - d. If his or her cumulative quality point average equals or exceeds 3.00, the student will be removed from probation. Under no circumstances will a student be continued on probation for more than three terms.
3. Students dismissed from the program are not subject to reinstatement, and may not expect to register at any time in the future in The Joseph M. Katz Graduate School of Business on either a degree or a non-degree basis.
4. Students on probation are expected to attain full standing (3.00 overall or better) as quickly as possible. If a student is placed on probation a second time, after having once attained full status, it may be indicative of basic problems that would preclude successful completion of the program. Students on probation for a second period must obtain satisfactory standing at the end of the first term of the second period of probation or be subject to dismissal from the school.
5. An "F" grade in any non-elective course results in immediate probation. No further work may be taken until the student has applied for, and received permission from the Senior Associate Dean for Graduate Programs and from the Assistant Dean for Executive Programs to retake the course. The student may register for courses requiring the failed course as a prerequisite only after successful completion of that retake.
6. Exceptions to these regulations may be considered only on written petition to the Executive Associate Dean for Professional Degree Programs of the Katz Graduate School of Business.

## Retaking Courses

A student may be permitted to retake up to six credit hours of academic course work with the approval of the Executive Associate Dean of Professional Degree Programs and the Director of Operations. The records and grades of both the original and retaken session will be displayed on the transcript, but only the latter grade will be included in the QPA.

## BUCKLEY AMENDMENT

As a student in the Executive MBA Program at the Joseph M. Katz Graduate School of Business, it is important that you know that your rights are protected under the federal legislation entitled, "Family Educational Rights and Privacy Act of 1974," often referred to as the "Buckley Amendment."

Grades and information concerning your enrollment status cannot be released except to state and federal agencies requesting specific information necessary to service you appropriately. Transcripts are only released under your explicit written authorization, which must be submitted to the Office of the Registrar, G3 Thackeray Hall, Pittsburgh, PA 15260 or by calling them at 412-624-7620 or 412-624-7600.

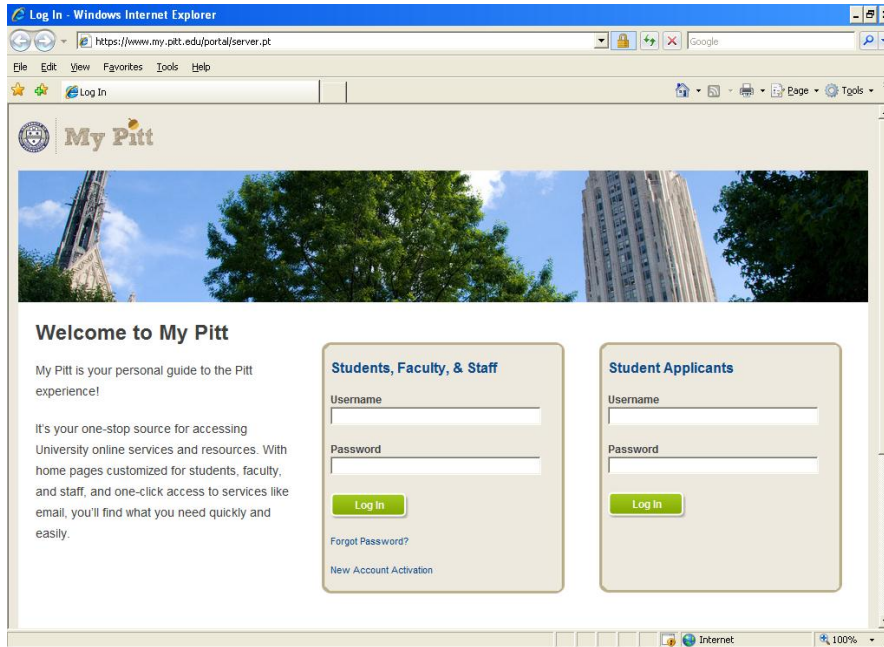
We recognize that this limitation may cause occasional inconvenience to you, your family and other interested third parties, but we are bound by law to protect each student's right to privacy. You, of course, can secure this information by visiting our offices or calling, when a visit is not possible.

However, information such as "grades earned" WILL NOT be given over the telephone. You may choose to further restrict access to your records. For further information regarding this or other concerns with FERPA, contact:

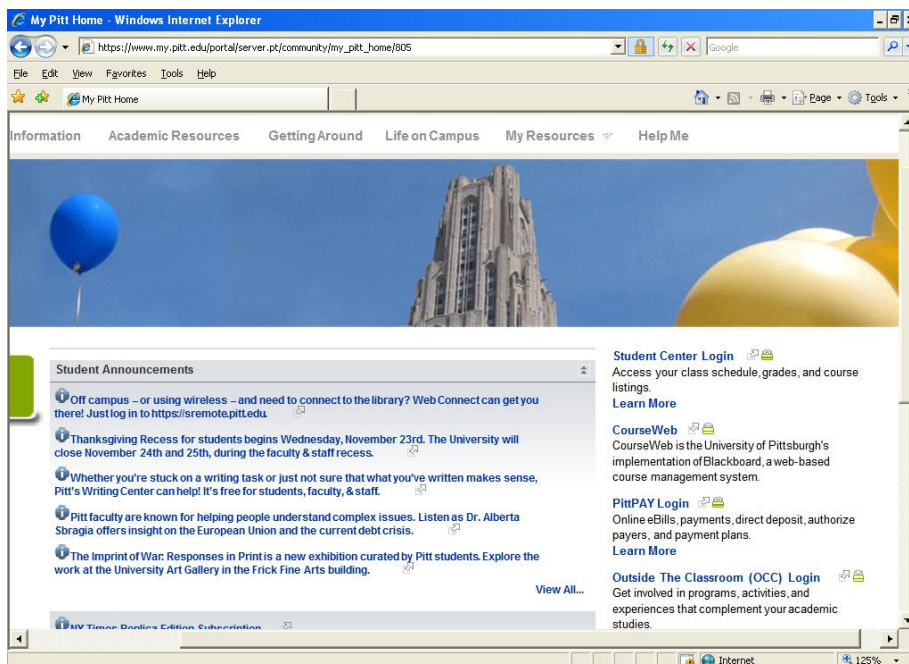
Coordinator of the University Student Judicial System  
738 William Pitt Union  
University of Pittsburgh  
Pittsburgh, PA 15260  
412-648-7918 or 412-648-7910

## Appendix A. Accessing Your Unofficial Academic Transcript

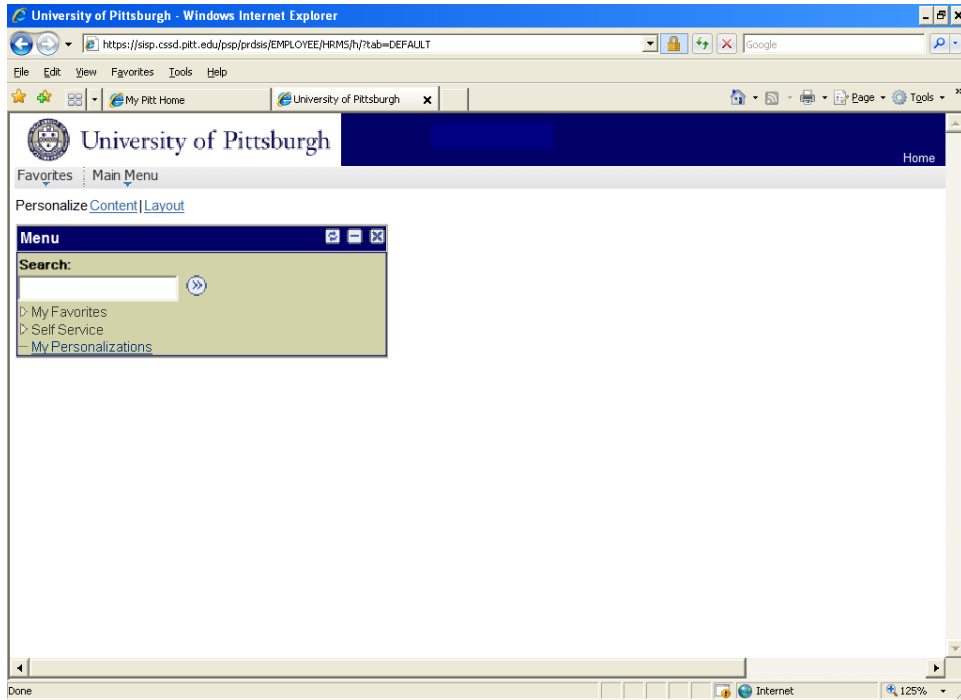
1. Login to my.pitt.edu account.



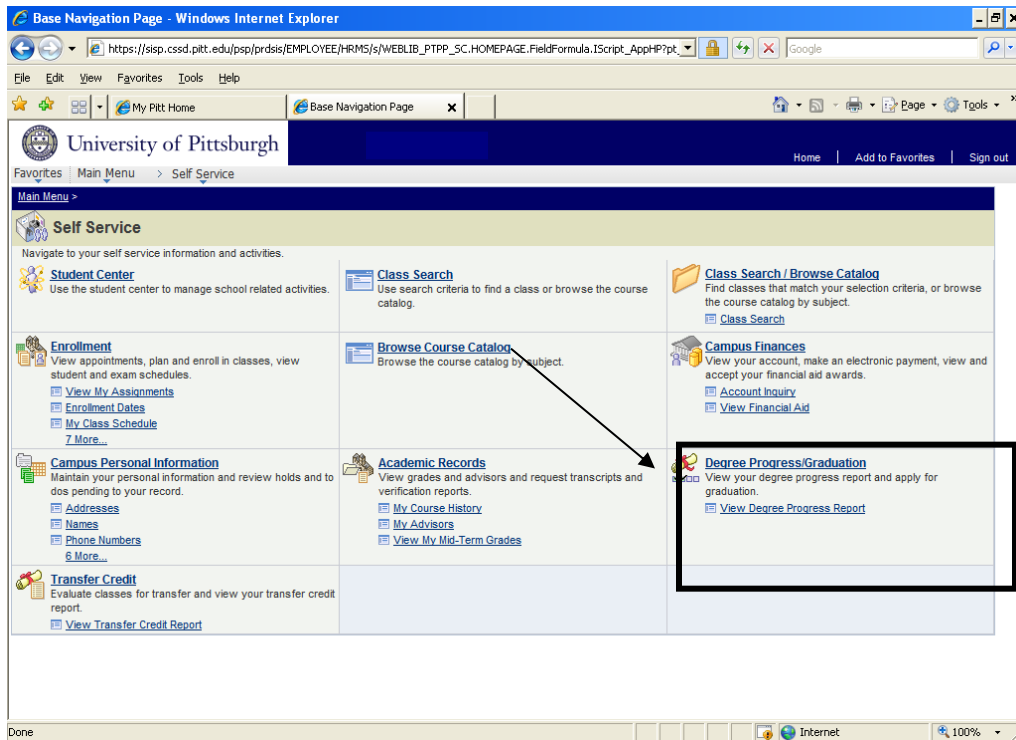
2. Click "Student Center Login" on right side of screen.



3. Click "Self Service."

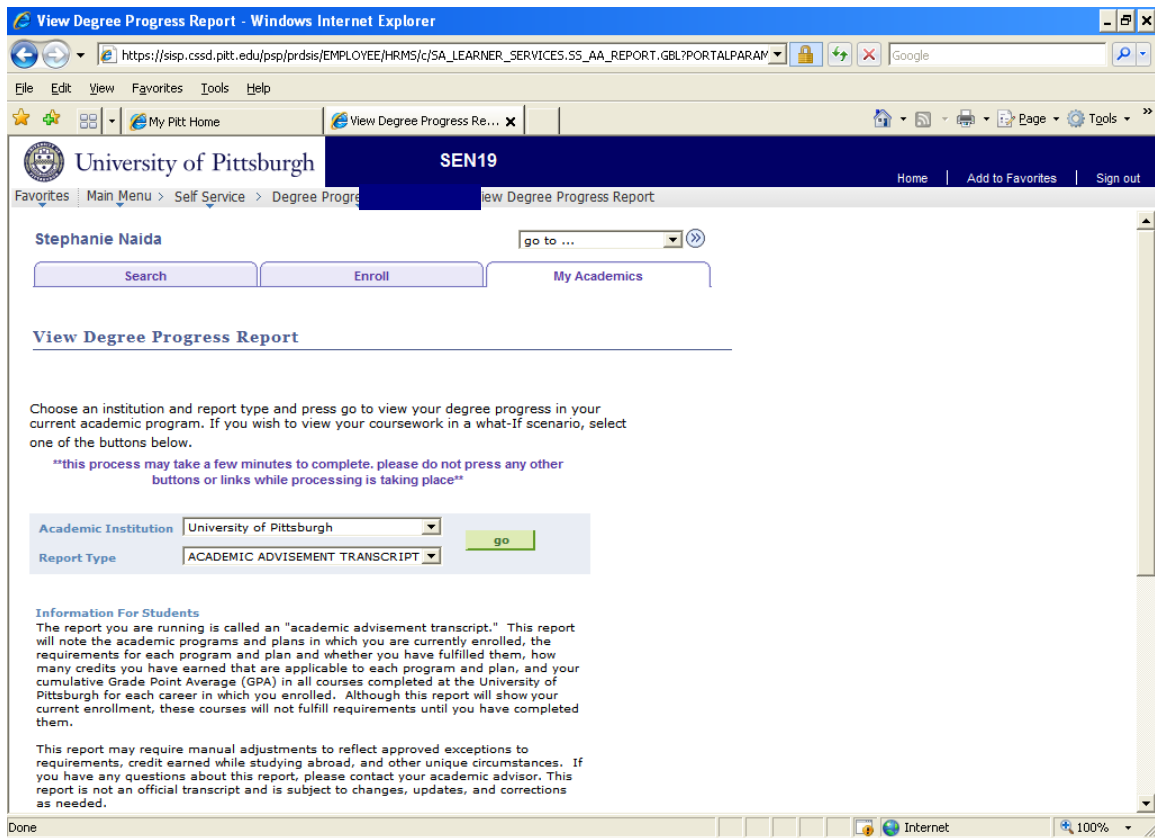


4. Under Degree Progress/ Graduation Section, click "View Degree Progress Report."





5. In the Academic Institution drop down box choose "University of Pittsburgh." In the Report Type drop down box choose "Academic Advisement Transcript."



6. Click "go."

## Appendix B. 2013-14 Billing Schedule

Term	Start Date	Registration/Invoice	Tuition Due
Spring 2013	Jan-2013	Dec-2012	17-Jan-13
Summer 2013	May-2013	April 20, 2013	May 17, 2013
Fall 2013	Sep-2013	July 20, 2013	August 17, 2013
Spring 2014	Jan-2014	November 20, 2013	December 17, 2013
Summer 2014	May-2014	April 20, 2014	May 17, 2014
Payments:	\$13,000 per term		
	Total Investment: \$65,000		