

Getting
Started

College of Business Graduate Programs

This booklet will help you get started in the College of Business (CoB) Graduate programs. It will also serve as a reference for CoB policy throughout your program. Please note that this is not a substitute for the Graduate Catalog.



Contents

First Steps.....	3
Technology	3
Pre-Term Experience or Orientation Requirement	4
Deferring Your Admission	5
Advising	5
Course Choice Guidelines.....	5
Registration Instructions	6
Tuition Payment	7
Add/Drop/Withdrawal	7
Refunds	8
Textbooks	9
Starting Courses	9
Changing Your Contact Information.....	9
Helpful Pages.....	9
Academic Policies.....	9
Probation.....	9
Admission by Exception/Conditional Admission	10
Grades	10
Readmission	11
Academic Integrity	11
Communication Policies	11
Financial Assistance.....	11
Health Insurance Requirement	12
Immunization Requirements.....	12
Parking on Campus.....	12
Computer Requirements.....	12
Online Classes.....	13
Proctoring.....	13
Electronic Library Resources	13
Member Organizations	14
Graduate Business Association	14

Beta Gamma Sigma	14
Departmental Student Organizations	14
Military Students.....	14
CoB Graduate Programs Staff	15
Career Services Staff	15
Business Communication Center Staff.....	15
Professional Programs Staff.....	15
Frequently Asked Questions	15

First Steps

Technology

You are assigned both a Pirate ID and ECU ID when you are admitted to the program.

Your Pirate ID is your username or user ID and is used to log in to various University systems like e-mail. Student Pirate IDs are last name and first initial plus the two-digit year of enrollment. For example, James Frederick Pate was originally accepted to ECU as an undergraduate student for fall 2010. Therefore, James Pate's **Pirate ID** is **patej10**. Your Pirate ID is also the first part of your e-mail address ("PirateID" @students.ecu.edu).

Your ECU ID (sometimes called Banner ID) is a unique identifying number for your student record; it takes the place of a social security number. It is a capital B followed by 8 digits. The Graduate School will include your PirateID and ECU ID in the official admission letter that they mail to you. Your ECU ID is also included at the top of your planning sheet sent via e-mail by the College of Business.

You will need to change your passphrase before you attempt to log on to any of the University systems. Instructions for how to do so can be found at <http://tinyurl.com/activatePID>.

Your Pirate ID and passphrase will grant you access to all of the electronic resources (Blackboard, PiratePort, and PirateMail) available to you at ECU. After changing your passphrase, log on to these three systems to ensure that you have correct access. Please note that your passphrase expires every 90 days. The [Student Help Desk](#) can assist you with any technical problems.

ECU E-mail Account (PirateMail)

E-mail account information is taken from records supplied by the Registrar from your official application materials. Incorrect information must be corrected by contacting the Registrar's Office. Student e-mail accounts are created automatically and become operational at the time of admission. You can access your e-mail account online at <https://mymail.ecu.edu>. If you need help configuring your account, please click [here](#). Note that you must use @students.ecu.edu in full for your ECU email. Using only @ecu.edu will not work.

The Pirate's Compass

The Pirate's Compass is our OFFICIAL Weekly Newsletter...exclusively designed for College of Business Graduate Students! We do not send individual emails for deadlines, reminders, and updates. All information will be communicated through the Pirate's Compass, a weekly newsletter distributed to all enrolled COB graduate students' ECU email addresses. YOU ARE RESPONSIBLE FOR KNOWING THE CONTENT. If you missed a deadline

(e.g. Graduation) because you haven't read the Compass, that is your responsibility. Stay on top of updates from the College of Business Graduate Programs office, such as:

- Registration information
- Full-time and part-time job opportunities
- Internship positions
- Important program deadlines
- Professional development opportunities
- Alumni tips and connections
- Targeted career advice from the Career Center in the College of Business

Since the newsletter is in a blog format, you can always go back and search for something you missed.

PiratePort

PiratePort is the University's web portal. It contains information about your classes, grades, general university information, transportation, and registration. You may access PiratePort at <https://pirateport.ecu.edu/>.

Banner

Banner is the university's integrated database system which encompasses registration, student information, and financial aid. Access to Banner is through PiratePort via the Banner Self Service link.

Blackboard

Blackboard (Bb) is a course management tool that provides a simple interface for courses offered by ECU. Once students are familiar with Blackboard, the interface they encounter for every class is the same. The Bb login is at <http://blackboard.ecu.edu>.

Pirates Aboard or Orientation Requirement

Before beginning classes, the College of Business Graduate Office requires all new students to complete the online Pirates Aboard Orientation course. Participation will better prepare you to begin your graduate program. Failure to complete the Pirates Aboard orientation course will result in your schedule being dropped for the semester and a delay in the start of your program.

The Graduate School holds a separate on-campus orientation every fall semester. While you are welcome to attend the Graduate School's orientation, you are not required to.

About the Pirates Aboard

All students are required to complete the self-paced Pirates Aboard orientation course prior to starting any coursework. To help better prepare you for your first semester in graduate school, the Pirates Aboard course gives you an introduction to the program. The class is fully online, and is beneficial regardless of whether you intend to take online or face-to-face classes. The class covers information such as:

- Technology; including Blackboard, Saba Meeting and Camtasia
- Case analysis and writing skills
- Proctor search and selection

You will be added to the course in Blackboard and it will appear on your Blackboard home page. You will find a link to Bb in the Quick Links section of the [ECU home page](#). You can also go directly to <https://blackboard.ecu.edu/>. You can log in using your Pirate ID and passphrase.

Please note: you must first register your Pirate ID by changing your initial passphrase (see instructions above) and log in to your PirateMail account (<https://mymail.ecu.edu>).

Deferring Your Admission

You may defer your admission for up to one year (For Example: a student admitted for Spring 2016 could defer admission to 1st Summer 2016, 2nd Summer 2016, Fall 2016, or Spring 2017). Please contact your advisor via email no later than the first first day of class for your admission term if you wish to have your admission deferred to a future term. Students who do not have their admission deferred and who do not take classes in their first term, must complete a Readmission Application.

Advising

Students register online through the Banner registration system, accessed via PiratePort. **No PIN or registration number is required for graduate students to register for classes.** The College of Business (CoB) graduate programs advisors are available for guidance, but it is the student’s responsibility to register for classes. Likewise, each student, new or continuing, has primary responsibility for assuring that he or she is completing degree requirements. Advisors are happy to discuss class choices, schedules, electives, etc., and answer any questions.

Graduate business student advisors are:

Name	Programs	Students with Last Names Beginning:	Email	Phone
Ms. Andrea Phillipovich	MBA and Certificates	A-G	fillipovicha15@ecu.edu	252-328-6970
Mr. Paul Russell	MBA and Certificates	H-N	russellp@ecu.edu	252-328-6970
Mr. Leonard Mansfield	MBA and Certificates	O-Z	mansfieldl16@ecu.edu	252-328-6970
Dr. Dan Schisler	MSA	A-L	schislerd@ecu.edu	252-737-1051
Dr. Joey Hagan	MSA	M-Z	haganj@ecu.edu	252-737-1052

Any MBA or certificate student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252-328-6970 or toll-free at 1-866-592-0835. Anyone answering the phone can make the appointment, as the advisors’ calendars are electronic. **Appointments will not be made via email.** If you make an appointment to speak with your advisor via phone, it is your responsibility to call the office at the appointed time.

MSA students can contact their advisor directly via email or phone to discuss questions or schedule an appointment.

Course Choice Guidelines

You should expect to put in 10-15 hours of work per week for classes numbered under 6300 and 15-20 hours per week for classes numbered over 6300. Review your personalized planning sheet that was included with the College of Business admission email. It is best to take the courses that act as prerequisites as early in your program as possible. Prerequisites for each class are detailed on the right side of the planning sheet.

Most graduate business students who work full-time (40 hours per week) take two classes each fall and spring and one class each summer session. If your 40 hour job is really 60 hours, it is best to start with one class each semester. Approximately 55-60% of full time students take three classes each semester. Approximately 35-40%

of full time students take four classes each semester. Less than 5% of full time of full time students take five classes each semester.

Many MBA students find that a good balance of quantitative (ACCT, FINA, MIS, or OMGT) and qualitative (MKTG or MGMT) classes makes for a more manageable experience. You can take the courses in any order as long as you have met or waived the prerequisites. There is no requirement that you complete all foundation classes prior to beginning to take the common body of knowledge classes as long as you satisfy the prerequisite requirements.

Electives should not be put off until the end of the program. It is a good idea to mix them into your schedule once you have moved into the common body of knowledge classes for MBA students or the accounting breadth classes for MSA students. All required MBA and MSA classes are offered each fall and spring semester; however, electives are offered on a rotating basis.

There are two paths that MBA students can pursue in regards to electives in the MBA program. Most students choose three general MBA business electives from the pool of elective classes offered within the College of Business. Of the three required electives, at least one must be quantitative (ACCT, FINA, MIS, or OMGT, except for OMGT 6763) and at least one must be qualitative (MKTG or MGMT). The third may be either quantitative or qualitative. Course descriptions, including electives, can be found on our [website](#). Students who were undergraduate accounting majors must take four electives instead of three since they do not take ACCT 6521. The quantitative and qualitative requirements are the same. The third and fourth electives are chosen from any of the business disciplines.

Some MBA students choose to pursue one of our optional certificates, which can be found [here](#). The certificates require the student to complete four (Security Studies requires five) specific classes and are used in place of the three general MBA electives.

Registration Instructions

Registration for the summer and fall semesters usually starts in late March. Registration for the spring semester usually starts in late October. Early in every semester, the CoB Graduate Office notifies students via the Pirate's Compass newsletter that the schedule for the following semester is complete and available on the Graduate Business School webpage for review. Important registration dates are listed on the official [University calendars](#). Students can register for classes on or after the beginning date. Students are expected to complete registration, including the payment of all required fees, on the dates prescribed in the university calendar. Students who fail to pay fees by the required dates will have their schedules canceled. Detailed information on registering or waitlisting for courses can be found on our [Registration](#) page.

Students pursuing their program via online classes only should register for DE classes which are designated with section numbers beginning with a "6" – sec. 601, 602, 603, etc. DE classes have a lower tuition because campus amenities such as student health and the gym are not included. You still have access to the library as a DE student. Section numbers beginning with "0" – sec. 001, 002, etc. will carry all student fees and are taught face to face. These classes will show a meeting day and time for the class in fall and spring.

If a class is full, you will need to place yourself on the waitlist for that class. The Graduate Programs Office nor professors can special add you to a class that is full to capacity. There is no guarantee that a student will have an opportunity to register for the class if they are on the waitlist. Detailed information on registering or waitlisting for courses can be found on our [Registration](#) page.

Tuition Payment

Tuition statements for each term are generated by the Cashier's Office at a specific time each semester, after early registration has begun. Tuition bills are available online only; a paper bill will not be mailed to you. Once you have registered for courses, you may pay your tuition online via [PiratePort](#) after the Cashier's Office makes the statement available. You can also make your tuition payment by mail. The Cashier's Office does not accept payment via telephone.

Please check the [academic calendar](#) and [tuition and fee brochure](#) for tuition deadlines. Schedules are purged for students who have not paid tuition; the entire schedule is purged if there is **any balance due**. Please check your tuition statement via PiratePort if you modify your schedule during the registration period. Keep a copy of your tuition payment receipt for your records.

All campus sections are subject to the main campus tuition and fee rates found under the **Main Campus Tuition** link on the [Cashier's website](#). All online sections are subject to distance education tuition and fee rates found under the **Distance Education/Continuing Education** link found on the [Cashier's website](#). If a student is registered for at least one campus class, all classes, regardless of their delivery method, are billed at the campus rate.

The College of Business charges a tuition differential of \$125 per credit hour for its graduate classes. The additional tuition revenue is allocated to the College and is used to improve the quality of the graduate business programs. The increased revenue improves student success in the workplace, provides financial assistance to those in need and those with superior credentials, provides funding for additional graduate student needs, and rewards excellent teachers and researchers needed to provide high quality instruction. The differential tuition is charged on a per-credit-hour basis for students enrolled in any graduate-level ACCT, BUSI, FINA, MIS, MGMT, MKTG, or OMGT class. The differential tuition is not charged for any of the optional certificate classes housed outside of the CoB.

Online Tuition*

North Carolina Resident	Non-Resident
1 class (3sh) \$1,122.78	1 class (3sh) \$3,056.46
2 classes (6sh) \$2,245.56	2 classes (6sh) \$6,112.92
3 classes (9sh) \$3,368.34	3 classes (9sh) \$9,169.38
Each additional class above 3 costs \$1,122.78	Each additional class above 3 costs \$3,056.46

Campus-based Tuition*

North Carolina Resident	Non-Resident
1 class (3sh) \$2,235.00	1 class (3sh) \$5,522.25
2 classes (6sh) \$3,876.38	2 classes (6sh) \$8,807.25
3 classes (9sh) \$4,845.00	3 classes (9sh) \$11,419.50
Each additional class above 3 costs \$375	Each additional class above 3 costs \$375

*Tuition is subject to change.

Add/Drop/Withdrawal

Before add deadline

A graduate student may make schedule changes (add or delete one or more courses) at any time from the start of registration until the end of the course adjustment period. Adding a course is always subject to seat availability. During this time, students can alter their own schedules via Banner. Applicable dates can be found

on the official [University calendar](#). Once the course adjustment period has passed, a student can drop a course through the Registrar's Office, but can no longer add a course. Switching sections is not allowed after the course adjustment period. Students cannot drop their entire schedule via Banner; please contact your advisor if you want to drop the last class or only class on your schedule.

After the course adjustment period, but before the course withdrawal deadline (typically 60% of the course)

The Registrar's Office processes all requests to withdraw from a class after the add deadline. Graduate students do not need a schedule change form or a signature/approval from the graduate business office. Requests to withdraw must be sent from the student's ECU email address.

Students must contact the Registrar's office via e-mail (regis@ecu.edu). The student needs to provide the Registrar with the following information:

- 1) Name
- 2) ECU ID - B followed by 8 digits; not PirateID
- 3) course name/number

Please copy your advisor on any email correspondence regarding withdrawing from a class. No course is officially withdrawn until the required procedure is completed. It is the student's responsibility to complete the procedure for course withdrawals. You can check the status of your withdrawal by reviewing your Academic Transcript on Banner Self Service.

Final Withdrawal Date

The final date to withdraw from a class without a grade for each term can be found on the official [University calendars](#). The withdrawal date is a hard deadline with no exceptions.

Consequences of Withdrawing From a Graduate Course:

- There is no limit to the number of classes a graduate student in good standing can withdraw from during their graduate program.
- If you are on academic probation, and you withdraw a course after "census day" of the term, the withdrawn course is included in the number of semester hours allowed under probation. Census Day for each term can be found on the University calendars.
- Withdrawing from a course has Financial Aid implications. If you receive Financial Aid, please contact their office to discuss your plans.
- If you withdraw from a course before the deadline, you will not receive a grade, however the course will appear on your transcript with a "W"; the drop does not affect your GPA.
- If you withdraw from a course that is a prerequisite or co-requisite for another course you are registered for in a future semester, the withdrawal will impact that subsequent course.

Refunds

Students are given a partial tuition refund dependent upon the date the class or classes are dropped. Not all schedule changes result in a refund. Any refunds that a student becomes entitled to shall first be applied to outstanding financial obligations owed to the University.

Student refunds are handled electronically via TouchNet. Students currently access TouchNet through PiratePort web portal to view bills, make payments, view, download, and print 1098-T tax statements, and set up tuition payment plans.

With the eRefunds process through TouchNet, students have the option for refunds to be deposited directly into

a designated bank account of their choice. If direct deposit information is not provided to the University, refund checks will be mailed to the student. Please make sure your mailing address is up to date. Full details and instructions can be found [here](#).

Textbooks

Textbook information can be found on the [Student Store](#) website. You can search for books by course, order them, and have them delivered to you. Or you can use the textbook information to order through any online retailer. You are not required to order textbooks from the ECU student store. Popular online textbook retailers include [Half.com](#), [Amazon.com](#), [Chegg.com](#), [BigWords.com](#), [Addall.com](#). Please note that these sites are independent book sellers and not associated with East Carolina University.

Starting Courses

All course information is disseminated through Blackboard (Bb). You will not have access to Blackboard immediately after admission; it may be several weeks before you have access. Once you are able to log in, don't be alarmed if your classes don't appear in Blackboard right away. Professors will make classes available when he or she has finished preparing the class. This may be two weeks prior to the first day of classes, or it may be the day classes begin. **The professor is required to have the Bb course available by 9:00 am on the first day of class for each term.** If a course is not available by this time, please contact your advisor. Once you have access to the class in Blackboard, find and review the syllabus. This will give you the outline and structure for the semester. It will also guide you through course lectures and readings as well as give you due dates and requirements for homework, papers, and exams.

Changing Your Contact Information

You can change your mailing address with the University by logging in to PiratePort and selecting the link for Banner Self Service. From there, select Personal Information, then Update Addresses and Phones. From this screen, you can click on the address type (current, primary, etc.) and edit the information. **It is important that you keep your mailing address information current.**

The selection View E-mail Addresses shows your ECU e-mail address only since it is the address the University will use to contact you. Your e-mail address cannot be edited.

Helpful Pages

The [College of Business Graduate Programs](#) website contains academic and administrative information pertinent to your graduate program experience.

Policies governing all graduate programs can be found in the [Graduate Catalog](#).

Important dates and deadlines for upcoming semesters are on the [Academic Calendars](#) website.

For University resources and offices, visit the [University's Current Students](#) page.

Academic Policies

Probation

All students must maintain a minimum graduate GPA of 3.0 to remain in good standing in the program. If your GPA falls below 3.0 at the conclusion of any semester, you may be placed on academic probation. Students on academic probation are given 9 consecutive semester hours to raise their GPA to at least 3.0. Courses with a

grade of “I” (incomplete) or dropped after census day (tenth day of the semester) are included in the calculation of the 9 semester hours. If you are unable to raise your GPA to 3.0 or greater, your program will terminate. If it becomes mathematically impossible for you to raise your GPA to 3.0 within your allotted 9 consecutive semester hours on academic probation, your program will terminate. In addition, if at any time the College of Business Graduate Programs Office determines you are not making satisfactory progress toward the completion of your degree, your program will terminate. All probation and termination decisions are at the discretion of the College of Business Graduate Programs Office.

It takes one grade of A to raise one grade of C to a 3.0 GPA. In addition, it takes three grades of A to raise one grade of F to a 3.0 GPA. These guidelines are related to 3 semester credit hour classes. A student who receives an F in a required course must retake the course in which the F was received. Note that both the old and new grades are reflected on a student’s transcript and both grades are used to calculate the student’s overall GPA.

College of Business retention standards are more rigorous than the minimum retention standards set forth by the university – you can be placed on academic probation regardless of the number of hours completed in your program. The College of Business reviews student records after both 1st and 2nd summer session rather than treating the two as one session. In addition, you are not eligible for financial aid past your first probationary semester.

Admission by Exception/Conditional Admission

If you were ‘admitted by exception’, you are subject to a special set conditions set forth by the Graduate School. If you were admitted by exception, it would have been noted in your admissions email.

Students who were admitted by exception must have a 3.0 program GPA at the conclusion of the semester in which they complete their 9th semester hour. If this condition is not met, your program will be terminated. If, in the semester in which you complete your 9th hour, you take additional courses, your GPA at the end of that semester will be used. All classes that count towards your program will be calculated. For example, if you take 6 hours worth of classes in your 1st semester and 6 more hours in your 2nd semester, all 12 hours will be used to calculate your GPA in regards to this condition.

Grades

In graduate school, there are no grades of D. ECU’s Graduate School does not use a plus/minus system for grading. The only grades that you can earn are A, B, C, and F.

In some special cases, a student may be given an Incomplete grade for a course. Incompletes are only granted for students who experience an overwhelming hardship that prevented them from dropping the course or that occurred after the deadline to drop the course. Incompletes are granted at the discretion of the instructor of the class. A change of grade or removal of a grade of Incomplete must be made within one year from the date the original grade was received. Grade changes are at the discretion of the professor.

There are no grade replacements in Graduate School. If you make a C in a course, you can’t retake it to improve your GPA. If you make an F in an elective course, you may retake the course if you so desire, but both courses will be listed on your transcript and both will be used to determine your GPA.

Official grades are posted in Banner Self Service. Grade reports are not mailed, but can be requested from the [Registrar’s Office](#).

Readmission

You may take a semester or more away from the program if needed. If you go a semester or more without registering for classes, you must complete a readmission application online from the [Graduate School](#) website. A readmission application is required to reactivate your record in the University system and must be completed by the same deadlines that apply to a new applicant. There is no fee associated with the readmission application. If you are out of the program for a year or more, you must meet the current admission criteria in order to be readmitted. Additionally, your transcripts will be reviewed to determine your eligibility for waivers.

Academic Integrity

Academic integrity is expected of every East Carolina University student. Violation of the ECU academic integrity policy may result in a failing grade in the course. Procedures governing academic integrity violations are described on the [Office of Student Rights and Responsibilities's](#) website.

East Carolina University is an equal educational opportunity institution. In keeping with this policy, the university makes no distinction in the admission of students, or in any other of its activities, based on race, color, sex, creed, handicap, or national origin.

Communication Policies

Once you have registered for classes, the University, faculty, and administration will communicate with you through your ECU e-mail account only. Please check your e-mail frequently and keep the account cleaned out to avoid missing important announcements. It is assumed that you have received and read your e-mail messages within 24-hours of the time the message was sent.

Each week, we send out a newsletter entitled [The Pirate's Compass](#). You should always read this newsletter from top to bottom. In the past, we sent out multiple emails per week, each regarding a single subject. We found that many students lost these emails. In an effort to increase awareness of important events, policy changes, and opportunities, we switched to the newsletter. One of its best features is that it is tied to a blog (linked above). Therefore, you can always refer back to the blog if you accidentally delete the email.

Due to the increasing emphasis placed on the importance of communication skills for our graduate students, e-mails sent to the Graduate Office must meet some minimum level of quality before receiving a response. E-mails are a form of business communication and should be given the same consideration as other forms of more "traditional" business communication. The College of Business Graduate Office will not respond to e-mails that do not use proper punctuation and capitalization.

Financial Assistance

Graduate Program scholarship awards are available for full-time and part-time, new and current MBA and MSA students. Scholarships are awarded based on both financial need and academic merit and can be for one semester or for the full program. Additional scholarships are available annually from the College of Business Professional Programs. More information and applications are available [here](#).

We offer Graduate Assistantships and Teaching Assistantships for full-time on-campus students only. Please refer to the [Graduate Assistantship](#) portion of our website for policies and application instructions. Please direct all graduate assistantship questions to the CoB Graduate Office at gradbus@ecu.edu.

The [Financial Aid Office](#) is independent of the College of Business and all student loans process through that office. If you are seeking financial assistance for your graduate studies, it is best to start the process early. Graduate students must be enrolled in at least five (5) semester hours to be eligible to receive financial aid

during a spring or fall semester. Graduate students must be enrolled in at least five (5) semester hours across the summer sessions to be eligible for aid during the summer. Students must also enroll at these levels to be considered part time and eligible for loan deferment.

If you receive financial aid during your graduate program, you are required to complete a Financial Aid Exit Survey during your last semester and prior to graduation. Likewise, you are required to complete the Exit Survey if you drop below half-time status. Students enrolled at less than half-time status are not eligible for financial aid. You may have a hold tag for “Exit Survey” on your record even if you are not graduating. This occurs due to late registration or only registering for one class for the coming semester. If you have an “Exit Survey” hold tag on your record and plan to be at least half-time for next semester, you must e-mail faques@ecu.edu to notify financial aid of your intentions. Students requiring only one class in the semester of graduation are not eligible for financial aid. The Exit Survey may be completed [here](#).

Health Insurance Requirement

Students taking on-campus classes will be required to show evidence of an existing creditable health insurance policy. If necessary, students may purchase health insurance through a University-sponsored plan or another policy outside the University. Students with existing creditable health insurance will be able to waive out of the University plan easily and quickly on-line. No paperwork is required. Students who do not waive out and purchase the University-sponsored plan will be billed each semester and the premium will count in the “cost of attendance” used for financial aid consideration. Graduate Research and Teaching Assistants as well as Fellows will continue to be covered under the Graduate Student Support Plan.

Distance education students are not eligible to purchase health insurance nor are they required to submit proof of insurance. If at any time your status changes and you meet criteria listed above, you will then have to supply the required health insurance information or the charge for the Student Health Insurance Plan will be included in your tuition. To be eligible for the Student Health Insurance Plan, students must be taking face-to-face on-campus courses.

Information about student health insurance requirements can be found on the [Student Health](#) website.

Immunization Requirements

You will receive a request from [Student Health](#) for your immunization records. If you are pursuing the degree solely through online courses, you are not required to submit immunization records. If you plan to take an on-campus class, you will need to have these records updated and submitted to Student Health per their instructions. Until you are registered for only online classes, you will get notifications regarding the need to submit immunization records.

Parking on Campus

A permit is required to park on campus at any time on weekdays. The permit requirements are strictly enforced. Students can purchase a C zone permit that allows them to park at the Athletic Complex and take a bus to Main Campus. In the evenings, most lots on Main Campus are available to C zone permit holders so you can park closer for your evening classes. More information is available by calling 252-328-6294 or at <http://www.ecu.edu/parking/>.

Computer Requirements

College of Business computer requirements can be found on the [CoB Technology, Information & Operations](#) site. Students can download a free copy of Microsoft Windows and Office via ECU’s Information Technology and Computer Services (ITCS) website. You will need reliable high speed Internet access. You will also need a headphone/microphone headset to attach to your PC for online lectures and chats. Since you will use this

throughout the program, get a good one. Every student is responsible for providing the computer hardware, software, and connectivity required for classes.

Online Classes

There is very little difference between the online classes and the face-to-face classes aside from the obvious fact that online classes don't meet in a physical space. With few exceptions, the same professor that teaches the face-to-face class also teaches the online class. The course content, the volume of work, the textbook, homework, assignments, etc. are the same; you still interact with your professor and classmates, only in the online class the interaction is via e-mail, chat rooms, and threaded discussions. Your professor may also require group projects and team activities; you just move information electronically rather than meeting in the graduate lounge or library. Blackboard is the primary means of disseminating information regardless of whether you are in a face-to-face class or online class.

In online classes, you do things in "bands" of time. For example, you may have from Monday morning 8am to Wednesday afternoon 5pm to take a quiz; log in and take the quiz at a time that is convenient for you. Typically, major project and paper deadlines have specific due dates.

Our courses are asynchronous in nature. You may, however, have some courses that utilize synchronous activities (chat, live lecture, etc.). Professors in these courses will give you multiple opportunities to participate so that you can fit the activity into your schedule. If you simply can't participate in any scheduled synchronous activities, please communicate this to your professor. You will be given a suitable alternative to participation.

At the graduate level, the work is tougher than at the undergraduate level and there is more of it. Falling behind in a graduate class is easy to do and hard to fix. Keeping up with your assignments is critical. In an online class, no one reminds you what is due 2-3 times per week.

Unreliable connectivity due to inadequacies of service providers (public or private) or due to geographic, technical infrastructure, societal issues, or political circumstances is not an acceptable reason for incomplete assignments. Also, remember that servers DO fail on occasion. Deferring assignments to the last moment is not wise. Students are responsible for meeting all current hardware, software, and connectivity requirements. Note that, due to the rapid progression of technology, these requirements are subject to and often do change.

Proctoring

Most online classes will have at least one proctored exam; some will have more than one. Exams are either paper-based or delivered online via Blackboard. For information on finding a proctor, click [here](#). We strive to make the process of finding a proctor as easy as possible

Electronic Library Resources

Joyner Library contains over one million volumes and several thousand periodicals which can be accessed through an online catalog. ECU subscribes to more than 100 databases, which provide full text journal, magazine and newspaper articles; information about companies and industries; accounting materials; and legal cases, statutes and regulations. Go to the [library home page](#) and select the Electronic Resources link to see the complete list of databases or use the Pirate Source database, also listed on the library home page, to find the best resources for specific subject areas. Most databases are accessible from off-campus. Log in to them from the Joyner website using your Pirate ID and passphrase. Get help finding and using library resources at the Reference Desk located on first floor of Joyner Library. E-mail and telephone reference services are also offered.

Member Organizations

Graduate Business Association

The Graduate Business Association (GBA) of East Carolina University offers MBA, MSA, & certificate students an avenue for interaction among GBA members and the business community, increases the value of their educational experience through external resources, and includes professional development opportunities for members. For more information, please visit [their website](#).

Beta Gamma Sigma

Beta Gamma Sigma is the highest national recognition a student in business can receive and is only associated with AACSB accredited programs. Students are invited to join based upon academic performance in their graduating semester.

www.betagammasigma.org

Departmental Student Organizations

View all College of Business Student Organizations [here](#).

Military Students

Please review the documents for Active Duty personnel and Veterans at our [website](#). This will help you complete the paperwork necessary for Military Tuition Assistance, Military Tuition Waivers, and VA benefits. Questions can be directed to the Veteran Affairs Coordinator (252-328-1731, vabenefits@ecu.edu).

CoB Graduate Programs

The Graduate Programs office can be reached at 252-328-6970, 866-592-0835, or gradbus@ecu.edu. Our homepage can be found [here](#).

Name	Title	Email	Phone
Ms. Betsy Criscitiello	Administrative Support Associate	brownha@ecu.edu	252-328-6970
Ms. Andrea Fillipovich	Assistant Director	fillipovicha15@ecu.edu	252-328-6970
Dr. Shanan Gibson	Associate Dean for Student & Faculty Development	gibsons@ecu.edu	
Dr. Joey Hagan	Associate Professor	haganj@ecu.edu	252-737-1052
Mr. Leonard Mansfield	Assistant Director	mansfieldl16@ecu.edu	252-328-6970
Dr. John Reisch	Associate Professor	reischj@ecu.edu	252-737-1051
Mr. Paul Russell	Director	russellp@ecu.edu	252-328-6970

Career Services

The Career Services Office helps match students with high quality internships and full-time jobs and provides resume and interview information. They can be reached at 252-737-1514, 866-627-1236, or cobcareers@ecu.edu. Their homepage can be found [here](#).

Lee Brown, Director, brownjo@ecu.edu

Debbie Hathaway, Assistant Director hathawayd@ecu.edu

Business Communication Center

The Business Communication Center coaches College of Business students in communication skills and provides support as students prepare for careers. They can be reached at 252-737-2759 or bcc@ecu.edu. Their homepage can be found [here](#).

Richard O'Dor, Director, odor@ecu.edu

Professional Programs

The Professional Programs office provides outreach for the College of Business, coordinates the COB Graduate Recognition Ceremony, and coordinates the annual College of Business scholarship applications. They can be reached at 252-328-6377 or cobprofpro@ecu.edu. Their homepage can be found [here](#).

Frequently Asked Questions

What differences are there between the campus-based and online programs?

In regards to program specifics, the College of Business does not differentiate between delivery methods. Your program will be the same regardless of whether online or face to face. This includes admission criteria, application deadlines, and class requirements. You can mix delivery methods in a semester, or change from semester to semester. Please note that graduate assistantships are not available to online students and online classes will require a proctor for exams.

Will I get a Student ID?

Online students can request a card from the Division of Continuing Studies that identifies you as an ECU student. This card allows you to access the school libraries of the UNC system. Campus based students must visit the ECU 1 Card office for their student ID. For more information visit <http://www.ecu.edu/1card/>.

How many classes should I take each semester?

If you are working a 40 hour job, you can probably handle 2 classes. If your 40 hour job is really 60 hours, 1 class will be plenty. If you are a full time student and work 20 hours or less a week, then 3 or 4 is the typical load.

If I drop a class or withdraw, will it show on my transcripts?

If you drop a class after the course change period at the beginning of the term, the class will show on your official transcript with a "W" to indicate that you withdrew from the course.

Can I waive any of the MBA classes since I took undergraduate business classes?

The seven course business foundation component is designed to quickly give a non-business undergraduate student the same academic knowledge-base as that of an undergraduate business student. Some or all of these classes may be waived if student has completed appropriate undergraduate course work at acceptable performance levels. Course waivers are made on a course-by-course basis as approved by the CoB Graduate Programs Office if equivalent undergraduate courses have been completed with a minimum grade of B-. The undergraduate course must have been completed prior to beginning the graduate program. You cannot continue undergraduate course work to earn waivers after starting a graduate program.

Will I be considered an NC resident?

To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in NC. In particular, it means maintaining a permanent home of indefinite duration as opposed to maintaining a mere temporary residence to enroll in an institution of higher education.

Thus, physical residence alone is not sufficient. The big indicators are driver's license, voter registration, physical residence, car registration, etc. Every one of those must be in place for a calendar year before someone can even hope to have in-state status. For example, if you started living in North Carolina January 2007 but you delayed getting a NC drivers license until March 2007, the year does not start ticking until March 2007 (or the latest of the dates).

The NC Legislature sets the rules for in-state status. The university do not. The Graduate School (252-328-6012) is responsible for interpreting the residency guidelines with regard to in-state status and can further clarify the distinction between in-state and non-state residence. Students can appeal their out-of-state status. The link to their web page that contains a summary of the policies governing the determination of in-state residency for tuition purposes can be found [here](#).

How do I access my e-mail?

You log into all ECU electronic resources (e-mail, Blackboard, PiratePort) using your Pirate ID and passphrase. Information about your Pirate ID and default passphrase will be forwarded to you by the University in separate mailings. Problems with user IDs or passphrases are resolved by calling the student help desk at 252-328-9866. You may reach the e-mail login site at mymail.ecu.edu.

How do I access my online class?

Blackboard is the primary means of disseminating information to students. Use your Pirate ID and passphrase to log into your Blackboard account. You may reach the Blackboard login site at blackboard.ecu.edu. You may want to bookmark the Blackboard login site, as you will need to check your Blackboard courses daily.

What is the difference between my ECU ID and Pirate ID? How are they used?

The Pirate ID is also referred to as your username/user ID. This is how you are identified for logging into most computing resources at ECU. Your Pirate ID can be found in your Admissions letter. Your Pirate ID is the first part of your e-mail address ("PirateID" @students.ecu.edu).

You have also been assigned a unique "ECU ID" that identifies you as a student at East Carolina University. Your ECU ID — also known as your Banner ID, but different from your Pirate ID — will be required for very important functions such as dropping courses.

Helpful Hint: If you forget your ECU ID or passphrase go to www.ecu.edu, and click on 'Pirate ID', and answer your security questions to gain access to your ECU ID, change your passphrase, and/or unlock your account. You can also find your ECU ID in PiratePort by logging in and clicking on your name in the upper right-hand corner of the page.

Where can I get Technology Help?

The IT Help Desk, online at <http://help.ecu.edu>, offers technical assistance to ECU students including software support, answers to general technology-related questions, getting connected to the university network and more.

Phone Support: 252-328-9866; Toll Free: 1-800-340-7081