

# MBA International Student Orientation

Spring II, 2010

*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 **Friday, March 5<sup>th</sup> or Monday March 8<sup>th</sup>**. You will receive your housing assignment at that time. Please note: There will be no weekend check-in.

## **CHECK-IN DAYS:**

Friday & Monday March 5 & 8	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 &amp; SUNDAY, March 6-7 UNIVERSITY CLOSED. NO CHECK IN.*</b>		

\*If your travel plans include a weekend arrival, please contact the Red Roof Inn St Louis -St Charles, located at 2010 Zumbuhl Road, St. Charles, MO 63303. Tel: 636-947-7770 or 1-800-733-7663. This Red Roof Inn is conveniently located near the historic district of St. Charles and Lindenwood University.

## ORIENTATION SESSIONS:

Tuesday March 9 Location TBD	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 March 10 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 March 11 Location TBD	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 March 12	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, March 15	First Night of Classes
------------------	------------------------

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!***