

MBA STUDENTS

FREQUENTLY ASKED QUESTIONS

General Information for Current Students

Where can I find my course schedule?

- Go to the MSMC home page, click on graduate students, click on MBA, then scroll down the center of the page until you reach “Course Schedules”; locate your group and open the course schedule page. ALSO PLEASE NOTE: the syllabi are linked to this page so you can download them in plenty of time to be ready for each class. REMEMBER: most modules have an assignment due at the first class meeting.

How will my Cohort be identified?

- Cohorts are identified by their graduation dates - either May or December of the year you will graduate.

How can I get in touch with my professor(s)?

- Every professor’s syllabus has his or her contact information. The MBA professors are excellent at communicating with students, so please contact them directly. If you are working in a group, one group member should make contact for the entire group.

Is there a dress code for the MBA Program?

- Yes, there is a dress code. The dress code for MBA students is “business casual”, unless you are making a presentation, in which case, it is “professional dress”.

What writing format is required for my individual and group reports?

- All written papers in the MBA program should follow APA format.

How many classes can I miss each semester?

- None. There is a ZERO TOLERANCE policy for missing class meetings in the MBA program, so please plan accordingly.

I know the schedule says all classes start at 8:00 but when should I REALLY get there? And do we typically get out early?

- A: 8:00 SHARP, no exceptions. Also please do not plan on getting out early.

Where should I park? Do I have to pay?

- During the foundations semester, you can park on campus (\$5) or on the streets around campus (for free). During your COHORT SEMESTERS, parking is included in your tuition and you will be provided with a parking pass to park on campus or, if you prefer, in the parking structure (You’ll have to get your student ID activated to work in the structure; you can do this at the Food Services Office).

What is “Angel”?

- Angel is MSMC’s electronic learning system. Some of your professors will use Angel and some will not. You need to be familiar with the system and there is an excellent tutorial when you log onto the site. There is also technical support available.

Do I really need to check my MSMC email? I get so much email at work and in my personal account - and this is just one more!

- YES, YES, YES. You REALLY NEED TO CHECK YOUR MSMC EMAIL. This is the official communication method at the Mount, so check daily. You can also forward it to your favorite email you use daily.

Are my books available at the bookstore? If not, when should I order them?

- The bookstore does not carry books for the MBA program, so you need to order them online. The library has a few copies of the books, so you can also reserve them there. We have made an effort to use less expensive books and you can find them used. Also, former MBA students will often share books with you or sell them to you. In any case, be sure to get your books soon enough to prepare for the first class of the module.

Where can I find help with my writing? Quantitative skills? Time management?

- Help is available at the Transitions Center located in Building 10. Be sure to utilize the services of the writing coach and attend frequent seminars on writing, critical thinking, quantitative skill development, career development, etc. Announcements are made through the Portal.

What if I have a disability?

- Students with disabilities should contact Mark Forte and the Doheny learning Center. His phone number is (213) 477-2539 and his email is mforte@msmc.la.edu.

What if I do not understand an assignment or something else in the course?

- If you need help in any of your courses, your professor should be your first contact. As indicated, the MBA professors are very helpful and student centered. They want you to understand assignments and they also want you to be successful in your learning endeavors.

What if I have a question about the MBA Program or a problem with my professors?

- If you have any other problems, the MBA steering committee is available and eager to help you. Each cohort has a Cohort Coordinator and he or she is your first contact (Dr. Antoniou for Cohorts that begin in Fall and Dr. Robinson for cohorts that begin in Spring). Dr. Robinson is at Doheny during the week and can help you expedite paper work and welcomes your calls and visits. Other Steering Committee members, Professor Katherine Whitman, and Professor Mark Alhanati, Department Chair, also welcome your questions and/or concerns.

How can I change my address or have a name change?

- You have to get the "Change of Address or Change of Name" form from the Registrar's office, fill it in and submit it to the Registrar's office.