

# MBA International Student Orientation

Fall 1, 2009

*Welcome to the Lindenwood University MBA program!*

## ***What Should You Do Now?***

### ***1. Get ready for your MBA program orientation.***

Review your orientation schedule carefully. Please note that if you do not attend orientation, you will not be able to begin your business program and will be required to wait until the following term. During this orientation you will:

- Take an English Language Placement Exam
- Receive a detailed introduction to MBA program requirements
- Plan your course of study and choose your area of emphasis
- Meet with your advisor to plan your degree schedule and enroll in classes
- Receive your class schedule
- Begin your first night assignments (due in class on the first meeting).
- Address any outstanding administrative issues and concerns before beginning classes

### ***2. Contact the International Office when you receive your visa.***

As soon as your visa is granted, please inform the International Office via email at [international@lindenwood.edu](mailto:international@lindenwood.edu). This is the only way for you to confirm your arrival to the university and receive a housing assignment. (Please note that *no* housing assignment will be confirmed until we hear from you that you have received a visa.)

### ***3. Email us your travel schedule.***

The university also needs to know when to expect you! Please email your travel itinerary (with arrival times) to the International Office at [international@lindenwood.edu](mailto:international@lindenwood.edu) and to Rebecca Goulart at the School of Business at [rgoulart@lindenwood.edu](mailto:rgoulart@lindenwood.edu). (Remember that if you do not arrive in time for orientation, you will not be able to begin your program.)

## **ORIENTATION SCHEDULE:**

Your orientation program begins with new student check-in between 9:00 a.m. and 5:00 p.m. on **Thursday, August 6<sup>th</sup>, Friday, August 7<sup>th</sup>, and Monday, August 10<sup>th</sup>**. You will receive your housing assignment at that time. Please note: There will be no weekend check-in.

## **CHECK-IN DAYS:**

Thursday, Friday, & Monday August 6, 7, & 10	9:00 a.m.- 5:00 p.m.	Check in at the International Student Center (fourth floor of Spellman Building, 1st office to left elevators). Receive housing assignment and other materials.
		Move in to your new room.
<b>SATURDAY, SUNDAY, August 8-9 UNIVERSITY CLOSED. NO CHECK IN.*</b>		

\*If your travel plans include a weekend or Monday arrival, please refer to the enclosed list of local hotels for accommodation. Meet at the Lindenwood University International Office Tuesday morning, August 11 at 8:00 a.m.

## ORIENTATION SESSIONS:

Tuesday August 11 Young 311	8:00 a.m.	All new students meet at <i>International Office (Spellman)</i>
	8:30 a.m.	Administrative Orientation begins
	9:15 a.m.	EPB Introduction and Explanation of Placement Exams
	9:45 a.m.	English Placement Exams
	1:00 p.m.	Lunch
	2:00 p.m.	All New Student Seminar
	3:00 p.m.	Introduction to MBA Program and Degree Requirements
	4:00-5:30	Business Concepts Diagnostic Exam

Wednesday August 12 MAB 101	10:00 a.m.	Advising and enrollment session 1
	10:40 p.m.	Advising and enrollment session 2
	1:00 p.m.	Advising and enrollment session 3
	1:40 p.m.	Advising and enrollment session 4
	2:00 p.m.	Advising and enrollment session 5
	2:40 p.m.	Advising and enrollment session 6
	3:00 p.m.	Advising and enrollment session 7

Thursday August 13 Young 311	9:00 a.m.	Start of Term Responsibilities Seminar
	10:00 a.m.	Academic Expectations Seminar
	11:45 a.m.	Feedback Session
	12:00 p.m.	Welcome reception at Memorial Arts Building
	1:00-5:00	Pay tuition fees, buy books, locate first night assignments

Friday August 14 Young 311	9:00 a.m.	Late advising and scheduling
	12:00 p.m.	lunch
	1:00-5:00	Create Lionmail email account, Log on to WebCT Get student ID, confirm Work & Learn position hours Begin First Night Assignments and course reading Prepare for classes

Monday, August 17	First Night of Classes
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If you have any questions about this schedule, please do not hesitate to contact Rebecca Goulart at the *School of Business and Entrepreneurship* at [RGoulart@lindenwood.edu](mailto:RGoulart@lindenwood.edu) or Emin Hajiyev at the Lindenwood University international office at [EHajiyev@lindenwood.edu](mailto:EHajiyev@lindenwood.edu).

***We look forward to meeting you soon!***