## Contents

Eligibility – Graduate Classes .................................................................................................................. 3
Applying as a Non-Degree Student – Graduate Classes ......................................................................... 4
Eligibility – Undergraduate Classes ....................................................................................................... 5
Applying as a Non-degree Student – Undergraduate Classes ................................................................ 5
Applying as a Certificate Seeking Student ............................................................................................. 6
Getting Started at ECU ............................................................................................................................ 7
  Technology .............................................................................................................................................. 7
  Registration Instructions ....................................................................................................................... 7
    Helpful Hints for Registration ........................................................................................................... 8
Tuition Payment ......................................................................................................................................... 8
Textbooks ................................................................................................................................................ 9
Starting Courses ...................................................................................................................................... 9
Communication Policies ....................................................................................................................... 9
Immunization Requirements .................................................................................................................. 10
Computer Requirements ..................................................................................................................... 10
Online Classes .......................................................................................................................................... 10
  Proctoring ............................................................................................................................................. 11
  Electronic Library Resources .............................................................................................................. 11
  Add/Drop/Withdrawal ......................................................................................................................... 11
Refunds ................................................................................................................................................... 12
Readmission ............................................................................................................................................ 12
Transcripts ................................................................................................................................................ 13
Eligibility – Graduate Classes
The MBA program is composed of 18 classes at 3 semester hours each for a total of 54 semester hours. You can download a planning sheet [here](#) which distinguishes foundations and common body of knowledge classes.

Foundations level graduate business classes are available to any student who is currently enrolled in or who has completed an MBA program. Common body of knowledge level graduate business classes are only available to those currently enrolled in an AACSB-accredited program or who holds an MBA from an [AACSB-accredited institution](#).

Please review our [class schedules](#) and [course descriptions](#) for course availability and prerequisite requirements. All prerequisites must be satisfied without exception. It is in your best interest to contact an advisor prior to submitting a non-degree application. Only an advisor can determine your eligibility to take courses. Graduate business advisors are:

Ms. Andrea Fillipovich – Advisor for students with last names beginning A-I, U-Z – [fillipovicha15@ecu.edu](mailto:fillipovicha15@ecu.edu)
Mr. Paul Russell – Advisor for students with last names beginning J-T - [russellp@ecu.edu](mailto:russellp@ecu.edu)

Any 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 calendars are electronic.
**Applying as a Non-Degree Student – Graduate Classes**

Students taking classes at East Carolina University, but not enrolled in a degree program, are non-degree students. In order to take any graduate business class as a non-degree student, there are three steps to follow:

1. You will need to send transcripts (official or unofficial) to the College of Business Graduate Office via email to gradbus@ecu.edu, via fax to 252-328-2106, or via mail to the following address:
   
   East Carolina University
   College of Business
   3203 Bate Building
   Greenville, NC 27858

   The transcripts must show that you are currently pursuing an MBA or that you have completed your MBA. They also allow us to check for the necessary prerequisites and AACSB accreditation.

2. If you are currently enrolled in an MBA program, we need a letter/email/fax from your program director stating that you are a graduate student in good standing and that the class(es) you are interested in taking are applicable to your program.

3. You will need to enroll with ECU as a non-degree student by completing the non-degree application online at [http://www.ecu.edu/gradschool/](http://www.ecu.edu/gradschool/). At the “Application Type” screen, select Non-Degree Graduate as seen in the screen-shot below. Official transcripts from your undergraduate institution and your current graduate program must be submitted by mail to the Graduate School at the following address:

   East Carolina University
   Graduate School
   131 Ragsdale Building
   Greenville NC 27858

   The College of Business Graduate Office adheres to the following application deadlines:
   - Fall Deadline - June 1
   - Spring Deadline – October 15
   - 1st Summer Deadline - March 15
   - 2nd Summer Deadline - May 1

   Admission as a non-degree student by the Graduate School does not guarantee your approval to take classes in the College of Business. Students who are admitted to the University as non-degree seeking students are not eligible for financial aid.

   ![Application Form](image-url)
Eligibility – Undergraduate Classes
Students who have completed an undergraduate degree but are not enrolled in an MBA program are not eligible to take graduate business classes. You may take undergraduate business courses to apply toward waivers for our MBA program. Our online undergraduate business classes are reserved for our online undergraduate students until demand by our degree-seeking students has been satisfied. Because of this limited capacity, it may not be possible to find suitable online classes. The community college system can serve as an additional resource for appropriate classes.

It is in your best interest to contact an advisor prior to submitting a non-degree application. Only an advisor can determine your eligibility to take courses. Graduate business advisors are:

Ms. Andrea Fillipovich – Advisor for students with last names beginning A-G – fillipovicha15@ecu.edu
Mr. Paul Russell – Advisor for students with last names beginning H-M - russelp@ecu.edu
Ms. Sarah Smith – Advisor for students with last names beginning N-Z – smithsa@ecu.edu

Any 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 calendars are electronic.

Applying as a Non-degree Student – Undergraduate Classes
1. You will need to send transcripts (official or unofficial) to the College of Business Graduate Office via email to gradbus@ecu.edu, via fax to 252-328-2106, or via mail to the following address:
   East Carolina University
   College of Business
   3203 Bate Building
   Greenville, NC 27858

   The transcripts must show that you have completed an undergraduate degree. They allow us to check for the necessary prerequisites and suggest appropriate undergraduate courses.

2. You will need to enroll with ECU as a non-degree student by completing the non-degree application online at http://www.ecu.edu/gradschool/. At the “Application Type” screen, select Non-Degree Graduate as seen in the screen-shot on the previous page. Official transcripts from your undergraduate institution must be submitted by mail to the Graduate School at the following address:
   East Carolina University
   Graduate School
   131 Ragsdale Building
   Greenville NC 27858

   The College of Business Graduate Office adheres to the following application deadlines:
   Fall Deadline - June 1
   Spring Deadline – October 15
   1st Summer Deadline - March 15
   2nd Summer Deadline - May 1

   Admission as a non-degree student by the Graduate School does not guarantee your approval to take classes in the College of Business. Students who are admitted to the University as non-degree seeking students are not eligible for financial aid.
Applying as a Certificate Seeking Student
Prospective certificate seeking students should have completed their MBA from an AACSB accredited MBA Program. In order to take any graduate business class as a non-degree student, the following steps must be taken:

Apply as a Certificate seeking student by completing the application online at http://www.ecu.edu/gradschool/. At the “Application Type” screen, select Certificate. A complete application package will include the application itself, the application fee and official transcripts from any institution you’ve attended since high school. These materials should be submitted to the University Graduate School.

East Carolina University
Graduate School
131 Ragsdale Building
Greenville NC 27858
gradschool@ecu.edu

The College of Business Graduate Office adheres to the following application deadlines:
Fall Deadline - June 1
Spring Deadline – October 15
1st Summer Deadline - March 15
2nd Summer Deadline - May 1

Some certificate courses are approved for Federal Financial Aid. More information can be found via the Financial Aid Office.
Getting Started at ECU

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, student James Frederick Pate was accepted to ECU for fall 2010. Therefore, student James Pate's Pirate ID is patej10. Your Pirate ID is also the first part of your e-mail address (“PirateID@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. 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 here.

Your Pirate ID and passphrase will grant you access to all of the electronic resources (Blackboard, OneStop, and PirateMail) available to you at ECU. After changing your password, log on to these three systems to ensure that you have correct access. Please note that your password 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. 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. E-mail tutorials are available here.

OneStop
OneStop is the University’s web portal. It contains information about your classes, grades, general university information, transportation, and registration.

Banner
Banner is the university’s integrated database system which encompasses registration, student information, and financial aid. Access to Banner is through OneStop via the Banner Self Service link. Banner tutorials are available here.

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.

Registration Instructions
Once it has been determined you meet the criteria to take a class in the College of Business, your advisor will enter the system permissions necessary to allow you to register for the class. Students register online through the Banner registration system, accessed via OneStop. No PIN or registration number is required for graduate students to register for classes. It is the student’s responsibility to register for classes. You will not be able to register for classes until an advisor has approved your class choices. 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.
Registration for any particular semester begins on a date pre-determined by the Registrar’s Office. Important registration dates are listed on official University calendars available on the University Calendars. Students can register for classes on any date on or after that 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 this date will have their schedules canceled.

Banner Registration Process
1. Login to OneStop (www.onestop.ecu.edu) with PirateID and Passphrase and select the Banner Self Service link from Tools page.
2. Select the Student and Financial Aid tab, then Select the Registration link.
3. Select the Add or Drop Classes link. Select correct term, and select the Class Search link to look for courses.
4. Choose the subject for which you are looking. You can choose to enter a course number, choose instructional method, instructor, time and/or day. If you want to see all graduate courses in a particular subject, enter 6% as the course number.
5. Once course criteria are entered, select the Class Search link at the bottom. This returns a list of all courses meeting the criterion you entered. Select the section you want by checking the box next to that section.
6. After checking the appropriate section, scroll to the bottom and select the Register link.
7. You will be taken back to your schedule to view it with the new class added. If there were any errors (pre-requisite, co-requisite, other restrictions), the error would display with your schedule and the course will not be added.
8. Repeat steps 3-7 to add additional classes.
9. To drop classes from your schedule page, use the drop down menu next to the course you wish to drop and select **Web Dropped**.
10. At the bottom, select the Submit Changes link and the course will be removed from your schedule.

Helpful Hints for Registration
Students pursuing their program via online classes only should register for DE classes designated with section numbers beginning with a “6” – sec. 601, 602, 603, 661, 662, etc. DE online 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, 061, 062, etc. will carry all student fees and are taught face to face.

All campus sections are subject to the main and medical 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. Note that for students taking a mix of campus and online classes both tuition rates will be reflected on the tuition statement.

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 OneStop 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 OneStop if you modify your schedule during the registration period. Keep a copy of your tuition payment receipt for your records.

The College of Business charges a tuition differential of $100 per credit hour for graduate classes in the MBA and MSA programs. 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 ENGL or any of the optional concentration classes housed outside of the CoB.

### Online Tuition

<table>
<thead>
<tr>
<th>North Carolina Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 class (3sh)</td>
<td>$1,109.13</td>
</tr>
<tr>
<td>2 classes (6sh)</td>
<td>$2,218.26</td>
</tr>
<tr>
<td>3 classes (9sh)</td>
<td>$3,327.39</td>
</tr>
<tr>
<td>Each additional class above 3 costs</td>
<td>$1,109.13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North Carolina Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 class (3sh)</td>
<td>$2,184.25</td>
</tr>
<tr>
<td>2 classes (6sh)</td>
<td>$3,786.50</td>
</tr>
<tr>
<td>3 classes (9sh)</td>
<td>$4,473.50</td>
</tr>
<tr>
<td>Each additional class above 3 costs</td>
<td>$375</td>
</tr>
</tbody>
</table>

### Campus-based Tuition

<table>
<thead>
<tr>
<th>North Carolina Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 class (3sh)</td>
<td>$1,109.13</td>
</tr>
<tr>
<td>2 classes (6sh)</td>
<td>$2,218.26</td>
</tr>
<tr>
<td>3 classes (9sh)</td>
<td>$3,327.39</td>
</tr>
<tr>
<td>Each additional class above 3 costs</td>
<td>$1,109.13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North Carolina Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 class (3sh)</td>
<td>$2,184.25</td>
</tr>
<tr>
<td>2 classes (6sh)</td>
<td>$3,786.50</td>
</tr>
<tr>
<td>3 classes (9sh)</td>
<td>$4,473.50</td>
</tr>
<tr>
<td>Each additional class above 3 costs</td>
<td>$375</td>
</tr>
</tbody>
</table>

### Textbooks

Textbook information is 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. The professor will make the class 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 classes. 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.

### 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. If you are not getting frequent e-mails from the Graduate Office, please let your advisor know.
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.

**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.

**Computer Requirements**
For College of Business courses, you will need a PC with Windows 7 or better as well as Microsoft Office 2013 (must include Access). Students can download a free copy of Microsoft Office Suite 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 (about $25). 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 you are not physically in class. 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 if you are in the face-to-face class or the 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 a course that utilizes some form of synchronous activity (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 a week.

You’ll need 10-15 hours of work a week for first year classes (numbered under 6300) and 15-20 hours per week for second year classes (over 6300). Keep in mind that you will be adding that amount of time to the 3 hours a week that the physical class would otherwise require. Most of our students who work full-time take two classes
each fall and spring and a class each summer session. If your 40 hour job is really 60 hours, it is best to start with one class each semester. Our full time students will take three or four classes each semester depending on their personal obligations and part time work.

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
All online classes will have at least one proctored exam; most classes will have more than one. Click [here](#) for the College of Business proctor policy. Exams are either paper-based or delivered online via Blackboard. For information on finding a proctor, please 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 password. 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. For additional information, please contact the library at 252-328-6518.

### 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 last add date for a semester. During this time, students can alter their own schedules via Banner. 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. The last add date is usually six or seven calendar days after the start of a semester. The date can be found on the official [University calendar](#). Once the add deadline 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 add deadline. Adding a course is always subject to seating availability.

#### After add deadline
The Registrar’s Office processes all requests to drop a class or withdraw for the semester after the add deadline. Note there are different e-mail addresses to use dependent upon whether a student is registered for a campus or distance education (DE) class.

- **Campus (face-to-face) classes (any class section number beginning with 0):** Students must contact the Registrar’s office via e-mail ([CAS@ecu.edu](mailto:)) Graduate students do not need a schedule change form or a signature/approval from the graduate business office. The student needs to provide the Registrar with the following information:
  1) Name
  2) Banner ID (ECU ID)
3) course name/number

- Distance Education classes (any class section number beginning with 6): Students must contact the Registrar’s office via e-mail (DEDrops@ecu.edu). Graduate students do not need a schedule change form or a signature/approval from our office. The student needs to provide the Registrar with the following information:
  1) Name
  2) Banner ID (ECU ID)
  3) course name/number

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

**Withdrawal** - Dropping your only class or all your classes
If a student wishes to drop their only class or to drop all of their classes, the process is called Withdrawal. All withdrawals must be made prior to the final drop date. Campus based students should contact the Registrar’s Office in person or via letter/fax. Distance Education students can contact the Registrar’s Office by letter/fax or e-mail at DEDrops@ecu.edu. There may be additional paperwork to be completed after your initial e-mail so make sure you complete the entire process. You may not withdraw by phone. Please copy your advisor on any email correspondence regarding dropping a class or withdrawal. You can check the status of your withdrawal by reviewing your Academic Transcript on Banner Self Service.

**Final Drop Date**
A graduate student may drop a course and receive no grade up to approximately three weeks prior to the last day of classes. The final drop date can be found on the official University calendar. The final drop date is a hard deadline with no exceptions.

**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. In order to facilitate refunds, each registered ECU student will receive an ECU Higher One Debit Card. The card will arrive in the mail at the student’s primary address on file with the University. To receive a refund, the student must activate the ECU Debit Card. During card activation, the student will choose how to receive the refund money. Visit the Higher One webpage and www.ecucard.com for more information.

Please copy your advisor on any email correspondence regarding dropping a class or withdrawing. No course is officially dropped or added until the required procedure is completed. It is the student's responsibility to complete the procedure for course drops. If in doubt, ask the CoB Graduate Office.

**Readmission**
You may take a semester or more away from ECU, then return to take additional classes 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 www.ecu.edu/gradschool. At the “Application Type” screen, select Readmit Nondegree as seen in the screen-shot below. A readmission application is required to reactive 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. Once you have completed the readmission application, contact your advisor to discuss course options.
Transcripts
Students who take classes with us who intend to transfer courses back to their home institution must request that an official transcript be sent. Please click here to request a transcript. We can’t determine whether or not your home institution will accept our course(s) for credit. Please discuss this with your program’s director before enrolling in our course(s).