

SCHOOL OF BUSINESS & ENTREPRENEURSHIP - GRADUATE STUDENT HANDBOOK

LINDENWOOD UNIVERSITY



HARMON
HALL

2014-2015

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TABLE OF CONTENTS

MESSAGE FROM THE DEAN	Page 2
SCHOOL OF BUSINESS & ENTREPRENEURSHIP CONTACT LIST	Page 3
TOOLS	
GRADUATE CATALOG	Page 4
CLASS DATE, TIME, AND LOCATION	Page 4
DIRECTORY	Page 4
BUYING/RENTING TEXTBOOKS	Page 4
BLACKBOARD	Page 5
BLACKBOARD ONLINE SUPPORT	Page 5
PC COMMON	Page 5
FIRST NIGHT ASSIGNMENT	Page 6
LIONMAIL EMAIL ACCOUNT	Page 6
HELPDESK & COMPUTER SERVICES	Page 7
STUDENT PORTAL	Page 7
TURNITIN	Page 8
ACADEMIC ADVISOR	Page 8
PROGRAM PLANNING GUIDES	Page 8
MBA YEAR AT A GLANCE	Page 8
MBA ACADEMIC CALENDAR	Page 9
CAMPUS MAP	Page 9
WRITING CENTER	Page 9
COMPUTER LAB	Page 9
IDENTIFICATION CARDS AND PARKING DECALS	Page 10
WEATHER DISMISSALS/RAVE ALERTS	Page 10
BUTLER LIBRARY	Page 11
STUDENT COUNSELING AND RESOURCE CENTER	Page 11
THE COLLEGIATE READERSHIP PROGRAM	Page 12
ACADEMIC and CAMPUS POLICIES	Page 12
GRADUATE ASSISTANT POSITIONS	Page 12
APPENDICES	
APPENDIX A - INSTRUCTIONS FOR ENROLLING IN CLASSES THROUGH THE STUDENT PORTAL	Page 13
APPENDIX B - COMBINED CHECKLISTS	Page 14
APPENDIX C - CAMPUS MAP	Page 16

MESSAGE FROM THE DEAN

Dear Graduate Students:

Welcome to the Lindenwood University School of Business & Entrepreneurship graduate program. This handbook has been designed to provide you with the information you will need to get started and progress through the various stages of the program. Professors, advisors, and Lindenwood graduate program staff members will provide you with additional information throughout the program.

This handbook includes policies, procedures, resources, and much more information that a Lindenwood graduate student will need. Please read the materials thoroughly before your first course. Students will want to use this handbook in conjunction with the graduate catalog, as this handbook is a supplement but not a replacement for the catalog. Both documents provide a wealth of information for navigation through the graduate program.

Since this handbook is only reprinted periodically, the information will be updated as needed in the electronic version, which is located at the Lindenwood University website under *Academics, Academic Schools, and School of Business & Entrepreneurship*. Information in the handbook may be modified with or without prior notice, so it is the student's responsibility to check the online version of the handbook periodically for updates and changes.

We are very pleased that you have chosen Lindenwood University for your graduate work. Welcome to the Lindenwood community.

Roger Ellis, JD
Dean, School of Business & Entrepreneurship

SCHOOL OF BUSINESS & ENTREPRENEURSHIP

CONTACT LIST

Dean	Roger Ellis	rellis@lindenwood.edu	636-949-4839	H101
Associate Dean	Renee Porter	rporter@lindenwood.edu	636-949-4667	H111
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Division Chair	Robert Allen	rallen@lindenwood.edu	636-949-4736	H207
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Human Resources	Renee Porter	rporter@lindenwood.edu	636-949-4667	H111
Sport Management	Molly Hudgins	mhudgins@lindenwood.edu	636-949-4192	H259
Marketing/Retail	David Arns	darns@lindenwood.edu	636-949-4789	H201
Entrepreneurial Studies	Robert Allen	rallen@lindenwood.edu	636-949-4736	H207

Division Chair	John Loughlin	jloughlin@lindenwood.edu	636-949-4159	H109
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Department Chairs:

Accounting	Jennifer Mack	jmack@lindenwood.edu	636-949-4515	H159
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Economics	Howard Wall	hwall@lindenwood.edu	636-949-4742	H247
International Business	John Loughlin	jloughlin@lindenwood.edu	636-949-4159	H109
MIS	Mira Ezvan	mezvan@lindenwood.edu	636-949-4830	H261

Division Chair	Michael Marzano	mmarzano@lindenwood.edu	636-949-4882	H107
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MBA
MBA Online
Bachelor of Arts Online

Additional School of Business and Entrepreneurship (SB&E) faculty contact information is located on the Lindenwood website at Academics, Business & Entrepreneurship, Faculty.

Individual course instructor contact information is contained in the class syllabus.

ADDITIONAL RESOURCES

Security Direct Line - 24/7: 636-949-4911

Switchboard: 636-949-2000

Information Technology Services Help Desk: 636-255-5100 helpdesk@lindenwood.edu

Blackboard Online Support: (877) 615-8212

Additional Lindenwood University contacts are available at <http://www.lindenwood.edu/directory/index.html>

TOOLS

GRADUATE CATALOG

Students should be familiar with the graduate catalog, as this handbook is a supplement but not a replacement for the catalog. Note that a student will be subject to the degree requirements that are in effect (as described in the academic catalog) at the time he or she begins the MBA program. However, any graduate student who leaves Lindenwood University for one year or more will, upon return to the University, be subject to all degree requirements of the catalog that are in effect at the time of the student's readmission. You may access the graduate catalog on the University website under *Academics, Academic Services, Course Catalogs & Schedules, and Course Catalogs* or through <http://lindenwood.smartcatalogiq.com/en/2014-2015/graduate-Catalog>

CLASS DATE, TIME, AND LOCATION

SB&E graduate programs operate on a five-term calendar, each term meeting for nine weeks. Classes meet for four hours a week and are usually located in Harmon Hall. Students may begin a graduate program during any one of the five terms per year. The terms meet as follows:

Fall 1 (August-October)
Fall 2 (October-December)
Spring 1 (January-March)
Spring 2 (March-May)
Summer (May-July)

For access to an academic calendar of dates for a given academic year, refer to Appendix E of this document or to the Lindenwood website under *Academics, Course Catalog & Schedule, and Academic Calendar*. A *Year at a Glance* calendar also provides a guide for determining when most elective courses will be offered. Refer to the Lindenwood website under *Academics, Course Catalog & Schedule, MBA Schedules, and Year at a Glance*.

Specific class meeting times and locations are indicated on students' schedules at the time of registration. Course meeting information is also available through each student's portal, under *Course Offering* (see the "Student Portal" section of this Handbook.)

DIRECTORY

The directory provides the student with access to contact lists, mailing address, switchboard, graduate admissions, campus security, employment opportunities, and website inquiries. You may find a list of directories listed by faculty and staff, department, administration, and fax if you need to contact specific faculty or a department. You may access the directory on the University website under *Directory* from the top menu bar or through <http://www.lindenwood.edu/directory/index.html>

BUYING/RENTING TEXTBOOKS

There is no bookstore on campus; however, books may be purchased or rented at Book-X-Change located at 2144 1st Capitol Dr., St. Charles, MO., 63301 or may be ordered online through Book-X-Change, accessible from the Lindenwood University homepage. You may find the Book-X-Change website located under *Current Students, Academic Life-Books, and Visit Book-X-Change Website* or through <http://www.lutextbooks.com/>. Students are expected to acquire the specific textbooks (domestic versions only). Each student is expected to have his or her own textbook for each class.

Students are strongly encouraged to order books at least two weeks before the beginning of the term and, if possible, have the books shipped directly to a home address.

Action Checklist:

_____ To order books online, go to the University website (<http://www.lindenwood.edu>) and select *Current Students (top menu bar, left), Academic Life-Books, and Visit Book-X-Change Website* or through <http://www.lutextbooks.com/>. On the Book-X-Change homepage, select *Textbooks, Get Your Textbooks-GO!, and Books-Textbooks & Course Material*. Select the appropriate term. Select the appropriate department, course, and section and submit.

BLACKBOARD

Blackboard is a web-based course management system that Lindenwood University uses to deliver content for a variety of courses. Blackboard displays the student's course(s) in which they are registered to be enrolled in. Blackboard is used throughout the course by instructors to provide course material and links to the student.

If a course requires Blackboard use, the course syllabus will direct students to log into Blackboard. Only students enrolled in classes for which a Blackboard shell has been set up are required to log into Blackboard.

Action Checklist:

_____ To log into Blackboard from the Lindenwood website, select BLACKBOARD from the top right menu bar to access your blackboard. You must use your Lionmail username only (not your full Lionmail email address) and your Lionmail password.

BLACKBOARD ONLINE SUPPORT

Blackboard also allows the student to manage course(s), check grades, create blog entries, create and view discussion board threads, take tests online through blackboard, and contact students and instructors. A student tutorial for further help on blackboard is located on the University website under *Blackboard*, and *Student-Online Tutorials*. If you have any online concerns or need technical support, you may access Blackboard online support on the University website under *Blackboard*, and *Blackboard-Online Support*. You may chat live with a support team member, submit a ticket with your issue or concern, or call directly, toll-free at (877)-615-8212. Blackboard online support may also be accessed through <http://bbcrm.edusupportcenter.com/ics/support/default.asp>

PC COMMON

The purpose of PC Common is to allow students easy access to some instructors' course materials depending on if the instructor provides materials through PC Common. Information on PC Common is typically limited to common information such as syllabi and instructor office hours.

PC Common may be accessed from any campus computer (from My Computer, P Drive) or from off campus via the Lindenwood website. (Access to PC Common from off campus requires a Lionmail login and password.) However, placing documents or materials is optional for LU faculty, and many faculty members place information on Blackboard rather than PC Common. It would be recommended that student's use Blackboard for access to course materials.

FIRST NIGHT ASSIGNMENT-BLACKBAORD

All SB&E classes have a first-night assignment that is graded by the instructor. All students are expected to complete this assignment in advance of the class, submit it electronically through blackboard if applicable, and participate in the first class discussion. Instructors do not usually accept late first-night assignments without significant penalties. Students will need to buy the course textbook to complete the assignment.

Action Checklist:

_____ For First Night Assignment - see Syllabus (Course Calendar page – Week 1). Access your Blackboard class (two weeks prior to start of class) and find syllabus in Course Information folder.

_____ Students will need to buy the course textbook to complete the assignment. The material required to complete the assignment may be available on Blackboard that may be provided by the instructor.

LIONMAIL EMAIL ACCOUNT

It is every student's responsibility to check his/her Lindenwood Lionmail email account. Important messages including information about academic standing and financial aid reminders are sent via Lionmail. Students will be held accountable for any information or due dates sent via the campus email system. Note that Lionmail is the only email account to which professors and advisors have access for all students. Lionmail messages can be forwarded to a personal email account such as Gmail or Yahoo for the student's convenience. Lindenwood University is now partnered with Google for Lionmail. (The official email system for students is identified by userID@lionmail.lindenwood.edu and can be accessed via Lionmail on Google Apps.)

Lionmail accounts are created only for students currently enrolled in Lindenwood classes. Lionmail accounts are created in batches every 2-3 business days. Therefore, students may need to wait up to three business days after registering for classes for a Lionmail username and password to be available. For further assistance after that time, contact the help desk at helpdesk@lindenwood.edu

If you need to forward an email, you will need to log into your Lionmail email account, click on a selected email that is located in your inbox folder, select "more" from the drop down menu next to the "reply arrow," and select "forward." You may also forward an email in your sent folder in the same order of steps.

Action Checklist:

_____ Select EMAIL from the top right menu bar of the Lindenwood website and select Find Your Username.

_____ To find your Lionmail user name go to:
<https://www.lindenwood.edu/technology/email/studentsLionmailUserName.cfm>

_____ Your Lionmail password will be the mm/dd of your birth + last four digits of SSN (the password will be 8 digits, no spaces).

_____ To access your Lionmail go to:
<http://www.lindenwood.edu/technology/email/lionmail.html>

PRINTING ACCOMODATIONS

Students are entitled to print an allotted number of pages from any on-campus computer at no cost per term. Resident students may print up to 500 pages per term; commuter students may print up to 300 pages per term, and doctoral students may print up to 1000 pages per term. Once the total number of allotted pages has been reached, students may obtain an additional allotment for the remainder of the term, purchased through the student portal at a rate of \$3,00 per hundred pages.

When printing a document, a window will pop up requesting your username and password. Make sure to enter in your entire lindenwood username (your lionmail address) and password or your document may not print. After entering in your information select “OK”. Some documents may be sent to a printing queue next to the printer. Go to the designated queue, find your username and click “Print” next to your username. Your documents should then print

HELPDESK

The Help Desk serves as support for all information technology services, including, but not limited to, computer, network, audio-visual, email, telephone, and cable television services. The Help Desk also helps to serve any technical problems with student portals. The Help Desk is staffed between Monday-Friday, from 8:00 a.m.-5:00 p.m. and Saturday, from 8:00 a.m.-4:00 p.m. The Help Desk office is located on the lower level of the Spellmann Center. The entrance is located on the left just outside the Student Connection Center. If you need further assistance with any information technology issues, you may contact the Help Desk line at ext. 5100 on campus or 636-255-5100 off campus, or email at helpdesk@lindenwood.edu

STUDENT PORTAL (<http://sportal.lindenwood.edu>)

The student portal provides students access to their own academic information (i.e., grades, course evaluations, schedules and transcripts, their own ledger statement showing billing and financial aid, a list of courses offered, and the ability to register online, etc.) The student portal also allows students to fill out an emergency contact, log into their Lionmail account, display a ledger statement for housing, and print management, which allows students to view the current balance. Along with the student portal, the student services section gives access to career insider—an online career resource online, dining services, emergency text messaging, enrollment certificate, and student loan deferment. The course management section provides students with simple access to Blackboard.

Action Checklist:

_____ For detailed instructions on how to register online and locate your schedule, transcript, grades, ledger, course offerings and registration links, *see Appendix A, Directions for Enrolling for Classes through Your Portal.*

_____ For access to view any of the other categories listed, such as an emergency contact, housing statement, print management, emergency text messaging or career insider, log into your student portal, and select either category under *Student Portal, Administrative Services, Student Services, or Course Management* located on the left gold side bar.

TURNITIN

Turnitin.com checks for plagiarism and originality of student work. Students may be required to submit written assignments through Turnitin. Turnitin will mainly be accessible directly through Blackboard in most courses. Many instructors will provide a Turnitin link to submit work through Blackboard.

Important note: Students should assume only one submission of an assignment is possible unless the instructor says otherwise.

Action Checklist:

_____ Students may access online tutorials to become acquainted with Turnitin.com through http://turnitin.com/en_us/training/student-training

ACADEMIC ADVISOR

Students will be assigned an academic advisor after admission to the graduate program. The role of the academic advisor is to give advice to the student regarding academic issues. However, the student is ultimately responsible for tracking his or her progress through the degree program and meeting all requirements for application for a degree.

Prior to enrolling in classes for each academic term, academic advisors “release” students to register for classes through their student portals. Students must contact their advisors prior to registering for classes to review course selection and to receive permission to register.

Action Checklist:

_____ Meet with academic advisor for introductions and discussion of student’s goals.

PROGRAM PLANNING GUIDES– (ALSO KNOWN AS A BINGO SHEET)

A degree checklist is a helpful tool to track academic progress through the degree program and as a platform for discussions with students’ academic advisors. Degree checklists – also referred to as bingo sheets – are available on PC Common in the folder labeled “School of Business and Entrepreneurship.” The degree checklist mirrors the degree requirements listed in the graduate catalog.

MBA YEAR AT A GLANCE

The MBA Year at a Glance gives an overview of all courses offered and the terms during which they are expected to be offered. The MBA Year at a Glance provides core courses and elective courses for an emphasis concentration. Although this document is subject to change, it provides course offering information by academic term in a convenient format, which the student may use to anticipate and tentatively plan his or her MBA program. The MBA Year at a Glance is also available on the University website under *Academics, Course Catalogs and Schedules, MBA Schedules, and MBA Year at a Glance* or through <http://www.lindenwood.edu/academics/catalog/schedules/mbayear2014-2015.pdf>, *MS Year at a Glance* <http://www.lindenwood.edu/academics/catalog/schedules/msyear2014-2015.pdf>

Action Checklist:

_____ Go to the *Lindenwood University website, Academics, Course Catalogs and Schedules, MBA Schedules, and MBA Year at a Glance.*

MBA ACADEMIC CALENDAR

The MBA Academic Calendar provides a schedule for the 5-term MBA Program for Fall I, Fall II, Spring I, Spring II, and Summer term. Although this calendar is subject to change, it provides schedule deadlines for students to follow for each term. It is the student's responsibility to look at these deadlines for applications, making up grades, or withdrawing from courses. The MBA Academic Calendar is also available on the University website *under Academics, Course Catalogs and Schedules, Academic Calendar* and choose the appropriate MBA Calendar or through <http://lindenwood.smartcatalogiq.com/en/2014-2015/Graduate-Catalog/Academic-Calendars>

Action Checklist:

_____ Go to the *Lindenwood website, Academics, Course Catalogs and Schedules, Academic Calendar, and 2014-2015 MBA Calendar*

CAMPUS MAP

To locate a certain building, see *Appendix C: Campus Map* or the campus map is available on the University website <http://www.lindenwood.edu/about/docs/CampusMap.pdf>

Action Checklist:

_____ Go to *Appendix C: Campus Map* or through <http://www.lindenwood.edu/about/docs/CampusMap.pdf>

WRITING CENTER

Located in Butler Library, the Writing Center offers writing consultations and appointments. The writing consultant's role is to help students improve writing skills by answering questions regarding writing mechanics, organization, and content. To find a tutor or make an appointment with the Writing Center, select *Academics* in the top left bar, *and click on SASS-Tutors & Writing Center*. To make an appointment, go to: <http://rich36.com/lindenwood/> or contact the Writing Center at 636-949-4870.

Action Checklist:

_____ First-time users will need to register prior to viewing tutor availability. Make sure the "Choose a schedule" is set to "writing center tutors."

COMPUTER LAB

A computer lab for student use is located in Harmon Hall in rooms 104, 202, and 234. These computer labs are only available when a class is not present. There is an additional computer lab located in the Spellmann Center, on the third floor. More than 100 computers are available for student needs at this location. Students may need to present valid Lindenwood identification cards for computer access. Hours of operation are posted. The primary purpose for these computers is for academic studies. The Macintosh Lab/Multimedia Center is located in the Fine and Performing Arts Building.

Action Checklist:

_____ All users need to log into these computers by using their Lionmail username and password.

IDENTIFICATION CARDS AND PARKING DECALS

Students enrolled in classes at Lindenwood University may have to show an identification card when present on campus. All graduate and evening students attending class on the St. Charles campus are required to purchase a parking decal as well.

Action Checklist:

_____ For resident students, first, go to the Roemer Business Office to obtain a Lindenwood check-in booklet. The business office is open Monday-Thursday, 8:00 a.m.-6:00 p.m. (after 5:00 p.m. only Cashier Office), Friday, 8:00 a.m. -5:00 p.m., and Saturday 8:00 a.m.-4:00 p.m.

_____ Students will be directed to the Work and Learn Office on the 3rd floor of the Spellmann Center to get an (ID), identification card. Please note that these identification cards are also required in order to use library materials and computer labs. Students who misplace or lose their ID card must report to the Business Office to pay a replacement fee; they may then have it replaced by showing proof of payment at the Work and Learn Office.

_____ The final step will be to go to the Lindenwood Security office (Suite "G" - the last building past the Spirit Shoppe.) Parking decals are no longer sold at the Spirit Shoppe. The parking decals are \$2 per each vehicle per academic year--cash or check ONLY. Office hours are 8 a.m. - 5 p.m., Monday through Friday. License plate and vehicle information is required before a parking decal can be issued.

WEATHER DISMISSALS/RAVE ALERT

During emergencies, the University alerts students, staff, and faculty via the Lindenwood Instant Message System provided by Rave. This important service enables quick mass communication in the event of school closings or campus crises. Students are prompted by email when they enroll in classes to enter their mobile phone numbers into the system. The service is free to users although standardized text rates may apply.

When it is necessary to cancel classes, announcements will be posted on the Lindenwood University website and communicated to designated local television and radio stations (including LUTV and KCLC 89.1 FM). The Lindenwood Instant Message System provided by Rave will be used to announce class cancellations in the event of an emergency and other notifications as needed.

Action Checklist:

_____ You can sign up for RAVE alerts through your student portal under *Student Services - Emergency Text Messaging*. Simply enter your cell phone number and update. (Please note: it may take up to 24-48 hours for your cell phone number to be updated.)

BUTLER LIBRARY

Butler Library contains a balanced collection of books, periodicals, online resources, and other instructional and media resources. The materials in the library exist to support the curricular offerings of the University as well as the idea that reading and research are essential skills for the lifelong learner. The Butler Library has private study rooms, upstairs classrooms, and beautiful turn-of-the-century architecture, technology is also merged through wireless Internet access, three computer areas, and two closed-captioned television sets that provide students with local and global news. In addition to the traditional offerings at Butler Library, students are encouraged to stop in for a cup of coffee and a snack at the library's coffee shop, Java 201.

Faculty and students have access to over 53 primary subscription databases providing them with the ability to retrieve full-text documents at no cost. To access these databases, go to <http://www.lindenwood.edu>, go to *Library*, and go to *Research Help-Databases*. If you are accessing off-campus, you will be asked for login information. You may enter your last name and your 8-digit ID No. followed by LU (source: Library –Michael Dorlac). In addition, the library houses the Mary E. Ambler Archives, which include primary source material documenting the history of Lindenwood and the surrounding area.

The Library is a member of the MOBIUS consortium. MOBIUS provides students access to over 14 million book titles throughout the state of Missouri. If an item is not available through MOBIUS, patrons may use Butler Library's Inter-Library Loan Service. Butler Library's dedicated staff is available to help patrons navigate the wealth of traditional print and electronic resources that it offers. The library staff has developed a series of workshops, class presentations, and study guides to assist users. In addition, Lindenwood's librarians are available during all library hours to assist patrons with their research needs. Reference librarians may be contacted in person, by phone, or email.

To conduct searches of online databases and electronic materials, go to <http://library.lindenwood.edu/> Library working hours are also posted at this website location.

STUDENT AND ACADEMIC SUPPORT SERVICES (SASS) AND STUDENT OMBUDSMAN

Students who experience problems of any type are encouraged to visit The Office of Student and Academic Support Services (SASS). SASS assists students in the resolution of obstacles that impede academic progress. SASS staff can assist with inter-office facilitation, institutional guidance, academic mentoring, and dispute resolution. The Dean of Student and Academic Support Services also works as a liaison between students and other University offices and serves as the official University-student ombudsman. SASS is located in the Memorial Arts Building and can be contacted at crodgers@lindenwood.edu or by phone at 636-949-4697.

THE STUDENT COUNSELING AND RESOURCE CENTER (SCRC)

Through individual or group counseling, SCRC provides assistance in decreasing student stress; developing an emotionally healthy environment; and helping students to develop, focus on, and increase motivation towards their personal, relational, and career goals. All services are free of charge.

To contact the SCRC, students can either call the center at 636-949-4528 from Monday-Friday, 9:00 a.m. to 9:00 p.m. or email either Professor Marsha Andreoff at mandreoff@lindenwood.edu. A professional counselor will set up a time to meet with the student. Professor Andreoff will assess the student's needs and match the student with one of SCRC's counseling interns. During the intake process, the student will be asked to fill out some paperwork. SCRC follows both state and federal guidelines to ensure the highest level of confidentiality. The SCRC is located in the Lindenwood University Cultural Center, and its services are free to Lindenwood students.

STUDENT HEALTH CENTER

The Sisters of St. Mary (SSM) Student Health Center serves on-campus resident students for a variety of medical conditions, from flu-like symptoms and minor injuries to physical examinations and immunizations. The clinic has an onsite nurse practitioner to assist students with their healthcare needs. Walk-ins are welcome, but students with appointments take first priority. The center is located in the Connection Center on the first floor of the Spellmann Center.

THE COLLEGIATE READERSHIP PROGRAM

Copies of the *St. Louis Post-Dispatch*, *USA Today*, and the *New York Times* are located in every academic building on campus and are free of charge for students during the spring and fall terms.

PLEASE REFER TO THE GRADUATE CATALOG FOR ACADEMIC AND CAMPUS POLICIES

GRADUATE ASSISTANT POSITIONS

Paid positions at the graduate level are called Graduate Assistant (GA) positions, which are available at the School of Business & Entrepreneurship and throughout the University. Graduate assistant positions are not guaranteed, and placements are made according to availability. Candidates must interview with the person in charge of the department where they wish to work. Graduate assistant positions are renewable each term, subject to the candidate maintaining a 3.0 cumulative GPA and the approval of the immediate supervisor. No candidates will be considered until they have been officially admitted to the university. For more information and available GA positions: <http://www.lindenwood.edu/humanResources/employment/stcharles/index.html>

APPENDIX A: INSTRUCTIONS FOR ENROLLING IN CLASSES THROUGH THE STUDENT PORTAL

NOTES:

- Register as early as possible.
- Register only for the courses for which you have been approved.
- Once you have registered for classes, buy your books.
- If you are going on a break between sessions, buy your books before you leave.

Instructions: When you are ready to register for classes for future terms, follow the steps below. (You will need to meet with your academic advisor before being permitted to register through your student portal.)

1. From the Lindenwood website, select 'Portals' from the menu along the top of the screen and then select Portal Login. On the next screen, you will see Student Portal Login. Log in with your *Lionmail username* and *password*.
2. Be sure to select the correct term in the portal, otherwise you will not be able to register for classes or access your schedule. To change the term, look in the upper left corner, where you should see your name. Directly beneath your name, in small letters, you will see the words: ***Current Term***.
3. The default for the *current term* is usually a semester (SEM). You must **change** the *current term* to an MBA term. Click on ***Change Term***. From the drop down menu, scroll to find the term you wish to enroll in. (i.e. FA MBA I 14). Once you have clicked on the appropriate term, the portal will load automatically.
4. Once the correct term has been selected, go to the left-hand menu (gold box) and look under *Administrative Services*. Click on *Registration*.
5. Scroll through the courses (listed by course number) and select the boxes for the courses that you would like to register for.
6. After you have selected and checked your courses, you will click on the button in the bottom right-hand or top right-hand corner of the screen that says *Process Registration*. When it asks if you are sure, click "Yes."
7. You may click the icon of a printer in the top right corner of the screen to get a printable version of your schedule. To register for another term, go back to the *Change Term* link, and change it to the next term you wish to enroll in. Repeat the steps for registration.
8. To change, drop or add any classes, go back to registration and look at the top of the screen for your scheduled classes. Click the one you wish to drop and click "Process Registration" again.
9. When you are finished registering, click Logout.
10. Remember to print your course schedule. You are responsible for knowing your own schedule, buying your books in advance, and being prepared for the first day of class.

APPENDIX B: COMBINED CHECKLISTS

BOOKS

_____ To order books online, go to the University website (<http://www.lindenwood.edu>) and select *Current Students* (top menu bar, left), *Academic Life-Books*, and *Visit Book-X-Change Website* or through <http://www.lutextbooks.com/>. On the Book-X-Change homepage, select *Textbooks*, *Get Your Textbooks-GO!*, and *Books-Textbooks & Course Material*. Select the appropriate term. Select the appropriate department, course, and section and submit.

FIRST NIGHT ASSIGNMENT (FNA)

_____ For First Night Assignment - see Syllabus (Course Calendar page – Week 1). Access your Blackboard class (two weeks prior to start of class) and find syllabus in Course Information folder.

_____ Students will need to buy the course textbook to complete the FNA assignment. The material required to complete the assignment will be available on Blackboard.

LIONMAIL EMAIL ACCOUNT

_____ Select EMAIL from the top right menu bar of the Lindenwood website and select Find Your Username.

_____ To find your Lionmail user name go to:

<http://www.lindenwood.edu/technology/email/studentsLionmailUserName.cfm>

_____ Your Lionmail password will be the mm/dd of your birth + last four digits of SSN (the password will be 8 digits, no spaces).

_____ To access your Lionmail go to: <http://www.lindenwood.edu/technology/email/lionmail.html>

STUDENT PORTAL

_____ For detailed instructions on how to register online and locate your schedule, transcript, grades, ledger, course offerings and registration links, see *Appendix A, Directions for Enrolling for Classes through Your Portal*.

_____ For access on how to select any of the other categories listed, such as an emergency contact, housing statement, print management, emergency text messaging or career insider, log into your student portal, and select either category under *Student Portal*, *Administrative Services*, *Student Services*, or *Course Management* located on the left gold side bar.

BLACKBOARD

_____ To log into Blackboard from the Lindenwood website, select BLACKBOARD from the top right menu bar to access your blackboard. You must use your Lionmail username only (not your full Lionmail email address) and your Lionmail password.

TURNITIN

_____ Students may access online tutorials to become acquainted with Turnitin.com through http://turnitin.com/en_us/training/student-training

ACADEMIC ADVISOR

_____ Meet with Academic Advisor for introductions and discussion of student's goals.

MBA YEAR AT A GLANCE

_____ Go to the *Lindenwood website, Academics, Course Catalogs and Schedules, MBA Schedules, and MBA Year at a Glance*

MBA ACADEMIC CALENDAR

_____ Go to the *Lindenwood website, Academics, Course Catalogs and Schedules Academic Calendar, and 2014-2015 MBA Calendar*

CAMPUS MAP

_____ Go to *Appendix C: Campus Map* or through <http://www.lindenwood.edu/about/docs/CampusMap.pdf>

WRITING CENTER

_____ First time users will need to register prior to viewing tutor availability. Make sure the “Choose a schedule” is set to “writing center tutors.”

COMPUTER LAB

_____ All users need to login to these computers by using their Lindenwood University ID and password.

IDENTIFICATION CARDS AND PARKING DECALS

_____ For resident students, first, go to the Roemer Business Office to obtain a Lindenwood check-in booklet. The business office is open Monday-Thursday, 8:00 a.m.-6:00 p.m. (after 5:00 p.m. only Cashier Office), Friday, 8:00 a.m. -5:00 p.m., and Saturday 8:00 a.m.-4:00 p.m.

_____ Students will be directed to the Work & Learn Office on the 3rd floor of the Spellmann Center to get an (ID), identification card. Please note that these identification cards are also required in order to use library materials and computer labs. Students who misplace or lose their ID card must report to the Business Office to pay a replacement fee; they may then have it replaced by showing proof of payment at the Work & Learn Office.

_____ The final step to purchase parking decals will be to go to the Lindenwood Security office (Suite “G” - the last building past the Spirit Shoppe.) Parking decals are no longer sold at the Spirit Shoppe. The parking decals are \$2 per each vehicle per academic year--cash or check ONLY. Office hours are 8 a.m. - 5 p.m., Monday through Friday. License plate and vehicle information is required before a parking decal can be issued.

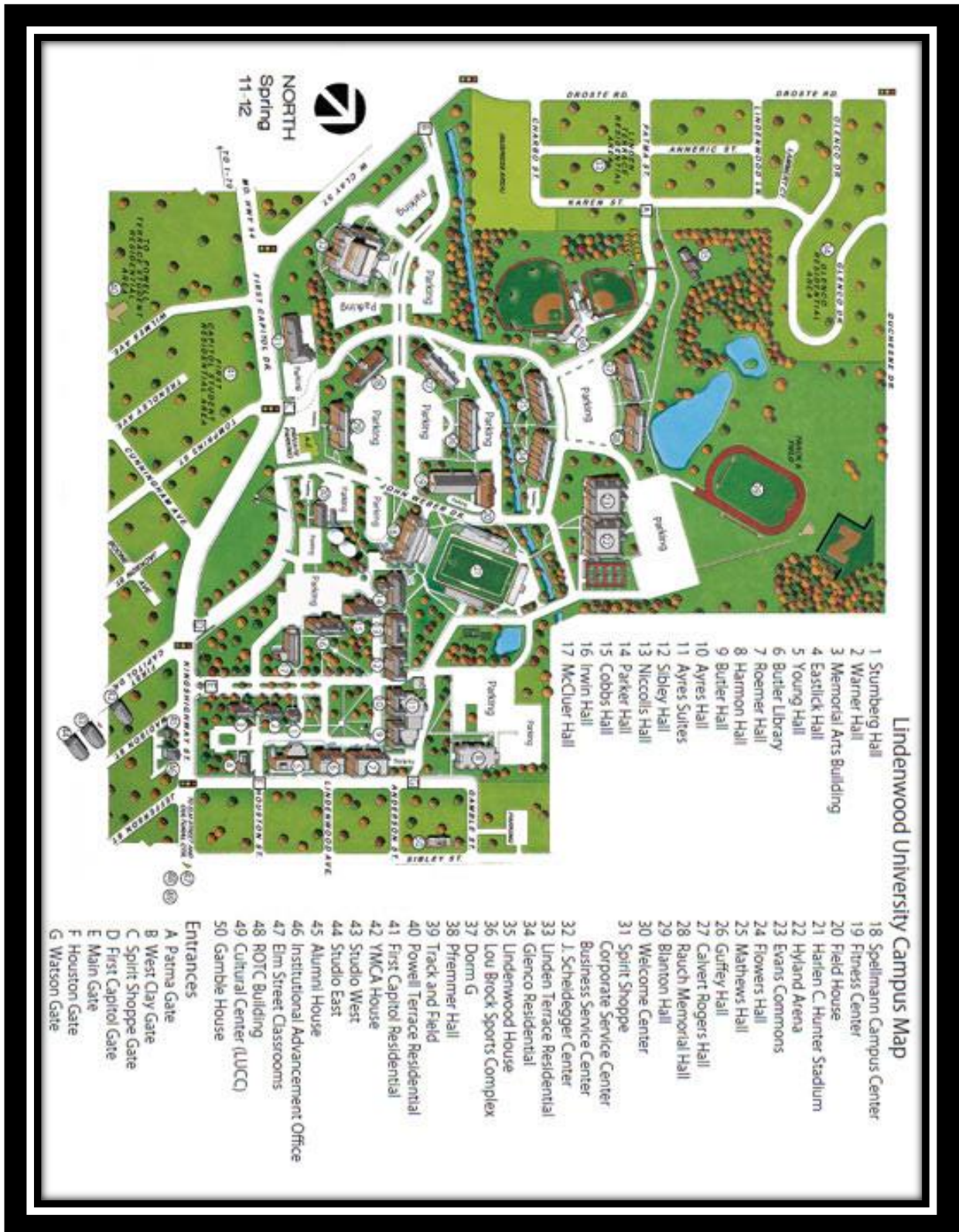
WEATHER DISMISSALS/RAVE ALERT

_____ You are encouraged to sign up for RAVE alerts through your student portal under *Student Services - Emergency Text Messaging*. Simply enter your cell phone number and update. (Please note: it may take up to 24-48 hours for your cell phone number to be updated)

GRADUATE ASSISTANT POSITIONS (GA)

_____ 2-3 months prior to the beginning of courses apply for a GA position at: <http://www.lindenwood.edu/humanResources/employment/stcharles/index.html>

APPENDIX C: CAMPUS MAP



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