



# PMBA 37 MBA 501

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August 25, 2007

Welcome to the Professional MBA Program at the Crummer Graduate School of Business. Your first course will be MBA 501—Management Analysis. The purpose of this intensive course is to introduce you to the program and to prepare you for success in completing your degree over the next thirty-two months.

We intend to acclimate you to the pace of the program and to provide you with case study and computer analysis skills needed in future classes. You will also get to know your fellow students and will be assigned to a study group with whom you will work very closely over the next 4 ½ terms.

The program consists of one full day of technology followed by one evening and three full days of intensive work including an introduction to case analysis, decision support, computer applications, written work, and oral presentations.

On behalf of President Lewis Duncan, Dean Craig McAllaster, and the entire Rollins Community I welcome you to Class 37 of the Professional MBA Program.

Sincerely,

Alice Argeros

Director, Professional MBA Program



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## PMBA 37 – MBA 501 Management Analysis Schedule

**Saturday, August 25, 2007**

|  |   |   |
|--|---|---|
| 7:30 –8:00 am<br>8:00 – 8:30 am<br>8:30–9:30 am<br>9:30– 10:00 am<br>10:00–10:15 am<br>10:15 –11:15 am<br>11:15 –12:00 pm<br>12:00–1:00 pm<br><br>1:05–4:05 pm<br>4:05 –4:15 pm<br>4:15 –6:45 pm | Check-in & pic-up parking decals<br><i>(beverage service provided in Barker Lobby)</i><br>Welcome<br>Introductions<br>Introduction to team building<br>Break<br>Team Building 1<br>Campus Walking Tour<br>Lunch<br><br>Computer Distribution/Technology<br>Break<br>Quantitative/Presentation Skills Workshop | Crummer Lobby<br><br>Rm 318<br>Rm 318<br>Rm 318<br>Rm 308<br>Rm 318<br>Guided<br>Campus Center<br>(#14 on campus map)<br>Rm 107<br><br>Rm 107 & breakouts |
|--|---|---|

**Wednesday, September 5, 2007**

|   |   |   |
|---|---|---|
| 5:30 –6:30 pm<br>6:30 –7:30 pm<br>7:30 –7:45 pm<br>7:45 – End | Team Building 2<br>Introduction to Case Method<br>Break<br>jetBlue Case and debrief | Rm 107<br>Rm 107<br>Student Lounge (basement)<br>Rm 107 & breakouts |
|---|---|---|

**Thursday, September 6, 2007**

|  |  |  |
|--|--|--|
| 8:00–8:30 am<br>8:30 –9:00 am<br>9:00–10:00 am<br>10:00–10:45 am<br><br>10:45–11:00 am<br>11:00 –1:55 pm<br><br>2:00–2:30 pm<br>2:30–5:00 pm<br>5:00–7:00 pm | Beverage Service available<br>Polices / Logistics / Handbook<br>Library presentation<br>R-Card Photos<br><br>Break–walk to Galloway Room<br>Team Building 3<br><i>(lunch included)</i><br>Business Writing<br>Case Module 1 & debrief<br>Team Building 4 | Foyer, room 107<br>Rm 107<br>Rm 107<br>Warren Administration Bldg.<br>(#44 on campus map)<br>Building #15 on map<br>Galloway Room<br>(#15 on campus map)<br>Rm 107<br>Rm 107<br>Rm 107 |
|--|--|--|

**Friday, September 7, 2007**

|   |  |   |
|---|--|---|
| 8:00 – 8:30 am<br>8:30–9:30 am<br>9:30–11:30 am<br>11:30–12:30 pm<br>12:30–2:00 pm<br><br>2:00–4:00 pm<br>4:00 –6:00 pm | Beverage Service available<br>Academic Integrity<br>Case Module 2 & debrief<br>Strategy<br>Alumni Luncheon<br><br>Two Eggs can Fly!<br>Case Module 3 & debrief | Foyer, rm 107<br>Rm 107<br>Rm 107 & breakouts<br>Rm 107<br>Galloway Room<br>(#15 on campus map)<br>Rm 107<br>Rm 107 & breakouts |
|---|--|---|

**Saturday, September 8, 2007**

|   |   |   |
|---|---|---|
| 9:00–9:15 am<br>9:15–1:00 pm<br><br>1:00–2:20 pm<br>2:20–2:30 pm<br>2:30–3:30 pm<br>3:30–3:55 pm<br>4:00–4:40 pm<br><br>4:40–5:10 pm<br>5:10- 5:30 pm<br>5:30 pm– | Case Module 4<br>Prepare presentations<br><i>(beverage service, breakfast &amp; boxed lunches will be provided in the student lounge)</i><br>All–present & observe (teams 1-4)<br>Break<br>All–present & observe (teams 5-7)<br>Executive Comments<br>Self-critique/team feedback<br><i>(remain in breakout rooms for faculty feedback)</i><br>Faculty feedback<br>Wrap up<br>Closing Reception | Rm 107<br>Breakout rooms<br>Rm 107<br><br>Rm 107<br>Rm 107<br>Breakout rooms<br><br>Breakout rooms<br>Rm 107<br>Amigo’s Tex Mex Grill<br>494 N. Semoran Blvd., 407/657-8111 |
|---|---|---|

|                                   |             |             |             |             |
|-----------------------------------|-------------|-------------|-------------|-------------|
| <b>Breakout room assignments:</b> | Team 1 B-15 | Team 2 B-14 | Team 3 B-13 | Team 4 B-12 |
|                                   | Team 5 B-11 | Team 6 B-9  | Team 7 B-21 |             |



## 2007-2010 Program Schedule

Intensive I August 25, and September 5-8, 2007 ♦ Intensive II September 5-7, 2008

### Term 1 - Fall 2007

Intensive I (MBA 501) August 25, and September 5-8, 2007  
 Fall Term Begins September 10, 2007  
 Fall Project Period October 22 - October 30, 2007 (no classes)  
 Classes Resume October 31, 2007  
 Thanksgiving Holiday November 21-23, 2007 (no classes)  
 Last Day of Fall Term December 14, 2007

### Term 2- Spring 2008

Spring Term Begins January 14, 2008  
 Spring Project Period February 25 - February 29, 2008 (no classes)  
 Classes Resume March 3, 2008  
 Last Day of Spring Term April 11, 2008

### Term 3 - Summer 2008

Summer Term A Begins April 21, 2008  
 Memorial Day Holiday May 26 - 27, 2008 (no classes)  
 Last Day of Term A June 3, 2008  
 Summer Term B Begins June 9, 2008  
 Last Day of Term B July 17, 2008

### Term 4 - Fall 2008

Intensive II (MBA 503) September 5-7, 2008  
 Fall Term Begins September 8, 2008  
 Fall Project Period October 20 - October 28, 2008 \*  
 Classes Resume October 29, 2008  
 Thanksgiving Holiday November 26 - 28, 2008 (no classes)  
 Last Day of Fall Term December 12, 2008

### Term 5- Spring 2009

Spring Term Begins January 19, 2009  
 Spring Project Period March 2 - March 6, 2009 (no classes)  
 Classes Resume March 9, 2009  
 Last Day of Spring Term April 17, 2009

### Term 6 - Summer 2009

Summer Term A Begins April 20, 2009  
 Memorial Day Holiday May 25 - 26, 2009 (no classes)  
 Last Day of Term A June 2, 2009  
 Summer Term B Begins June 8, 2009  
 Last Day of Term B July 16, 2009

### Term 7 - Fall 2009

Fall Term Begins September 14, 2009  
 Fall Project Period October 26 - November 3, 2009 (no classes)  
 Classes Resume November 4, 2009  
 Thanksgiving Holiday November 25 - 27, 2009 (no classes)  
 Last Day of Fall Term December 18, 2009

### Term 8- Spring 2010

Spring Term Begins January 18, 2010  
 Spring Project Period March 1 - March 5, 2010 (no classes)  
 Classes Resume March 8, 2010  
 Last Day of Spring Term April 16, 2010

**Graduation (tentative) Saturday, May 1, 2010**

*\*Project Periods- Faculty assign individual and team projects, and team meetings take place.*



## Tuition Detail

This document is provided for students who need a detailed breakdown to supply employers for reimbursement. In addition, you will receive a schedule bill at the beginning of each new term from the Rollins College Bursars office showing your unpaid balance. This document, along with your monthly statement and term grade report received at the end of each term may be provided to your employer for reimbursement. Students can also access FoxLink for their account information. From FoxLink, students have the ability to print account history by term, as well as unofficial transcripts. Additional copies of your transcript may be requested through the Transcript Request Form found on our website under the "Forms" tab and must be completed for each request. It is the students' responsibility to retain and provide these documents to their individual employers. **Statements are not provided by the PMBA Program office.** You should contact the Rollins College Bursars office at (407) 646-2297 for additional monthly statements.

| Term                 | Description | Dates                    | Cr. Hour  | Class                                     | Cost                                |
|----------------------|-------------|--------------------------|-----------|---|-------------------------------------|
| 1                    | Fall 2007   | 9-10-07 through 12-14-07 | 3         | MBA 501 Management Analysis               | \$ -0-                              |
|                      |             |                          | 3         | QBA 501 Quantitative Business Analysis    | \$2,900                             |
|                      |             |                          | 3         | MGT 501 Organizational Behavior           | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 2 TOTAL TUITION \$5,800</b> |
| 2                    | Spring 2008 | 1-14-08 through 4-11-08  | 3         | ACCT 501 Financial Accounting             | \$2,900                             |
|                      |             |                          | 3         | ECO 503 Economics for Managers            | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 2 TOTAL TUITION \$5,800</b> |
| 3                    | Summer 2008 | 4-21-08 through 7-17-08  | 3         | ACCT 502 Managerial Accounting            | \$2,900                             |
|                      |             |                          | 3         | MKT 501 Marketing Management              | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 3 TOTAL TUITION \$5,800</b> |
| 4                    | Fall 2008   | 9-8-08 through 12-12-08  | 2         | MBA 503 Legal, Ethical & Social Issues    | \$-0-                               |
|                      |             |                          | 3         | FIN 501 Financial Management              | \$2,900                             |
|                      |             |                          | 3         | INTL 501 Business In a Global Environment | \$2,900                             |
| 5                    | Spring 2009 | 1-19-09 through 4-17-09  | 3         | POM 503 Operations Management             | \$2,900                             |
|                      |             |                          | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 5 TOTAL TUITION \$5,800</b> |
| 6                    | Summer 2009 | 4-20-09 through 7-16-09  | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 6 TOTAL TUITION \$5,800</b> |
| 7                    | Fall 2009   | 9-14-09 through 12-18-09 | 3         | MGT 612 Management Policy                 | \$2,900                             |
|                      |             |                          | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 7 TOTAL TUITION \$5,800</b> |
| 8                    | Spring 2010 | 1-18-10 through 4-16-10  | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          | 3         | Elective Course                           | \$2,900                             |
|                      |             |                          |           |   | <b>TERM 8 TOTAL TUITION \$5,800</b> |
|                      |             |                          | <b>53</b> | <b>TUTION TOTAL PROGRAM</b>               | <b>\$46,400</b>                     |
| <b>TOTAL CREDITS</b> |             |                          |           |   |                                     |

## Tuition Payment Schedule

The tuition for the Professional MBA Program that begins in January 2007 will be \$43,200. In addition to covering regular tuition charges, these payments also cover the laptop computer, software, and intensive courses. A breakdown of the budgeted costs of these expenses can be provided to accepted students if required by their company. At the request of past students and for the convenience of the companies that support the program, the following payment schedule has been established:

### **TUITION FIRST FOUR TERMS , 2007-2008**

| Amount          | Date of Payment   |
|-----------------|---|
| \$ 500          | Deposit received within two weeks of acceptance to PMBA Program |
| \$ 5,300        | Received no later than August 25, 2007                          |
| \$ 5,800        | Received no later than January 14, 2008                         |
| \$ 5,800        | Received no later than April 21, 2008                           |
| <u>\$ 5,800</u> | Received no later than September 8, 2008                        |
| \$23,200        |   |

### **TUITION SECOND FOUR TERMS, 2008-2009**

| Amount          | Date of Payment                           |
|-----------------|---|
| \$ 5,800        | Received no later than January 19, 2009   |
| \$ 5,800        | Received no later than April 20, 2009     |
| \$ 5,800        | Received no later than September 14, 2009 |
| <u>\$ 5,800</u> | Received no later than January 18, 2010   |
| \$23,200        |   |

Total for entire program: \$46,400

## Refund Policy

Refund amounts are determined by the time of withdrawal as described below:

### Year I of the Program, 2007-2008

#### The \$500 tuition deposit is not refundable

#### Term 1:

The refund schedule of the payment made August 25<sup>th</sup>, 2007 is as follows:

|  |     |
|--|-----|
| Withdrawal between September 6 <sup>th</sup> and September 10 <sup>th</sup>  | 50% |
| Withdrawal between September 11 <sup>th</sup> and September 21 <sup>st</sup> | 25% |
| No refunds after September 21 <sup>st</sup> , 2007                           |     |

\*Refund applies toward tuition only, students withdrawing before September 21<sup>st</sup> are required to pay for the laptop computer. Laptops may not be returned for credit.

#### Term 2:

The refund schedule of the payment made January 14<sup>th</sup>, 2008 is as follows:

|  |      |
|--|------|
| Withdrawal between January 14 <sup>th</sup> and January 18 <sup>th</sup> | 100% |
| Withdrawal between January 19 <sup>th</sup> and January 25 <sup>th</sup> | 75%  |
| Withdrawal between January 26 <sup>th</sup> and February 1 <sup>st</sup> | 50%  |
| No refunds after February 1 <sup>st</sup> , 2008                         |      |

#### Term 3:

Summer Term A: The refund schedule of the payment made April 21<sup>st</sup>, 2008 is as follows:

|  |      |
|--|------|
| Withdrawal between April 21 <sup>st</sup> and April 22 <sup>nd</sup> | 100% |
| Withdrawal between April 23 <sup>rd</sup> and April 24 <sup>th</sup> | 75%  |
| Withdrawal between April 25 <sup>th</sup> and April 29 <sup>th</sup> | 50%  |
| No refunds in summer term A after April 29 <sup>th</sup> , 2008      |      |

Summer Term B: The refund schedule of the payment made June 9<sup>th</sup>, 2008 is as follows:

|  |      |
|--|------|
| Withdrawal between June 9 <sup>th</sup> and June 10 <sup>th</sup>  | 100% |
| Withdrawal between June 11 <sup>th</sup> and June 12 <sup>th</sup> | 75%  |
| Withdrawal between June 13 <sup>th</sup> and June 17 <sup>th</sup> | 50%  |
| No refunds in summer term B after June 17 <sup>th</sup> , 2008     |      |

#### Term 4:

The refund schedule of the payment made September 8<sup>th</sup>, 2008 is as follows:

|  |      |
|--|------|
| Withdrawal between September 8 <sup>th</sup> and September 12 <sup>th</sup>  | 100% |
| Withdrawal between September 13 <sup>th</sup> and September 19 <sup>th</sup> | 75%  |
| Withdrawal between September 20 <sup>th</sup> and September 26 <sup>th</sup> | 50%  |
| No refunds after September 26 <sup>th</sup> , 2008                           |      |

## Year II of the Program, 2009-2010

### Term 5:

The refund schedule of the payment made January 19<sup>th</sup>, 2009 is as follows:

|  |      |
|--|------|
| Withdrawal between January 19 <sup>th</sup> and January 23 <sup>rd</sup> | 100% |
| Withdrawal between January 24 <sup>th</sup> and January 30 <sup>th</sup> | 75%  |
| Withdrawal between January 31 <sup>st</sup> and February 6 <sup>th</sup> | 50%  |
| No refunds after February 6 <sup>th</sup> , 2009                         |      |

### Term 6:

Summer Term A: The refund schedule of the payment made April 20<sup>th</sup>, 2009 is as follows:

|  |      |
|--|------|
| Withdrawal between April 20 <sup>th</sup> and April 21 <sup>st</sup> | 100% |
| Withdrawal between April 22 <sup>nd</sup> and April 23 <sup>rd</sup> | 75%  |
| Withdrawal between April 24 <sup>th</sup> and April 28 <sup>th</sup> | 50%  |
| No refunds in summer term A after April 28 <sup>th</sup> , 2009      |      |

Summer Term B: The refund schedule of the payment made June 8<sup>th</sup>, 2009 is as follows:

|  |      |
|--|------|
| Withdrawal between June 8 <sup>th</sup> and June 9 <sup>th</sup>   | 100% |
| Withdrawal between June 10 <sup>th</sup> and June 11 <sup>th</sup> | 75%  |
| Withdrawal between June 12 <sup>th</sup> and June 16 <sup>th</sup> | 50%  |
| No refunds in summer term B after June 16 <sup>th</sup> , 2009     |      |

### Term 7:

The refund schedule of the payment made September 14<sup>th</sup>, 2009 is as follows:

|  |      |
|--|------|
| Withdrawal between September 14 <sup>th</sup> and September 18 <sup>th</sup> | 100% |
| Withdrawal between September 19 <sup>th</sup> and September 25 <sup>th</sup> | 75%  |
| Withdrawal between September 26 <sup>th</sup> and October 2 <sup>nd</sup>    | 50%  |
| No refunds after October 2 <sup>nd</sup> , 2009                              |      |

### Term 8:

The refund schedule of the payment made January 18<sup>th</sup>, 2010 is as follows:

|  |      |
|--|------|
| Withdrawal between January 18 <sup>th</sup> and January 22 <sup>nd</sup> | 100% |
| Withdrawal between January 23 <sup>rd</sup> and January 29 <sup>th</sup> | 75%  |
| Withdrawal between January 30 <sup>th</sup> and February 5 <sup>th</sup> | 50%  |
| No refunds after February 5 <sup>th</sup> , 2010                         |      |

### *FINANCIAL RESPONSIBILITY FOR TUITION PAYMENTS*

It is understood that each student is ultimately responsible for all tuition payments, regardless of any agreement made between the student and his/her employer. I affirm that I will be responsible for the tuition payment(s) for class(es) taken at the Crummer Graduate School and other related college charges, including all attorney's fees and other costs and charges necessary for the collection of any amount not paid when due. I have read, understand, and will comply with the refund schedule and policies for the Crummer School. I understand that grades, transcripts and diplomas will not be released with a past due balance owed to Rollins College. Furthermore, I understand my account will be placed on hold and that future registration will be disallowed with a past due balance owed to Rollins College.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGED  
ONLINE**

## Payment Policy

The following policies and procedures are in effect for all Crummer Graduate School of Business students:

### Billing

Each student registered will receive a monthly statement from the Rollins College Office of the Bursar. You should retain this statement for tuition reimbursement purposes and submit it, along with your transcript, to your company at the end of each term. Students also have access to transcripts, schedules and account details via FoxLink. To request a copy of your schedule bill please call the Bursars office at (407) 646-2297.

### Payments

All tuition payments can be made by check in person at the Bursar's office window in the Warren Administration Building between the hours of 8:30 a.m. and 5:00 p.m. Monday - Friday. Payment by check can also be made online via e-check or mailed to: Rollins College, P O Box 550748, Tampa, FL 33655-0748. Please be sure to put your R-number on the check.

| Payment Method                 | Service Fee | Notes:   |
|--------------------------------|-------------|--|
| MasterCard                     | 2.75%       | Must be made on line at <a href="http://FoxLink.rollins.edu">FoxLink.rollins.edu</a>   |
| E-check                        | 0%          | At <a href="http://FoxLink.rollins.edu">FoxLink.rollins.edu</a> under Student Services option  |
| Cash*, Check, Money Order Only | 0%          | Accepted at Bursars office or by mail<br><i>*Please note: cash should never be sent through the mail and is only accepted in person at the Bursars office.</i> |
| Discover                       | 2.75%       | Must be made on line at <a href="http://FoxLink.rollins.edu">FoxLink.rollins.edu</a>   |
| American Express               | 2.75%       | Must be made on line at <a href="http://FoxLink.rollins.edu">FoxLink.rollins.edu</a>   |

### Online Billing and Payment Policy and User Guide

Rollins College is now offering on-line billing and payment via the Internet. **Pop-Up Blockers MUST be disabled** to access links below (QuickPAY™ site best viewed with Internet Explorer). Students may access the on-line system via FoxLink.

- Authorized Payers may access the site at [www.rollins.edu/finance/bursar](http://www.rollins.edu/finance/bursar) under the Online Billing and Payment System option.
- Student may access the online payment system via Foxlink
- Log-in to Foxlink and select 'Student Services' tab, next select 'academic/school services', next select 'administrative services', next select 'student/financial aid', next select 'student account information'. The menu options will now be in the upper left hand side of screen in a dark blue box. Pop-Up Blockers MUST be disabled.
- Select User Preferences to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail payment confirmation or an e-mail notification when an authorized payer makes a payment.
- Select Payment Profiles to enter credit card and banking information for electronic check payments. These profiles will be stored, so you do not have to enter the information each time you make a payment.
- Select Authorize Payers to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account on-line through the Authorized Payer link. The link will be available at [www.rollins.edu/finance/bursar](http://www.rollins.edu/finance/bursar) under the Online Billing and Payment System option.
- Select View Accounts to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
- Select Make Payment to submit an on-line payment to your account. You will be given the opportunity to enter any amount you wish to pay, once you select Pay next to Tuition and Fees. You do not have to make full payment at one time or pay the amount listed, if you have knowledge that you have other resources to cover your balance.
- Select Payment History to review payments made to your account via the on-line payment site.
- Select Contact Us in the top right hand corner or call 407-646-2252 if you have any questions or need assistance.
- Log off is located in the top right hand corner. Your FoxLink session will remain active while you are in the QuickPAY™ site and will reappear on your screen when you log off QuickPAY™.



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# Academic Policies

## Continuous Matriculation

The MBA Programs are structured so that each class of students progresses through the program as a group. A student who must drop out of the program for any reason will be allowed to re-enter the program with a class that has completed the same course work. As long as a student remains with their same entrance class the agreed tuition cost will not change. Students rejoining the program after any absence will be assessed tuition at the current rate upon re-entry. Additionally, students re-entering the program after an absence are responsible for supplying their own laptop computer that has been approved by information technology. The degree candidate will be allowed **six (6) years** within which to complete the degree requirements. Failure to complete the degree in that time period will require a new program of study designating the requirements for the degree that exists at the time. Only when students have completed all required courses may they vary their schedule from that of their assigned class. When selecting elective courses, MBA students may choose any elective course offered in either the day or evening program.

## Transfer Credits

A student may transfer up to six credit hours of course material to their Crummer School Program of Study. These hours must be graduate-level courses completed within the last six years from a school accredited by AACSB International, and the student must have earned a grade of "B" or higher. Approval from the Program Director must be obtained prior to enrolling in the course. Courses may not be taken at another school while enrolled at the Crummer School unless special permission is granted in advance. To submit an outside course for approval students must submit the following materials to the Professional MBA Program office **before** enrolling: a current course description and a current syllabus. After completing an approved course, an Outside Course Transfer form, accompanied by an official transcript showing the courses to be transferred must be submitted to the student records office.

## Course Overloads

Professional MBA students may not seek to register for a course overload (more than two courses per term) until all required courses have been completed. Students seeking overload must have a minimum grade point average of 3.6 and approval from the Professional MBA Program office.

## Scholastic Requirements

Degree candidates are required to complete all course requirements with a minimum grade point average of **2.85**. A student with a grade point average of at least 2.85 is considered in good standing. Any student whose average drops below 2.85 will be placed on probation. If the average drops below 2.5, the student is automatically dismissed. Students who complete at least six credits in a given term and who achieve at least a 3.6 grade point average are placed on the Dean's List for that term. Students who complete their MBA program with a cumulative grade point average of 3.85 or higher will receive the distinction of graduating with honors. Students who graduate in the top twenty percent of their class in terms of cumulative grade point average will be inducted into Beta Gamma Sigma (BGS), the leading national business honor society. BGS status is calculated at the end of the fall term preceding spring commencement; calculations at that time include students who have completed degree requirements 1(one) term prior to commencement, and those who will be finishing in the term directly following commencement.

## Grades

Grades are reported as follows:

- A: indicates consistently excellent work
- B: indicates work of the quality normally expected of a graduate student
- C: indicates work that is below the quality expected in graduate study
- F: indicates work that is unacceptable in graduate study
- I: Incomplete indicates that the student and instructor have signed a written agreement that outstanding work will be completed and the grade changed to A, B, C or F **by the mid-term point of the following term**
- W: Withdrawal
- CR, NCR: credit or no credit may only be assigned for specifically designated courses.

Grades A, B, and C may be modified by a plus or minus as appropriate. The following quality points are assigned for each terms letter grade: A 4.00, A- 3.67, B+ 3.33, B 3.00, B- 2.67, C+ 2.33, C 2.00, C- 1.67, F 0.00.

## Grade Appeal Process

The review process established to ensure a fair hearing in cases of grade disputes is as follows:

1. Students must arrange to meet with the instructor to determine whether an error has been made or the instructor wishes to reconsider the grade.
2. Students who still question their grades after consultation with the instructor should document their reasons for the grade dispute and submit documentation to their Program Director. All grade disputes are decided by a faculty committee who submit their decisions to the Dean. The Dean's Office will communicate the final decision to the student.

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## Failing Grade Policy

Should a student receive an F for a core course they must retake that same class until they achieve a passing grade. If the F is awarded in an elective course the student may retake the same class or choose another elective, based on course availability. In both cases the original F will remain on the transcript and be averaged into the student's overall GPA. In cases where the GPA fall below a 2.5 the student will automatically be dismissed from the program.

## Concentrations

Concentrations are not required; however you may choose a single or dual concentration. To obtain a concentration 9 elective credits (3 courses) must be completed in the concentration area—however no more than 9 credits (3 courses) in any one area of concentration may be counted towards your degree. Elective credits are 600 level courses excluding MGT 612. Registration for electives takes place online and the dates will be announced via email. *It is the student's responsibility to complete registration within the allotted time frame.* Concentrations may be completed in ENTREPRENEURSHIP (ENT), FINANCE (FIN), INTERNATIONAL BUSINESS (INTL), MANAGEMENT (MGT), and MARKETING (MKT).

**Single Concentration**—9 elective credits in area of concentration, the remaining 9 elective credits must be done outside of the concentration.

**Dual Concentration**—18 elective credits in area of concentration (9 elective credits in each area), **one course must satisfy an INTL requirement.**

**INTL Concentration**—A maximum of two trips (various combinations of INTL 604, 605 or 606) is allowed per student. Students may participate in two global consulting projects (INTL 604); however, only one may be applied toward and INTL concentration. One classroom based course is required for every INTL concentration. Global consulting projects (practicum) are faculty led consulting projects that students must apply and be accepted to. Only two may be taken during the program of study for a total of 6 elective credits. Students may only use 3 credits of practicum credit toward a concentration. Some courses and consulting projects may be used toward different concentrations, these are posted online under PMBA, 'current students'.

## Add/Drop and Withdrawals

A degree candidate is able to add or drop classes up until the first day of the class by filling out an Add/Drop Form. A course dropped within this time frame does not appear on the student's transcript. No course may be added once the class has met without the approval of the instructor. Students may withdraw from classes up until the mid-point of the term by filling out a Withdrawal Form. Students that withdraw from a course in this fashion will receive a grade of "W" on their transcript. The refund policy with specific dates for withdrawal is stated each term on the course schedule. Students still enrolled in a course after the mid-point of the term must receive a grade from the professor based on their completion of all course requirements. Students who believe special circumstances exist (i.e. medical, family emergency...) should immediately petition the Program Director. Students who do not attend a class they have been registered for will receive a failing grade at the end of the semester. Any students who do not appear on the class roster will be asked to leave the class by the professor.

## Refund Policy

The exact dates for refund policies specific to PMBA students are published online and in each cohort's handbook. Refund amounts are determined by the time of withdrawal as described below\*\*:

- Last day for 100% refund—By 5 p.m. on Friday of the first week of the term
- Last day for 75% refund—By 5 p.m. on Friday of the second week of the term
- Last day for 50% refund—By 5 p.m. on Friday of the third week of the term

Please note that the refund schedule above applies only to spring and fall term schedules. Because summer terms are split into part A and part B, please refer to the detailed policy on page 11 of this handbook.

\*\*This policy does not apply to refunds made in first term due to laptop computer costs and orientation expenses. Please refer to the refund policy on page 11 regarding withdrawal during first term.

## Graduation Requirements

It is the responsibility of each student to make certain that all course requirements for graduation listed on the Program of Study have been met. If there is any doubt, the Program Director should be consulted prior to registration for the next to the last term preceding expected graduation. Students must submit an Intent to Graduate Form to the registrar by the midpoint of their next to the last term—the Student Records office will communicate these deadlines via email. Degree candidates are required to complete all course requirements with a minimum grade point average of 2.85 or higher in order to graduate. **A student's academic record, including the transcript and diploma, will be withheld until the student account is paid in full.**

## Program Change

Guidelines for changing programs:

- Please note that transfers may only occur between the EAMBA and PMBA Program
- Discuss and confirm with directors of **both** programs
- Meet admissions requirements of program wishing to be entered
- Complete elective requirements of original program (no reduction in elective requirements)
- Complete final two semesters in the same program
- Only one program transfer permitted

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The Crummer Graduate School of Business reserves the right to alter the terms of the Student Handbook and Academic Policies without notice to students.

ACKNOWLEDGED  
ONLINE

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## PMBA Policy on electives applied toward an International Concentration

- ◆ To earn INTL concentration three (3) courses consisting of nine(9) elective credits within the INTL curriculum must be taken.
- ◆ A maximum of two trips (various combinations of INTL 604, 605 or 606) is allowed per student.
- ◆ Students may choose to participate in two global consulting projects (INTL 604); however, only one may be applied toward an INTL concentration.
- ◆ One classroom based course is required for every INTL concentration.

Below are three samples of INTL elective combinations that would be approved for a concentration, and one sample of what would not earn a concentration.

### APPROVED

#### 1. Sample approved INTL concentration for P's with only 1 classroom based course:

|                              |                                       |                       |
|------------------------------|---------------------------------------|-----------------------|
| INTL 605                     | GRASP                                 | [some classroom time] |
| INTL 604                     | Global Consulting Project             | [no classroom time]   |
| INTL 601, 602, 603, 608, 609 | Various INTL electives (one of these) | [classroom based]     |

#### 2. Sample approved INTL concentration for P's with only 1 classroom based course:

|                              |                                       |                       |
|------------------------------|---------------------------------------|-----------------------|
| INTL 606                     | Business in Emerging Markets          | [some classroom time] |
| INTL 604                     | Global Consulting Project             | [no classroom time]   |
| INTL 601, 602, 603, 608, 609 | Various INTL electives (one of these) | [classroom based]     |

#### 3. Sample approved INTL concentration for P's:

|                              |                        |                       |
|------------------------------|------------------------|-----------------------|
| INTL 601, 602, 603, 608, 609 | Various INTL electives | [all classroom based] |
|------------------------------|------------------------|-----------------------|

*Any combination of three of these would qualify*

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### NOT APPROVED

#### Sample of what's NOT allowed - NO classroom based course:

|          |                              |                       |
|----------|------------------------------|-----------------------|
| INTL 605 | GRASP                        | [some classroom time] |
| INTL 606 | Business in Emerging Markets | [some classroom time] |
| INTL 604 | Global Consulting Project    | [no classroom time]   |

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### INTL Electives and INTL Concentration

PMBA students who wish to earn an INTL concentration in the program should note that 6 of the required 9 elective hours must be taken from the following INTL courses:

- INTL 601 Int'l Management
- INTL 602 Int'l Marketing
- INTL 603 Int'l Finance
- INTL 605 GRASP
- INTL 606 Doing Business in Emerging Markets
- INTL 608 Managing Technology in a Global Environment
- INTL 609 Global Supply Chain Management



# Rollins College

Crummer Graduate School of Business

## PROGRAM OF STUDY for the Professional MBA Program

PMBA 37 - Fall 2007

Name: \_\_\_\_\_ R-number: \_\_\_\_\_

Previous College: \_\_\_\_\_ Major: \_\_\_\_\_

**BUSINESS CONCEPTS (2 intensive courses = 5 credits)**

MBA 501 Management Analysis (3 credits), September 2007

MBA 503 Legal, Ethical, and Social Issues of Business (2 credits), September 2008

**REQUIRED CORE COURSES (9 three-credit courses = 27 credits)**

ACCT 501 Financial Accounting

MGT 501 Organizational Behavior

ACCT 502 Managerial Accounting

MKT 501 Marketing Management

ECO 503 Economics for Managers

POM 503 Operations Management

FIN 501 Financial Management

QBA 501 Quantitative Business Analysis

INTL 501 Business in the Global Environment

**ELECTIVES (6 three-credit courses = 18 credits)**

*A maximum of three courses (9 elective credits) in any one academic area is allowed. You are required to take at least one International (INTL course prefix) elective—travel is not required. A maximum of two electives which include travel is allowed. When applying elective credits toward an INTL concentration, only one global consulting project (INTL 604) may be applied—at least one of the three courses must be classroom based. Please refer to page 17 of your student handbook for details. Concentrations are offered in: Entrepreneurship, Finance, International Business, Management, and Marketing, however concentrations are not required.*

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

**INTEGRATING COURSE (1 three-credit course = 3)**

MGT 612 Management Policy

**Total Credits to Complete Degree = 53**

CHANGE IN THIS PROGRAM ARE PERMITTED ONLY IF MADE BY PROGRAM DIRECTOR

Approved by \_\_\_\_\_ Program Terminates: September 10, 2013\*

\*Your program of study, if not complete, will expire after 6 academic years.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



**ROLLINS COLLEGE**  
CRUMMER GRADUATE SCHOOL OF BUSINESS

## Crummer Student Records Information

### WEBSITE

The student records website is located at [http://www.crummer.rollins.edu/student\\_records/](http://www.crummer.rollins.edu/student_records/). Course schedules, registration procedures and forms are located on this page for your convenience. Current PMBA students should visit <http://www.crummer.rollins.edu/pmba/current.shtml> for information pertinent to their specific cohort.

### EMAIL

It is the responsibility of students to regularly check their Rollins email account. All course schedules, registration dates, drop/add deadlines, refund and withdrawal dates, class cancellation, course schedule changes, etc., are sent by the Crummer Student Records Office to all currently registered Crummer students via their Rollins email account. **If your @rollins.edu email is not working it is the student's responsibility to contact the help desk at 407/646-2655 for assistance.** The office of student records and your program office cannot assist you with technology issues.

### DEFERMENT FORMS/TUITION

Tuition payment or a new deferment form is required prior to the start of **each term**. New deferment forms must be submitted to the Crummer Student Records office prior to the start of **each term**. If tuition is not paid or a deferment form is not submitted, a \$75.00 late fee will be assessed each month. Students will receive an automated email confirming their deferment has been received and processed. *Although this email states a hold has been placed on your account, please note the description given - Deferment Form on File. This is just confirmation your deferment has been processed, no actual hold has been placed on your account.* Deferment forms are available on the student records web page.

### REGISTRATION

Initial registration for continuing students for fall and spring terms is in June, and for summer it is in March. Specific dates will be forwarded to students via their Rollins email prior to the start of each registration period.

Course schedules and registration procedures are distributed to all students via their Rollins email account and will be posted on the Crummer Student Records web page.

**PMBA's are automatically registered for all core classes, including the capstone course, MGT 612. In the fifth term students are required to begin registering online for electives.** Online registration dates and instructions will be forwarded to students via their Rollins email account and will be available on the Crummer Student Records web page. Student's are responsible for checking their Rollins email and for registering online during the designated periods. Online registration **is not continuous**, please note all dates posted for each online registration and add/drop period. Holds on student accounts will prevent future registrations and will prevent access to FoxLink.

### WAIT LISTS

Students placed on wait lists will be notified via Rollins email if space becomes available. Students will have until the following business day of the email being sent to respond with any course changes as a result of being registered for a wait listed class.

### DROP/ADD

Drop/add dates will be forwarded to all currently enrolled students via their Rollins email account with course schedules. Holds on student accounts will prevent schedule changes and will prevent access to FoxLink.

Drop/add requests for core classes must be submitted to the student records office. Online drop/add periods are for **ELECTIVE COURSES ONLY** and must take place within the announced date parameters. Students are responsible to be aware of all drop/add, refund and withdrawal dates. The drop/add period will be extended **ONLY** if a student is accepted to a consulting project.

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## **INTL 604 GLOBAL CONSULTING PROJECTS & MBA 611 DOMESTIC CONSULTING PROJECTS**

Students are eligible to participate in consulting projects after all core classes have been successfully completed. Students must apply and be accepted to consulting projects and are responsible for all administrative and travel fees associated with global consulting projects. Information, application deadline, etc., for consulting projects is posted on Blackboard prior to the start of each fall and spring term. If you're unable to log-in to Blackboard please contact the help desk at 407/646-2655 for assistance. If you are able to access Blackboard but do not see the course you are looking for please contact that specific professor. The office of student records and your program office are not able to assist you with Blackboard technology. **Consulting projects are not available for online registration.** Students accepted and registered for consulting projects who find they are unable to participate are responsible to notify the supervising instructor and the Crummer student records office.

### **GRADES**

Grades are available within two weeks after each term has ended and can be viewed in FoxLink. If you are not able to access FoxLink please contact the help desk at 407/646-2655 for assistance. The office of student records and your program office are not able to assist you with FoxLink technology issues. *Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.* Term grade reports will be mailed to students who have a deferment form on file. Students who do not submit deferment forms but require a term grade report will need to request one from the student records office at the end of each term.

### **INCOMPLETE GRADES**

Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes that are not graded by the midpoint of the following term will be changed to an F.

### **TRANSCRIPTS**

Official transcript requests must be made via a signed, written request and may be submitted to the student records office by mail, fax or walk-in. Transcript requests cannot be requested via email or telephone and will not be processed without a signature or if there is a hold on a student's account. Transcripts cannot be faxed. Please allow five business days for all requests to be processed. Transcript request forms can be found on the student records web page.

### **GRADUATION**

Students must submit an Intent to Graduate Form prior to the start of the term in which they will complete their degree requirements. Deadlines for this will be communicated to students by the office of student records through your Rollins email.

### **ADVISING**

The office of student records does not advise or audit programs of study. Please contact Carla Rackley at [crackley@rollins.edu](mailto:crackley@rollins.edu) or via 407/646-2408 to arrange an advising appointment. You may access a copy of your program of study, information about concentrations and other documents helpful to current students at <http://www.crummer.rollins.edu/pmba/current.shtml>.



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## ONLINE REGISTRATION INSTRUCTIONS

*Please check online registration dates—registration and drop/add periods are not continuous.*

**LOG ONTO FOXLINK** (from the Crummer Web home page, click on Current Students and then FoxLink listed under Online Course Materials or from the Rollins Web home page, click on FoxLink listed under Campus Logins)

### Enter Username (R-card #) and Password (PIN)

1. Select the **STUDENT** tab
  2. Select “**CLICK HERE TO:**” in the Academic/School Services box
  3. Select the **ADMINISTRATIVE SERVICES** link
  4. Select **STUDENT & FINANCIAL AID**
  5. Select **REGISTRATION** (this will bring you to the Registration Main Menu)
  6. Click on **SELECT TERM** and select the appropriate term from the drop down box then click on **SUBMIT** (this will bring you back to the Registration main menu)
  7. Select **STUDENT DETAIL SCHEDULE** (this screen will show what you are currently registered for or tell you that you are not registered)
  8. Select **ADD OR DROP CLASSES** - *you will need to know the CRN* (course reference number).
  9. Check the box/boxes in front of the CRN number of each class you want to register for and then select REGISTER
- The next screen will show what you are registered for. If you want to add more classes, you can either go back to the previous screen or enter the CRN number in the spaces provided under Add Class if you know the CRN number, then select **SUBMIT CHANGES**.
  - Students are forewarned to review prerequisite requirements printed in the term schedule of courses. You will be held accountable for this information.
  - You will be prohibited from registering for courses that are restricted by program.

### WAIT LISTED

Should you receive a message that a course is closed, you may add your name to the wait list by clicking on the drop down box in the Action column and selecting Wait Listed. The Crummer Student Records Office will notify you should a space become available in the course. **Please note that the wait-listed course will appear on all Web schedule viewing forms, however, you are not registered** (The schedule by day and time may be particularly confusing since wait listed courses are not identified as such on the form).

### LOGGING OUT

Once registration is complete, be certain to click on the Logout icon located in the top left corner of the screen. **If you do not logout, anyone who uses the computer after you could view and/or access sensitive information in your records.**

### VIEWING YOUR REGISTRATION

You may view and/or print a copy of your registration by using the ‘Back’ button to return to the Registration Menu and selecting the Student Detail Schedule. You may also access the schedule by day and time. Please be advised, however, that this version may present some confusion since wait listed courses appear in the view; and courses offered on the same day and time, but in different parts of term will produce a registration conflict message. It is recommended that you use the Student Detail Schedule to confirm your registration.

### SUBMISSION OF PAYMENT

Full tuition payment must be received in accordance with College policy. Crummer Graduate School of Business reserves the right to cancel unpaid registrations, however, students are held financially responsible for their registrations. You should pay any balance due by the deadline in order to avoid the possibility of cancellation. You may view the status of your financial aid through Campus Pipeline.

It is highly recommended that students verify address and phone numbers currently on record with Crummer. You may do this by selecting ‘Personal Information’ and ‘View Address(es) and Phone(s)’. Report changes to the Office or Student Records.

**Office of Student Records • Crummer Graduate School of Business  
1000 Holt Avenue—2722 • Winter Park, FL 32789  
rmateo@rollins.edu • Phone 407/646-2415 • Fax 407/646-2360**



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## Academic Integrity Policy

The Crummer School expects that all faculty, staff, students, and alumni will strive to maintain the highest ethical standards. Leadership is a cornerstone of the Crummer experience and integrity is one of the foundations of leadership. Our philosophy is to practice a standard of integrity we know will help you succeed in your career and attain your life goals. Our policy is to incorporate integrity into a framework of learning. Students who do not adhere to our high standards can expect serious consequences; however, we will guide and counsel those students such that the incident(s) and consequence(s) constitute an opportunity to learn from one's mistakes.

As an academic community, we define a failure of integrity as failing to maintain the high standards of ethical behavior that we demand of all members of the Crummer School of Business community. This includes, but is not limited to, plagiarism (the use, in any form, of the work of another without attribution, and/or representing another's work as one's own), active complicity in such falsification, and violation of test policies (receiving help in any form during an examination from a prohibited source). Failure to report evidence of academic dishonesty is also a violation of Crummer's Academic Integrity Policy.

Cheating dishonors Crummer students, faculty, staff, graduates, and supporters worldwide. Allegations of a failure of academic integrity are treated as serious matters that are due prompt and thorough attention. Each faculty member has the right and the responsibility to administer grades in their courses; however, the faculty recognizes that academic dishonesty is so serious as to warrant separate attention. Therefore, this policy is designed to make your responsibilities clear and to describe the process by which the faculty deals with suspected violations of the policy.

If you have evidence of academic dishonesty you have an obligation to bring this evidence to the attention of the course instructor(s) where the violation(s) occurred. If the instructor is presented with evidence of a potential violation(s) from a student or by his or her own discovery, the faculty has prescribed the following steps be taken:

1. The instructor(s) of the course(s) where the suspected violation occurred will meet with the Director of the relevant MBA program. The Program Director will conduct any investigation considered necessary by the instructor and Director including, but not limited to, collecting physical evidence and interviewing witnesses. In all but the most unusually sensitive cases, the Program Director will discuss the allegations with the suspected student.
2. The Program Director will immediately alert the Academic Integrity Chairperson (a faculty member appointed by the Dean).
3. Upon the conclusion of the Director's investigation the Academic Integrity Chairperson, the Director and the instructor will meet to discuss the results of the investigation. The accused student has the right to appear before this panel and speak on their own behalf. The following three outcomes are possible:
  - a. They may agree the allegations are unfounded and no further action is necessary.
  - b. They may agree that the allegations are true and agree upon a suitable penalty.
  - c. They may disagree on whether the allegations are true or partly true or they may disagree on a suitable penalty.

If the three parties agree that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the three parties agree that a violation has in all probability occurred (3.b above), the student in violation of the policy is notified and the Associate Dean writes a letter to the student that shall be placed in the student's file. This letter will contain the description of the allegations, the results of the investigation, the basis for the decision, the terms of the penalty and the student's further rights to appeal. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.

4. If the three parties (the panel) do not agree (3.c above) or they agree that dismissal from the program is indicated, an Academic Integrity Committee is appointed by the Dean. This Committee consists of three faculty members - two who have not taught the accused student in class, plus the Academic Integrity Chairperson - and two currently enrolled MBA students representing different programs from the one in which the accused student is enrolled. These students must affirm that they do not have a personal relationship with the accused. This committee reviews the case and makes a determination as to facts and appropriate punishment, including dismissal, if warranted. The accused student has the right to appear before this panel and speak on their own behalf. If the Committee agrees that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the Committee agrees that a violation has in all probability occurred (3.b above), the student who violated the policy is notified and a letter is inserted in the student's file. The letter will include the allegation(s), the results of the investigation, the basis for the decision, and the terms of the penalty. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.
5. Students have the right to appeal an unfavorable decision. If the student disagrees with a decision reached by the instructor, Program Director, and Academic Integrity Chairperson, the student may appeal to an Academic Integrity Committee, formed by the Dean. If the student disagrees with the decision reached by the Academic Integrity Committee, the student may appeal to the Dean. The Dean's decision is final. Results of all appeals are reported to the Crummer faculty at their next regularly scheduled faculty meeting.

While it is difficult to prejudge violations of academic integrity and each case is considered on its own merits and punishments are designed to fit the severity of the violation, punishments generally can range from an F on the assignment in which the violation occurred, to special assignments (written and practical) in the area of ethics and integrity, to public apologies to classmates and faculty, to an F in the course, to dismissal from the program with or without the right to reapply.

In all cases the student's right to privacy is respected. Students who bring a charge under this policy to the attention of the instructor can expect to be notified when the case has reached a conclusion. However, they are not entitled to be informed of the findings or the penalty.



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## Turn It In.Com



Go to Turnitin.com using: [www.turnitin.com](http://www.turnitin.com)

Create a user profile using the link in the upper right hand corner of the Turnitin.com home page. You will need to enter your Crummer e-mail address and some address information. After you create your Turnitin.com password you will then be asked to supply the course I.D. 1926137 and the password Crummer (please note a capital C). That's all there is to it. Explore the site and enjoy.

To submit a paper log in and select "View All Classes". Enter the class by selecting the PMBA 37 MBA 501 link. This should bring you to a page with a link "Check for Plagiarism" and a "submit" button. Select this link and you can submit your papers to be checked.

You may use this course I.D. and password for 1 year. After this time, if you wish to continue using turnitin.com, please contact one of your professors to request a new course I.D.



# Request to Prevent Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, students at Crummer have the right to withhold disclosure of directory information. Directory information is generally defined as personally identifiable information that the College is permitted to release unless otherwise directed by you in writing.

Directory information includes name, class, campus box and telephone numbers, e-mail address, hometown and state, major field of study, concentration, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards.

If you wish us to withhold release of this information, please sign this form and return it to the Crummer Graduate School of Business prior to the start of your first term. Once set, information withholding flags will remain on student records in perpetuity. Students may have this flag removed only by making a written request to the Crummer Office of Student Records.

*PLEASE CONSIDER CAREFULLY*

**College policy is to withhold ALL information.** We cannot withhold selective information. This means *we cannot admit any knowledge of your Rollins attendance, preventing verification of your past or current attendance and/or your degree completion without a signed, written request from you.* Please understand, the flag will also affect instructors' and staffs' ability to contact you via e-mail through Campus Only Access.

I request that the Crummer Graduate School of Business withhold from publication or other release, all personally identifiable information.

Student Name (print): \_\_\_\_\_ Rollins ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGED  
ONLINE**

If this form is not received by the Crummer Graduate School of Business prior to the start of your first term, it will be assumed that the above information may be disclosed. The school policy is to release dates of attendance, graduation date and concentration(s) only. Release of all other information requires written consent from the student.



# INFORMATION UPDATE/VERIFY FORM

**NOTE:** If at any time your information changes, please remember to give us your new information so that we can keep our records updated. Also, fax numbers are very important for us to have as we communicate a lot of information via the fax machine. Change of address forms go to the office of student records. You can email updated contact information to Robin at [rmateo@rollins.edu](mailto:rmateo@rollins.edu) or locate and complete the change of address form at [http://www.crummer.rollins.edu/student\\_records/](http://www.crummer.rollins.edu/student_records/).

Name \_\_\_\_\_

R-Number: \_\_\_\_\_

What MBA program are you currently enrolled in? \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home E-mail Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax # \_\_\_\_\_

Business Email Address \_\_\_\_\_

ACKNOWLEDGED  
ONLINE

### Class Directory:

Please check the box beside the information that you want to have included in the class directory.

- I.D. Photo
- Business Email
- Home Email
- Business Fax Number
- Business Name
- Business Phone
- Home Phone
- Cell Phone
- Title
- Business Address
- Home Address
- Campus Email

In case of emergency contact: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address of contact: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone numbers for contact

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_



## E-mail Policy

Upon enrollment in the MBA Program at Crummer, one of the first things to be accomplished is the creation of your Rollins e-mail. Students have access to the Crummer e-mail system both on and off-campus, which is a vital part of your ability to communicate with classmates, team members, faculty, and the administration.

Your Rollins e-mail account is the method we use exclusively to communicate with you, therefore it is absolutely essential that you read your Rollins e-mail on a regular basis. Failure to do so could cause you to miss crucial information.

### Statement of Responsibility

Users agree not to use the Rollins site for sale, trade or other commercial purposes. Communications should be courteous; all campus policies that apply to written communications also apply to e-mail. Users also may not post or transmit information or materials that would violate rights of any third party or which contains a virus or other harmful component. At Rollins, any distribution of or participation in Internet chain letters, unsolicited mass emailing (spamming), or transmission of e-mail hoaxes of any kind is prohibited. Furthermore, all members of the Rollins community are encouraged to apply to the Internet/Email the same code of conduct found in our Student Handbook and other College documents. Rollins College reserves the right to cancel or suspend e-mail privileges from users who violate these policies.

I have read the above e-mail policy and understand that it is my responsibility to check and read my @rollins.edu e-mail on a daily basis. Additionally, Crummer Graduate School is not held responsible for losses or penalties I may suffer in the event of a missed schedule change, registration deadline, etc. due to failure to check and read my Rollins e-mail.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGED  
ONLINE**



## Team Assignments

An essential part of your experience in the Professional MBA Program at the Crummer Graduate School of Business is your assignment to a study team.

In the Professional MBA Program you are assigned to a team of either 5 or 6 classmates. You will remain with this team for your first 4 ½ terms of study while you are taking the core courses. Teams are assigned by each professor as necessary during electives.

Team assignment is one of the most important tasks that my office undertakes. Every effort is made to assign students to a team on which they can achieve the utmost success. Your background, level of skill and professional experience, undergraduate major, and even the geographic location of your home and office is taken into consideration. We hire an outside consultant to assist us and help the students kick off their program with exercises specifically designed to strengthen these new relationships and responsibilities. My office, our team building consultant, and your Professional MBA Class 37 cohorts require you to take your team assignment and responsibilities just as seriously.

With that said, teams are also a real world experience. As in our everyday professional lives, each of us must deal with difficult situations and diverse personality types. In the professional realm it is not always feasible to choose with whom you will work and do business. The same is true of your team assignment in this program. The Program Director considers the ability of your team to function as a cohesive unit to be a large part of the learning environment at Crummer. From these interactions, you will learn valuable team building and leadership skills that will serve you well throughout your life and career.

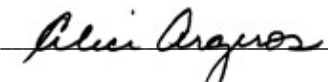
The Professional MBA program office is always available to assist if teams run into serious conflict; however, we should not be your first resource. Our expectation is that as a team you will make every effort to utilize the resources available to you. During MBA 501 you are provided with *the Five Dysfunctions of a Team* text by Patrick Lencioni, your DiSC personality assessment, and several team building experiences/exercises built around those resources. Additionally you will draft a team contract, that the program office keeps on file. If your team has conflict, the team contract, the Lencioni model, and the DiSC model is what we will turn to for possible causes and solutions. It is expected that as a team you will do the same prior to contacting the program office. If you have an issue with an individual it is expected that you speak with that individual, first one-on-one, then as a team if necessary. If your team is experiencing conflict it is expected that you meet as a team and work to uncover the source, involve the faculty member(s) where appropriate (if course work is involved), and revise your contract to include the accommodation. Each revision of your contract is to be provided to our office. If these initial steps do not bring resolution, you should contact the program office.

By signing below, we require you to acknowledge the following:

- I agree to uphold my fair share of the workload
- I understand and agree to work within my team assignment and follow the policies outlined above
- I agree to abide by, and review when necessary my team contract
- I understand that communication is critical within a team and agree to maintain contact and alternate or emergency contact information for each member of the team
- Team assignments are made at the discretion of the PMBA office

We firmly believe that the enrichment received through a diverse student body and the opportunity to interact with different skills created by the team experience is one of the most positive aspects of the Rollins MBA Program. To succeed, each student must maintain a positive attitude, embrace this opportunity, and take full advantage of the knowledge base your teammates possess.

Alice Argeros :



8/25/07

Director, Professional MBA Program

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

ACKNOWLEDGED  
ONLINE

# Dress Code Policy

## Casual Dress

Minimum required for classroom and campus attendance

| Men   | Women  |
|---|--|
| Khaki pants or jeans (no holes, frayed edges)       | Appropriate length dresses and skirts, khaki pants or                  |
| Khaki shorts or casual style shorts (no gym shorts) | Appropriate length khaki shorts or casual style shorts (no gym shorts) |
| Polo, or casual shirt (no cut-offs or midriiffs)    | Casual shirts (no cut-offs, midriiffs or strapless styles)             |
| Casual Shoes (no flip flops)                        | Casual shoes (no flip flops)   |
| No hats allowed inside the classroom                | No hats allowed inside classrooms                                      |

## Business Casual Dress

Required for Orientation (unless specified by Program Director), Guest speakers in class, the Dean’s Lunches, and strongly suggested for classroom attendance

| Men  | Women  |
|--|--|
| Khaki pants or casual style pant (no jeans or shorts)                  | Khaki pants, casual style pants, appropriate length skirts or dresses (no jeans or shorts) |
| Dress or collared shirt (jacket or blazer is optional and a tie is not | Blouses and button-up shirts (jacket or blazer is op-                                      |
| Dress shoes and socks  | Dress shoes  |

## Professional Dress

Required for all class presentations, Alumni networking events, Career Management events and interviews, and the Dean’s Leadership Lecture Series

| Men   | Women  |
|---|--|
| Jacket and dress pants in dark colors (black, navy, or charcoal gray) | Skirt or pant suit in dark colors (black, navy or charcoal gray) |
| Dress shirt preferably in white or blue                               | Dress shirt or shell   |
| Conservative tie (basic colors and patterns)                          | Stockings  |
| Dress shoes with high-fitting dark socks                              | Sensible heel pumps  |
| Simple and essential-only jewelry allowed                             | Simple and essential-only jewelry                                |
| Light cologne or aftershave allowed                                   | Light perfume  |

I have read and understand the above Dress Code Policy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

ACKNOWLEDGED  
ONLINE

# Code of Student Rights and Responsibilities

## PREAMBLE

*Rollins College and the Crummer Graduate School of Business are educational environments dedicated to fostering intellectual achievement, personal development, and social responsibility. The judicial system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values, which translate into responsible behavior. To maintain standards which contribute to the intellectual and moral development of students and which ensure the welfare of the College community, the Crummer Graduate School establishes this Code of Student Rights and Responsibilities.*

## A. GENERAL POLICIES

### A1. ASSEMBLY, INQUIRY, AND EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in an orderly manner, including organized protests that do not disturb the normal and essential functions of the School. However, Rollins College is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the motivation of causing harm. These policies are designed to ensure that every student is given the opportunity and freedom to learn. Nothing in this document should be construed to prohibit the orderly expression of ideas in speech or in writing.

The student press is to be free. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to the Rollins-operated radio station, WPRK. This freedom entails a corollary obligation under the canon of responsible and applicable regulations of the Federal Communications Commission. All student communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

### A2. CAMPUS ORGANIZATIONS

Students are encouraged to organize and join associations that promote their common interests. A group shall become an organization when registered by the institution through the office of the Associate Dean. Institutional registration of an organization does not indicate endorsement of the aims, objectives, or policies of that organization.

### A3. CRIME AWARENESS AND SECURITY

The following policies are articulated in compliance with the Crime Awareness and Campus Security Act of 1990: Public Law 101-542.

#### a. Reporting of criminal actions or other emergencies occurring on campus

Members of the Crummer community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report the criminal actions and other emergencies that occur on the Winter Park campus. Courtesy phones are located throughout the Rollins College campus for the safety and convenience of students, faculty, staff, and visitors.

Reported criminal actions and other emergencies will be investigated by Campus Safety. A Campus Safety officer can be reached 24 hours a day, 7 days a week at (407)646-2999. When incidents occur, Campus Safety will evaluate possible contributing causes within the institution's control and make recommendations to the School regarding appropriate action. The School and the Winter Park police department will be systematically informed about criminal incidents occurring on or about the campus. The relevant campus community will be advised when a pattern of events suggests that a special security risk exists.

#### b. Enforcement authority of campus officers

Campus Safety officers are vested with the authority to enforce College policies and to patrol and safeguard the Winter Park campus. Rollins Campus Safety officers do not have arrest powers. Campus Safety maintains a strong cooperative relationship and continuous communication with the Winter Park police and seeks assistance for security emergencies from the police department.

#### c. Access to campus facilities

Access to Rollins College and Crummer School facilities is limited to their students, faculty, staff, and authorized visitors. Classroom and administrative buildings are normally open on weekdays during daytime hours. Crummer School facilities are open at varying hours. Campus Safety officers routinely patrol all campus facilities to check for unsafe conditions.

#### d. Crime prevention programs

The office of Campus Safety offers a crime prevention series which periodically addresses issues such as fire safety, theft prevention, personal

Penalties or sanctions will be imposed by the School in accordance with procedural safeguards applicable to disciplinary actions against safety, sexual assault prevention, and motor vehicle safety. Campus Safety additionally offers a property identification program to help prevent theft and vandalism of student-owned property. Crimes and campus incidents are reported to the college community on a monthly basis through the Sandspur newspaper.

#### **A4. DISABILITY POLICY**

The Crummer School is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The School recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

A disability is defined as: physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Individuals with a history of such an impairment or who are regarded as having such an impairment are covered under these procedures.

If students believe that they require an accommodation, they must provide the following information:

They must identify themselves as persons with a disability, and

They must identify the nature of the accommodations desired, and

They must provide adequate medical or other appropriate documentation of the disabilities and the desired accommodations. Such documentation must be no more than 3 years old.

#### **A5. DISCRIMINATION AND HARASSMENT**

The Crummer School values a community atmosphere that is free of all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. The School prohibits conduct which prevents free academic interaction and opportunities, or which creates an intimidating, hostile, or offensive study or work environment. Any grievance may be filed with the office of the Associate Dean.

#### **A6. DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The following policies and information are articulated in compliance with the Drug Free School and Communities Act of 1989.

##### **a. Philosophy**

Rollins College and the Crummer School were founded for the purpose of preparing students for a "virtuous and useful life. Pursuit of this kind of excellence requires that we effect a meaningful intellectual, scholarly, and personal enhancement of our students. While this enhancement begins with the dissemination of knowledge, it must reach a higher context of what it means to be a full person."

The illegal and/or abusive use of drugs or alcohol by any member of the academic community adversely affects the educational environment. Rollins and the Crummer School are therefore committed to having a campus that is free of illegal drug use and drug and alcohol abuse. Illegal and/or abusive use of drugs by members of the college community adversely affects the quality of campus life and the mission of the School and is therefore prohibited.

Anyone who illegally uses drugs or abuses any drug, including alcohol, will be subject to prosecution by civil authorities and disciplinary action by the School. The School's interest in disciplinary sanctions is not punitive, but is rather aimed at establishing clear limits of conduct for members of the campus community. All information provided by people who voluntarily avail themselves of drug and alcohol counseling or rehabilitation service will be confidential.

##### **b. Educational efforts to prevent drug abuse**

In keeping with the educational mission of the institution, educational programs shall be directed to all members of the academic community. This will include information about the incompatibility of the use or sale of illegal drugs with the School's goals and mission, the health hazards associated with illegal drug use, and the legal consequences of involvement with illegal drugs.

##### **c. Counseling and rehabilitation services to prevent drug abuse**

Those students, faculty, or staff who seek assistance with a drug related problem shall be provided with information about drug counseling and rehabilitation services at Rollins College or in the Central Florida community.

##### **d. Disciplinary actions to prevent drug abuse**

All Rollins College employees and students are responsible, as citizens, for knowing about and complying with the provisions of the laws of the state of Florida FSS 893 which make it a crime to possess, sell, deliver, or manufacture controlled substances. Any member of the College community who violates that law is subject to prosecution by civil authorities and disciplinary actions by the School. This is not "double jeopardy."

Penalties or sanctions will be imposed by the School in accordance with procedural safeguards applicable to disciplinary actions against employees and students. When a student, faculty, administrator, or staff member has been charged by the School with a violation of policies concerning illegal drugs, he/she may be suspended from classes or employment before regular disciplinary proceedings, if it is determined that such action is necessary for protecting the health, safety, or welfare of the School or any member of the academic community. If such a suspension is imposed, it must be reviewed as promptly as possible.

e. Responsibilities under this policy

The dean has overall responsibility for implementing this policy. The associate dean is responsible for ensuring that the policy is uniformly administered and all programs and actions are executed.

#### **A7. HANDBILLS AND NOTICES**

Posting of handbills, notices, and signs on College property is a privilege and not a right. Members of the College community may post personal notices in designated areas without permission of the College. All student organizations, businesses, and vendors must receive permission from the director of student activities and leadership programs in order to post on the Rollins campus. Posting is restricted to certain designated bulletin boards, including those in the Student Center, the campus Post Office, and outside the dining hall. Any other areas are off limits unless otherwise noted by the Associate Dean. Within the Crummer building, Crummer students are free to use the bulletin boards in the stairwells, halls, and student lounge. To post anything larger, students must receive permission from the Dean.

#### **A8. SOLICITATION**

The School prohibits solicitation, sales, or door-to-door canvassing by students or non-students on School and College property except with the permission of the Associate Dean. No concessions for profit will be operated on School property without the written permission of the Associate Dean in conjunction with the director of business services.

#### **A9. STUDENT RECORDS**

The Crummer School believes in the protection of confidentiality of student records and the preservation of a student's right to inspect the contents of his or her educational records. Educational records consist of the records in the program office, bursar, registrar, and student financial planning. Crummer has the right to release "directory information" as defined by the Family Educational Rights and Privacy Act as a matter of course.

Directory information consists of name, class, address (campus and home), parents' names and addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of the athletic teams, dates of attendance, degrees, awards, honors achieved, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Crummer as part of the educational record.

Students may ask in writing to withhold any or all such directory information annually. The Crummer School will make the educational record available to parents or guardians when the student is claimed as a dependent with the Internal Revenue Service. This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

#### **A10. USE OF ROLLINS OR CRUMMER NAME OR SYMBOLS**

No individual, group, or organization may use the Rollins College or Crummer School name, seal, symbol, logos, slogans, or songs without the written authorization of the Associate Dean except to identify institutional affiliation.

## **B. POLICIES REGARDING STUDENT CONDUCT**

As responsible members of the Crummer community, students are expected to maintain the School's highest ideals of academic and social conduct and are responsible for knowing and abiding by the Code of Students' Rights and Responsibilities and to report violations of the Code.

Although the School is not responsible or liable for student off campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus which violates School expectations and policies and when the School's interests as an academic community are clearly involved. Students participating in Crummer or Crummer-affiliated study abroad programs for School credit are governed by the Code. The Dean or designate of Crummer is responsible for assigning student discipline in the event of violation of the policies.

#### **B1. ABUSE (PHYSICAL, MENTAL, OR VERBAL)**

Physical, mental, or verbal abuse of any person is prohibited. No student shall cause harm to another or aid in the commission of an act which causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort.

#### **B2. ALCOHOL**

a. Members of the Crummer community who chose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, School regulations, or the rights of others.

b. Any violation of Florida State laws regarding alcohol will be considered grounds for School disciplinary action. This includes:

(1). Possession of alcoholic beverages if under age 21 (2). Selling, giving, or serving alcoholic beverages or permitting alcohol to be served to persons under age 21 (3). Misrepresenting or misstating one's age or using altered identification for the purpose of procuring alcoholic beverages (4). Consuming or possessing open containers of alcoholic beverages, including secondary containers, while in municipal parks, playgrounds, on sidewalks, or streets, or being found in the state of intoxication on a street or public place while within the city limits. The open container law applies on/off campus (5). Driving with a blood alcohol level of 0.08% or more.

### **B3. DAMAGE TO PROPERTY**

Damage and vandalism to property of others or College property is prohibited.

### **B4. DISRUPTIVE BEHAVIOR**

Any behavior that infringes on the rights, privileges, or property of others, or which impedes the safety of community members or educational process, is prohibited. This includes, but is not limited to: disruption or obstruction of teachings, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

### **B5. DRUGS AND DRUG PARAPHERNALIA**

The School expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, possession, distribution, and use of controlled substances and of drug paraphernalia is prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. Crummer accepts Florida statutory definitions of drugs and drug paraphernalia.

### **B6. FACILITY USE**

Crummer and Rollins facilities are to be used only during posted hours of operation or by permission of the department or administrator responsible for the facility.

Use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited.

### **B7. FALSIFICATION**

Falsification of any School records, including but not limited to admission, registration, financial aid, student disciplinary, academic, health records, and parking decals is prohibited. Deliberately providing false information to any campus authority, including faculty, staff, administration, and Campus Safety, is also prohibited.

### **B8. FIRE SAFETY**

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to, such behaviors as: failing to evacuate a building or to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard; or starting a fire or causing an explosion. Students will be held financially liable for damage caused, any fines imposed by the responding emergency squads, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

### **B9. FIREWORKS, EXPLOSIVES, WEAPONS AND OTHER DANGEROUS ITEMS**

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" are defined as revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over 10 inches in length, slingshots, bows and arrows, and martial art weapons. Toy weapons that look like real weapons are similarly prohibited on campus. Students who bring weapons to campus must register and store them with the office of Campus Safety.

### **B10. HATE MOTIVATED VIOLATIONS**

The School defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, race, ethnicity, gender, sexual orientation, religion, or disability with intention to intimidate or injure an individual(s) physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the Rollins College community and may constitute violations of the B1. Abuse (Physical, Mental, or Verbal) and/or the A4. Discrimination and Harassment provisions of the Code of Students' Rights and Responsibilities. Any grievance may be filed with the office of the associate dean.

### **B11. IDENTIFICATION CARDS**

An identification card is issued to each student and shall be carried at all times while on campus. The card can be used for checking books out of the library, purchasing food in the dining halls, admission to athletic contests, and making purchases at the campus Bookstore. Lending this card for any purpose to anyone, failing to present it when requested by a School official, or falsifying the identification card is prohibited.

### **B12. LAWS (FEDERAL, STATE, AND LOCAL)**

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws may establish cause for legal and/or disciplinary action by the School.

The campus is not a sanctuary from law enforcement agents. Law enforcement agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to School officials. Moreover, the School cannot intervene to protect an accused person from the consequences of their arrest or conviction, on or off campus.

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**B13. MOTOR VEHICLES**

Students are expected to register motor vehicles with the Campus Safety Office and to operate motor vehicles in accordance with Rollins Parking and Traffic Regulations and city and state laws. Copies of Rollins Parking and Traffic Regulations are available through the Campus Safety Office.

**B14. SEXUAL MISCONDUCT**

The following is considered to be sexual misconduct and is prohibited by the Crummer School, whether or not it constitutes a violation of law. (Note: this list is not intended to be exhaustive of prohibited sexual activities.)

- a. Sexual Harassment: Any conduct which emphasizes the sexuality or sexual identity of a person in a manner that prevents or impairs that person's full enjoyment of educational benefits, climate, or opportunities.
- b. Sexual Imposition: Sexual touching or requests for sex when the offender knows that such behavior is offensive to the victim or when the victim's judgement is impaired.
- c. Public Indecency: Exposing one's body in such a manner that it may be seen by someone who reasonably could be offended, or sexual conduct where one could be seen by someone who could be offended.
- d. Voyeurism: To trespass, spy, or eavesdrop for sexual arousal.
- e. Sexual Battery: Sexual conduct when the victim does not consent, there is force or the threat of force, or the victim's judgement is impaired.

**Definitions:**

For the purposes of this policy, impaired is defined as temporary incapacity to evaluate or control conduct, because a person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to act. Consent is defined as intelligent, knowing, and voluntary agreement.

Under usual circumstances, a case of student sexual harassment and abuse will be resolved by an administrative hearing. The rights and confidentiality of the individuals involved will be respected and protected regardless of the method of resolution.

**B15. SMOKING**

Florida Clean Indoor Air Act (s.386.205-209 and 386.211) stipulates that there be no smoking in any educational facility in the state.

**B16. THEFT OR UNAUTHORIZED POSSESSION**

The taking, sale, or possession of property without the consent of the owner is prohibited.

**B17. VISITORS**

Students are welcome to bring visitors to the campus, but must assume responsibility for the conduct of their visitors.

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## Student Consumer Information

- Rollins College is accredited by the Southern Association of Colleges and Schools (SACS). Please contact the Financial Aid Office at (407) 646-2395 for specific information relating to: The cost of attendance, available financial aid programs, or financial aid policies for study abroad programs.
- Graduation/Retention rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 646-2375.
- Information on campus crime statistics may be obtained by contacting Campus Safety at (407) 646-2999.

The Family Educational Rights and Privacy Act (FERPA) assures the confidentiality of your educational record. This Act also allows you access to information contained in your educational record. Please contact the appropriate office if you would like access to any information held. Rollins College's policy regarding confidentiality can be found in the College Catalogue. The policy permits the release of directory information without the student's consent unless specifically requested in writing not to disclose. Students who wish to have their directory information withheld must make this request no later than September 1 of each year. If a request is received, all directory information will be withheld since the College cannot release selected information. Requests for withholding of directory information should be made to the Office of Student Records.

### If you are a financial aid recipient you have certain rights and responsibilities:

#### **You have the right to :**

- Confidentiality - the privacy of your file is protected
- Appeal financial aid decisions about your application. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. This information is provided in the Rollins College Catalogue and in the Student Aid Award Notice enclosures.
- Inspect your education records and request amendment of those records, if you believe them to be inaccurate, by contacting the Dean of your program.
- File a complaint with the Department of Education if you believe your right to confidentiality has been compromised.
- Defer Direct Loan payments for Peace Corps or certain other types of volunteer service after you graduate.

#### **You are responsible for :**

- Submitting accurate applications and forms before the deadlines.
- Following instructions for application, renewal of aid, or resolving problems.
- Providing the Dean of Students Office with accurate permanent and local addresses and telephone numbers.
- Notifying the Office of Financial Aid if a change in your family financial situation occurs, or if you receive assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

## **NON-SMOKING POLICY ON CAMPUS**

### **I. PURPOSE**

The Florida Indoor Clean Air Act prohibits smoking in all public facilities including educational institutions.

### **II. EFFECTIVE DATE**

This policy is effective upon receipt and supersedes all prior issued policies.

### **III. POLICY**

Smoking is prohibited in all College buildings including private offices, dining facilities and residence halls. In addition, smoking is prohibited within 25 feet of any building entrance and on loggias and balconies.

### **IV. SUPERVISOR/EMPLOYEE RESPONSIBILITY**

Supervisors should allow employees, who smoke, reasonable time away from their work area to smoke. However, supervisors have the right to discuss with the employee and use appropriate disciplinary measures, as recommended by the Human Resources Department, should abuses be observed regarding time away from work for the purpose of smoking.

### **V. ENFORCEMENT**

A. Complaints\* concerning violations of this policy should first be directed to the Department Head. The Department Head should attempt to resolve the complaint in a reasonable amount of time.

B. If the complaint is not resolved, complainant should direct the complaint to the Director of Facilities Management.

C. The Director of Facilities Management will attempt to resolve the problem. If the complaint is not resolved, the Director will bring the complaint to the Safety and Environmental Committee.

D. The Committee will review the situation and will attempt to resolve the matter by discussing the issues with the parties involved in an effort to educate the parties and provide guidance to resolve the problem.

**\*College personnel must recognize that a complainant may go directly to the State to complain of violations.**



# How to Contact Us

## Department/Name      Number

### Bursars Office

For questions regarding your statements

Online Payment Form <http://www.rollins.edu/finance/bursar/index.html>

3rd Party Tuition Deferment Form <http://www.crummer.rollins.edu>, click on the FORMS tab

Phone (407) 646-2297

FAX number (407) 975-6497

### Campus Safety

Campus Safety (407) 646-2999

For emergencies please call 9-1-1

### Crummer Graduate School

<http://www.crummer.rollins.edu>

Crummer Operator (407) 646-2405

Fax number (407) 646-1550

For questions regarding syllabi or faculty web pages

Executive Assistant, Lynda Boyce (407) 646- 2491

[lbboyce@rollins.edu](mailto:lbboyce@rollins.edu)

To reserve a room in the library for presentation practice

Please go to [https://bannerweb.rollins.edu/prod/owa/calendar.add\\_event](https://bannerweb.rollins.edu/prod/owa/calendar.add_event), or visit [www.rollins.edu](http://www.rollins.edu), select Calendar, then select Add An Event. 48-hr notice is required.

For questions about graduation, grades, registration, drop/add, or to request a transcript

Forms available at <http://www.crummer.rollins.edu> under student resources, then student records

Student Records Coord., Robin Mateo (407) 646-2415

[rmateo@rollins.edu](mailto:rmateo@rollins.edu)

FAX Number (407) 646-2360

### Financial Aid Office

<http://www.rollins.edu/finaid/>

Student Financial Aid (407) 646-2395

### Information Technology

<http://www.rollins.edu/it>

Student Help Desk (407) 646-2655

Laptop Help & repair (407) 628-6371

Campus Foxlink

<http://foxlink.rollins.edu/cp/home/loginf>

To reset your Foxlink Password

[https://bannerweb.rollins.edu/prod/owa/it\\_pwd.reset\\_form](https://bannerweb.rollins.edu/prod/owa/it_pwd.reset_form)

If you have questions or problems with your computer, e-mail, foxlink please call the student help desk

### Professional MBA Department

Alice Argeros, Director (407) 646-1579

[aargeros@rollins.edu](mailto:aargeros@rollins.edu)

Carla Rackley, Assistant Director (407) 646-2408

[crackley@rollins.edu](mailto:crackley@rollins.edu)

Vanya Applebee, Administrative Assistant (407) 975-6410

[vapplebee@rollins.edu](mailto:vapplebee@rollins.edu)

Department Fax number (407) 628-6336

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## Crummer Department Contact Information

| Name                      | Title               | Phone          |
|---------------------------|---------------------|----------------|
| <b>Office of the Dean</b> |                     |                |
| Craig McAllaster          | Dean                | (407) 646-2249 |
| Stephen Gauthier          | Associate Dean      | (407) 646-2491 |
| Pam Clark                 | Executive Assistant | (407) 646-2249 |
| Lynda Boyce               | Executive Assistant | (407) 646-2491 |

### Marketing

|                |          |                |
|----------------|----------|----------------|
| Nicole Vickers | Director | (407) 646-2456 |
|----------------|----------|----------------|

### Working Professionals Program Office

#### Professional MBA Program

|                |                             |                |
|----------------|-----------------------------|----------------|
| Alice Argeros  | Director, PMBA              | (407) 646-1579 |
| Vanya Applebee | Administrative Assistant    | (407) 975-6410 |
| Carla Rackley  | Assistant Director          | (407) 646-2408 |
| Robin Mateo    | Student Records Coordinator | (407) 646-2415 |

#### Executive and Saturday MBA Program

|                 |                       |                                  |
|-----------------|-----------------------|----------------------------------|
| Jana Allen      | Director, CMBA & SMBA | (407) 646-2210                   |
| Joanna Victoria | Assistant Director    | (407) 691-1194<br>(407) 691-1195 |

### Full-Time Program Office and Career Management

|                  |                                      |                                  |
|------------------|--------------------------------------|----------------------------------|
| Jacqueline Brito | Director, EAMBA Program              | (407) 628-6320                   |
| Jamie de la Roza | Academic Counselor                   | (407) 691-1267                   |
| Linda Puritz     | Assistant Director of Admissions     | (407) 646-2236                   |
| Ed Kowaleski     | Assistant Director Career Management | (407) 646-1570                   |
| Erin Pianko      | Corporate Relations Specialist       | (407) 646-2335                   |
| Sally Reed       | Program Coordinator                  | (407) 628-6374<br>(407) 646-1547 |

### Office of Alumni Relations and Development

|                  |                          |                |
|------------------|--------------------------|----------------|
| Donald Hale      | Director                 | (407) 691-1220 |
| Susan Haugen     | Associate Director       | (407) 628-6347 |
| Kate Pichan      | Marketing Coordinator    | (407) 646-2537 |
| Ann Ketteringham | Administrative Assistant | (407) 646-1522 |

### Center for Entrepreneurship

|                |                     |                |
|----------------|---------------------|----------------|
| Thomas Kruczek | Director            | (407) 646-2067 |
| Lori Roth      | Program Coordinator | (407) 691-1125 |

### Center for Leadership

|             |                              |                |
|-------------|------------------------------|----------------|
| Susan Bach  | Director                     | (407) 646-2336 |
| Pam Woodley | Student Leadership Counselor | (407) 691-1059 |

### Management and Executive Education

|                    |                               |                |
|--------------------|-------------------------------|----------------|
| Erica Sorrell      | Executive Director            | (407) 646-1519 |
| Connie Morris      | Director                      | (407) 628-6354 |
| Vanessa Kannemeyer | Assistant Director, Marketing | (407) 691-1095 |
| Evelyn Collazo     | Program Coordinator           | (407) 647-1252 |
| Claudia Gil        | Program Assistant             | (407) 628-6328 |

## The Career Management Center ‘At A Glance’

The Career Management Center Web site - [www.crummer.rollins.edu/career\\_management/](http://www.crummer.rollins.edu/career_management/)

### Useful Links-

Vault Resource Library- [http://www.vault.com/cb/careerlib/careerlib\\_main.jsp?parrefer=329](http://www.vault.com/cb/careerlib/careerlib_main.jsp?parrefer=329)

To access the Vault Resource Library:

1. Follow the link above, or access the site the CMC site.
2. Enter the password ‘rollinsbiz’ on the site.

Career Leader- A business career self-assessment program.

This site gauges your interests, abilities, and values, and gives you information on various career paths.

To access Career Leader:

1. Register with Ed Kowalewski: ekowalewski@rollins.edu

Skill Development- [http://www.crummer.rollins.edu/career\\_management/skills/](http://www.crummer.rollins.edu/career_management/skills/)

A listing of PDF documents outlining essential job search skills- Resume Guidelines, Interview Preparation, Business Correspondence, Salary Negotiation, Networking and Etiquette.

Internet Resources- [http://www.crummer.rollins.edu/career\\_management/jobs/resources.shtml](http://www.crummer.rollins.edu/career_management/jobs/resources.shtml)

A group of useful links, including job searches, internships, industry web sites, and business news.

Optimal Resume- Software to create word and online resumes.

Crummer TRAK- [http://www.crummer.rollins.edu/career\\_management/crummertrak/](http://www.crummer.rollins.edu/career_management/crummertrak/)

Crummer’s own Internet job & internship site.

Your program office will confirm your eligibility (only students receiving no financial support from their employer may register). Details and the registration process for upcoming sessions will be communicated via your program office.

The Alumni Relations Web site- [www.crummer.rollins.edu/Alumni\\_Relations/](http://www.crummer.rollins.edu/Alumni_Relations/)

### Useful Links-

Crummer Alumni Database- <http://asp2.rollins.edu/crumalum/alumDB/>

A listing of all Crummer alumni, where they are employed, and contact information for each alumni.

To access the Crummer Alumni database:

1. Follow the link above, or access the site through the Alumni site.
2. The Username for the Web site is ‘student’.
3. The Password changes periodically. The current password is ‘exams’.
4. If you do not have the current Password, or the Username has changed, please go to <http://asp2.rollins.edu/crumalum/alumDB/index.asp?mode=pwd> and follow the instructions.

## On-line resources available in the Career Management Center

Internship spreadsheet - A listing of all the internships held by Crummer EAMBA students in the last few years. Available on the computer in the CMC. Additional contact information held by Erin Pianko and Ed Kowalewski.

Bloomberg Terminal - In addition to financial information, the Bloomberg Terminal has job search functionality for careers in finance.

...Continued on next page

## Print resources in the Career Management Center

Vault publications - Career books, industry analysis, internship listings, interviewing skills.

Corporate Yellow Pages - Contact information for influential companies and business leaders.

Directory of Business Information Resources - A directory of professional and industry associations, industry Web sites, trade shows and industry journals.

Rotational Management Programs binder - A listing of companies that offer professional development programs, leadership development, and rotational training programs.

Florida Trend Top Companies 2007 binder - A listing of top companies in Florida.

Book of Lists - Identifying companies and how they compare to other firms on a variety of topics. Includes contact information for companies.

Resume publications - A variety of books to help you refine your resume.

Cover letter publications - A number of books to help you write the perfect cover letter.

Internship publications - Listings of the best internships in the country.

Sample portfolio binders - These hold examples of portfolios, including guidelines for creating and maintaining portfolios. Includes examples from finance, marketing, operations, QBA, e-commerce and case analysis.

Magazine and journal subscriptions - Job Choices, Minority MBA, Wall Street Journal, BusinessWeek, Black MBA Magazine, Forbes, Jungle, Orlando Business Journal, Tampa Bay Business Journal, Orange Country (CA) Business Journal.

Books - A multitude of published works covering a variety of subjects, including management, interviewing, careers and specific companies.

## Recruiting Events

Fall - NSHMBA (National Society of Hispanic MBA's), NBMBAA (National Black MBA Association) Spring-Rollins College Career Expo.

## Resources for International Students

### Useful Links-

On-line resources for international students-

[http://www.crummer.rollins.edu/career\\_management/international/employer\\_visa.shtml](http://www.crummer.rollins.edu/career_management/international/employer_visa.shtml)

A listing of information, links and frequently asked questions, all compiled on the CMC Web site.

H1-B Visa Database binder- A print version of a database of companies in Florida that have sponsored H1-B visas for management positions. Available in the CMC.

## Job search Web sites (not an exhaustive listing)

[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.monster.com](http://www.monster.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[www.jobbankusa.com](http://www.jobbankusa.com)  
[www.jobcircle.com](http://www.jobcircle.com)  
[www.careerjournal.com](http://www.careerjournal.com)

[www.nowhiring.com](http://www.nowhiring.com)  
[www.collegerecruiter.com](http://www.collegerecruiter.com)  
[www.mbajobs.net](http://www.mbajobs.net)  
[www.wetfeet.com](http://www.wetfeet.com)  
[www.job-hunt.org](http://www.job-hunt.org)

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# IT 2005-2006 Resource Sheet

## Dell Specs

**Configuration:** The computer that Crummer has chosen for the FALL 2007 start term will meet or exceed the following specifications and come with an embroidered carrying case.

**Base Unit:** Latitude D630 2.4Ghz Intel Core 2 Duo Processor, English, 14.1 inch WXGA monitor.

**Memory:** 2GB, Double Data Rate SDRAM, 2 Dimm for Factory Install

**Hard Drive:** 120GB Hard Drive, 7,200 rpm, 9.5MM Factory Install

**Operating System:** Windows XP Professional with Vista License, English, factory Install

**CD/DVD-ROM Drive:** Internal 8X DVD+RW with Software/DVD/CD Read-Write Combo for Dell Latitude D630, Factory Install

**Service:** Next Business Day On-Site and Complete Care Service, Initial Year

**Service:** Next Business Day On-Site and Complete Care Service, 2-Year Extended

**Misc:** Windows NT/2000, NTFS File System, Factory Install

**Misc:** Internal Dell Wireless-N 1505 Network Card, Factory Install, 4 GB USB storage drive (memory key).

**Misc:** Blue Tooth, carrying case, and extra 9-cell battery.

**Software:** Crummer laptop computers are pre-loaded with Microsoft Windows XP Pro operating system, Microsoft Office 2003 Professional; including Word, Excel, PowerPoint, Access, Firefox, Microsoft Internet Explorer, SpySweeper and Norton Anti-Virus.

You're on the Rollins Network (Novell):

On Campus - When logging into Novell the context should be CRUM

Off Campus - When logging in the Workstation only box should be checked.

## Reset My Password

Go to <http://FoxLink.rollins.edu/cp/home/loginf> for the ability to reset all of your passwords.

## Rollins Email Server

Rollins' Email server is an IMAPI server, the incoming and outgoing server is: [gw.rollins.edu](http://gw.rollins.edu)

## Protecting your laptop

Use the Window Update icon or <http://v5.windowsupdate.microsoft.com/v5consumer/> in Internet Explorer. Scan for updates and only do the Critical Updates and Service Packs, usually released once a month on the 15th.

## Virus Protection

In Norton use the LiveUpdate button to automatically download virus updates. These are updated every Tuesday. For more current updates go to <http://securityresonse.symantec.com/avcenter/download/pages/US-N95.html> for daily updates.

## SpyWare Protection

SpySweeper has been installed on all Crummer computers to protect them from SpyWare. This runs automatically and updates frequently.

## Backing up your Data

For ease keep all your data in My Documents. Actual location is under

C:\Documents and Settings\\*USER FOLDER\*

There is no need to back up your e-mail since it is stored on the server.

Use your DVD+RW to back up your data, one disk can store 4.7 GB of data.

Also your USB key can be used for data transfer or storage of highly critical data on yourself. Don't lose it, you only get one.

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Miscellaneous

Fn-F8 to have your screen full size if you use a lower resolution than 1400x1050 default. (Not a common issue)

**Projector Help**

**If your image does not project...**

Make sure the 15pin cable is attached firmly to the back of the laptop.

Press the combination of FN (lower left on the laptop) and F8 on your laptop (it has either a small square on it or says CRT/LCD) You may have to press these together 2 or 3 times.

The projector image should jump and then be fine, if not, change sources on the projector to something else and then back to RGB or Computer 1. The projector will reset to the proper setting.

On most laptops (about 98%) the settings will be saved and applied the next time you connect to a projector.

For additional problems call Phil Hale at 407-646-2357 , Laptop repair 407-628-6371, or Student Help Desk 407-646-2655.

**IT Phone Numbers and Hours**

**Help Desk** - Olin Library Rm 104

407 646 2655

(on campus x2655)

**Summer Hours:**

Walk in:

M-F: 8:30am - 5pm

Phone Support:

24/7

**Fall/Spring Hours:**

Walk in:

Sun: 5pm-9:00pm

M-Th: 8:30am - 9:00pm

F: 8:30am - 5pm

Phone support:

24/7

**Laptop Repair** - Bush Rm 166

407 628 6371

(on campus x6371)

**Summer Hours:**

M-F: 8:30am - 4:30pm

**Fall/Spring Hours:**

M-Th: 8:30am - 6:30pm

F: 8:00am - 5:00pm

Sat 7:30am-12:30pm

**ONSITE LAPTOP HELP**

*Crummer provides onsite I.T. help weekdays from 10:00 a.m.—12:00 p.m., and 4:00 p.m.—6:00 p.m. During these hours, in the spring and fall terms, you will find a laptop technician available in the Computer lab, located in room B-20 next to the student lounge. During the summer term please visit the laptop shop or call according to the hours listed above.*

**Helpful Links**

IT Home page - <http://www.rollins.edu/it>

GroupWise Web Access - <http://gwweb.rollins.edu>

Password Resets - <http://foxlink.rollins.edu/cp/home/loginf>

Blackboard - <http://blackboard.rollins.edu>

FoxLink - <http://foxlink.rollins.edu>

Olin Library - <http://www.rollins.edu/olin>

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# Crummer Hall Building Policies

In addition to the PMBA program, the Crummer School administers other programs, including the Executive MBA (every other Friday and Saturday ), the Saturday MBA (weekend only), the Early Advantage MBA (full-time students), and non-degree executive seminars. All of these students will frequently be using the Crummer facilities.

## Building Hours

The Crummer School building hours are:

**7:00 a.m. through 12:00 am (midnight) 7/days a week**

Regular office hours for the Rollins College campus are 8:30 a.m. to 5:00 p.m.

Hours for the computer lab, student lounge, and study rooms are the same as the building hours.

## Building Services

If you are aware of Crummer building service needs (such as burned out light bulbs, repair needs, etc.) please contact Pam Clark, Assistant to the Dean, at [prclark@rollins.edu](mailto:prclark@rollins.edu).

Use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited.

## Lounge

The student lounge is located next to the computer lab on the basement level. Vending machines, a refrigerator, telephones, and a microwave are located there, as well as a number of worktables and 3 presentation monitors. The phone in the student lounge may be used for local outgoing calls by dialing 8 and the area code/phone number. The lounge phone number is (407) 646-2388.

## Crummer Computer Lab

Students connected to the network via their notebook computers, have access to printers and a photocopier (code 8362) located in the computer lab (B-20). There are also a number of desktop workstations, located in the student lounge next door.

## Software

The information Technology staff will assist with proper functionality of Crummer "supported" applications, but general support does not include tutorial. These supported application packages include Microsoft Office: Word, Excel, PowerPoint®, Netscape Communicator for E-mail and Web browsing only and Norton Anti-Virus Corporate Edition.

## Study Room Availability

Study rooms are not to be reserved. They are available on a first come, first serve basis. Teams have priority over single individuals - please note that you may be asked to leave a study room by a team. Individuals studying on their own are encouraged to utilize the student lounge. Keep in mind that the Olin Library is also a great resource. At times, professors will reserve these Crummer study rooms for class breakout sessions. In these cases, class needs have priority. Classrooms that are used for teaching may not be reserved for presentation practice. Study rooms equipped with presentation monitors may be used to practice presentations. The student lounge is equipped with 3 additional monitors and may be used for rehearsal.

| Room # | Name                 | Amenities                | Capacity |
|--------|----------------------|--------------------------|----------|
| B-9    | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| B9-A   | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 11     | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 12     | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 13     | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 14     | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 15     | Study Room–Basement  | Wireless, Wired, Powered | 6-8      |
| 21     | Study Room–Basement  | Wireless, Wired, Powered | 12       |
| 109    | Myer’s Study Room    | Wireless, Wired, Powered | 6-8      |
| 209    | Ross Study Room      | Wireless, Wired, Powered | 6-8      |
| 210    | Adventist Study Room | Wireless, Wired, Powered | 6-8      |
| 309    | Study Room           | Wireless, Wired, Powered | 6-8      |
| 310    | Study Room           | Wireless, Wired, Powered | 6-8      |

### Additional On-Campus Options

Olin Library also has 3 rooms available to students for presentation rehearsals (Rm.#261, 263 & 265). *48-hour notice is required* to reserve one of these rooms. Please visit [https://bannerweb.rollins.edu/prod/owa/calendar.add\\_event](https://bannerweb.rollins.edu/prod/owa/calendar.add_event) or go to [www.rollins.edu](http://www.rollins.edu), select Calendar, then select Add an Event. If you experience difficulties, please call the office of the Coordinator of Special Events Scheduling at 4707-646-2576.

| Room # | # students | # internet connections                  |
|--------|------------|---|
| 261    | Up to 12   | 8 connections, screen only-no projector |
| 263    | Up to 6    | 4 connections, screen only–no projector |
| 265    | Up to 20   | LCD projector and Screen                |

**Olin Library** - Additional group study rooms are available at Olin Library. Room keys are checked out at the circulation desk with your picture ID card. Your study group must have at least 2 students and there is a 2 hour limit, but when not busy may keep longer.

| Room #  | # students | # internet connections   |
|---------|------------|--------------------------|
| 119/120 | Up to 4    | 2 connections / wireless |
| 123     | Up to 8    | 6 connections / wireless |
| 310     | Up to 8    | 4 connections / wireless |

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# Rollins College Campus Information

## Rollins ID

The key to all services is the Rollins photo identification card, the R-Card, which you received on your first evening of computer distribution. You will use your R-card to swipe in and out of the parking garage. Your R-Card is also equipped with an R-Card FLEX account. R-Card FLEX is a self-funded debit account that may be used to purchase goods and services on campus. Please visit <http://www.rollins.edu/rcard> for information on loading funds onto your R-card.

## Parking

**All Rollins College students are required to display a current parking decal and follow all campus parking regulations. Your decal will expire 3 years from the start of your program. Parking fees of \$180 are assessed to your student account through the finance office in your first term. Decals not picked up during new student orientation must be picked up at the Campus Security office located in building #5 on the campus map. You will be required to show a photo I.D. and vehicle registration. Once your decal has been picked up your R-Card will be activated and will provide access to the parking garage across Fairbanks Ave., which is College property.** Parking rules and regulations are strictly enforced and students are responsible for following all regulations. If a new or different vehicle is brought to campus, students must remove the old sticker and re-register with Campus Security. Replacement decals are \$20.00. Parking regulations may be viewed at [http://www.rollins.edu/campus\\_security](http://www.rollins.edu/campus_security).

## Check Cashing

Students may cash a personal check for up to \$50 by presenting it with their R-Card, at the cashier window on the second floor of the administration building. No third party checks may be cashed.

## Food on Campus

Your loaded R-Card may be used at various locations around campus. Please be aware that all hours are subject to change, current hours may be found at <http://www.rollins.edu/Dining/hours.htm>. The main dining services in the Cornell Campus Center on Lake Virginia offers three food service resources

- The Marketplace Servery (cafeteria-style selections of entrees and snacks)
- The Grille (burgers, sandwiches, subs, pizza, fries, etc.)
- The C-Store (a well-stocked convenience store)
- The Cornell Café

Crummer students most frequently make use of the Cornell Café, which is located next door to the Crummer School. Coffee, bagels, donuts, soups, salads, and sandwiches are available. For your convenience the Cornell Café accepts funds loaded onto your R-card as well as debit/credit cards.

## Post Office

There is a post office on campus where stamps are available and students may mail letters and packages. It is located in the basement of the Mills Memorial Center.

## Bookstore

The Charles Rice Family Bookstore and Café is located on Holt Avenue next to Carnegie Hall. In addition to new textbooks, the store carries a large selection of used texts and general interest books and magazines, sportswear, greeting cards, school and art supplies, snacks, sundries, gifts and novelty items. It also features a gourmet coffee bar. The Bookstore will also buy back used books. You may use your R-Card to charge purchases to your student account, or you may use cash, check, MasterCard, VISA, or American Express.

## Writing Center

Need help with writing? Take in a paper a couple of days before it is due and the center's staff will be pleased to help polish it. Making an appointment ensures that someone will be available for consultation. The Writing Center is located on the second floor of the Mills Memorial Center.

## Ted & Harold Alfond Sports Center

The field house is equipped with state of the art exercise and weight equipment along with basketball and volleyball courts. Shower and locker areas are available for your convenience. Your R-Card is required for facility use. The swimming pool is located between Cornell Campus Center and Lake Virginia. There are locker rooms and showers provided at the pool.

### **Boathouse**

Small sailing dinghies and canoes are available from the boathouse. There is no charge, but an R-Card is required.

### **Tennis Courts**

Available on a first come, first serve basis when tennis classes are not in session. Tiedtke Tennis Courts are open daily 8:00 a.m. to 9:00 p.m.

### **Medical**

In case of emergency, the nearest hospital to Rollins is Winter Park Memorial Hospital located south of Aloma Avenue, on Lakemont Avenue (407) 646-7000. Centra Care is located at 2450 Lee Rd. in Winter Park and can be contacted at (407) 629-9281.

### **Library**

The Olin Library is available to Crummer students. To borrow a book or take out materials on reserve, students must present their R-Card. Hours vary seasonally, so you are advised to call before coming to campus. Meeting rooms are located on the first and second floors. These are great for group project discussions, but are subject to availability. Keys may be obtained from the library counter staff. Copy machines are also available. There are a number of reference databases available to students – for an inclusive list please refer to <http://www.rollins.edu/olin/>. Please call (407) 646-2376 for additional questions.

### **Additional Rollins Campus Services**

Please refer to the Rollins website ([www.rollins.edu](http://www.rollins.edu)) for updates on activities, services and hours.

### **Additional Crummer Activities**

Please refer to the Crummer website ([www.crummer.rollins.edu](http://www.crummer.rollins.edu)) for updates on activities and policies. The Crummer calendar may be accessed to learn of speakers and presentations which are usually open to students: [www.dynacal.com/cgsb/calendar.asp](http://www.dynacal.com/cgsb/calendar.asp).

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## STUDENT ASSOCIATIONS & ORGANIZATIONS

The Crummer student community currently has the opportunity to participate in several student run organizations. For more details, please visit <http://asp2.rollins.edu/crummer/organizations/>, the student organizations webpage, located under the student resources tab.

### PMBA Association (PMBA)

The objective of the PMBA is to provide leadership and coordination of all activities that are of interest to the student body in academics, professional, and social areas. The association was created to allow Professional MBA students to have a voice at Rollins College. Each PMBA class elects two representatives to the Executive Committee of the PMBA. This committee is comprised of Class Representatives, a faculty advisor, an Alumni Representative and the Director of the PMBA Program. Your class representatives, and the Executive Committee will assure that whenever there is an issue that affects PMBA students, the PMBA voice will be heard. A one-time membership fee of \$80 is billed to all new students in the first term. Association funds are used exclusively on PMBA students and association activities.

### MBA Association (MBAA)

This is the representative student association of the full-time MBA program. Officers are elected by their peers and serve a one-year term in which they plan social and community events as well as communicate student concerns to administration and faculty. The MBAA meets regularly to discuss matters of concern. Members of the association also meet with the Full-Time Program Director, as well as faculty and alumni advisors to raise important matters. Socially, the MBA Association organizes several events each year, including networking events, get-togethers, and community service activities.

### Rollins Collegiate Entrepreneur's Organization (Rollins CEO)

This organization acts as the student arm of the Center for Entrepreneurship. The Rollins CEO provides an invaluable opportunity to be directly involved in the Orlando business community. Through many exciting events like the business plan competition, guest speakers, and workshops students are exposed to the world of entrepreneurship.

### Women's MBA Association (WMBAA)

This association seeks to promote community at Crummer while providing opportunities for networking and personal growth. The WMBAA holds monthly meetings and special events throughout the year. Although the focus of this group is on issues women face in business, it also makes an effort to provide valuable insight for all students working through some of the challenges of the real world. Membership in this association is open to all Crummer students.

### Crummer Consulting Club (CCC)

The mission of Crummer Consulting Club is to provide its members with knowledge of the consulting industry, development of a consulting skill set, networking opportunities with industry leaders and recruiters, and exposure to practical applications of the consulting job through participation in real-world projects.

### Crummer Student Finance Association (SFA)

This student association provides MBA students with a broad perspective of finance via prominent community speakers, certification programs, peer discussions, and a stock market simulation game. The mission of SFA is to assist the professional, educational, and social developments of students interested in corporate finance, banking, investments and related subjects.

### Spirit of Business Forum

The mission of this student organization is to discover and develop the relationship that exists between business and spirituality. With a strong emphasis on religious plurality, there will be discussions regarding religious holidays, religious practices at work, cultural differences, and ethical concerns of people throughout the world. The organization is intended to help students develop new perspectives that will make them better business leader, neighbors, and friends.

## Crummer Student Mission

We, the students of the Crummer Graduate School of Business, develop leadership, cultivate teamwork, embrace diversity, endorse service, and, above all, preserve excellence in all our endeavors.

### **Leadership**

We develop leadership by encouraging students to listen, take initiative, and accept personal accountability. We strive to maximize our potential as effective leaders and followers.

### **Teamwork**

By working together we achieve success. We value ideas and input from each of our classmates. We will act with integrity to build relationships that actively enhance our learning.

### **Diversity**

As individuals contributing to a business community, we respect, appreciate, and embrace cultural differences. The multiplicity of backgrounds and experiences strengthen our program and student community.

### **Service**

We value our graduate education. It is our responsibility to share our time, our talents and the knowledge we have gained with the Crummer School, the Rollins community, charitable causes, and the global business community.

### **Excellence**

We will not accept carelessness or complacency. As a community of scholars, we expect that each of us will capitalize on our strengths, strive to overcome our weaknesses, and contribute our personal best in all undertakings.

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## Crummer Vision Statement

The vision of the Roy E. Crummer Graduate School of Business is to be a recognized leader in graduate business education with the reputation for producing highly successful managers and leaders.

## Crummer Mission Statement

The mission of the Roy E. Crummer Graduate School of Business is to prepare students to be both managers and leaders who will add value to their organizations and communities.



