



OLD DOMINION
UNIVERSITY

I D E A FUSION

Master of Business Administration

MBA Program Curriculum Guide

Last updated: 7/26/16

Introduction

The Strome College of Business

The Strome College of Business at Old Dominion University (ODU) is one of approximately 480 schools in the United States and Canada to have achieved accreditation on the graduate and undergraduate levels by the AACSB (Association to Advance Collegiate Schools of Business). The College offers degree programs at the undergraduate, masters, and doctoral levels.

The College has several external units which enhance and support the academic programs. These units offer opportunities for students and faculty members to interact with representatives of business, industry, and government in Eastern Virginia. These include: Center for Regional Studies; Center for Economic Education; Strome Entrepreneurial Center, E.V. Williams Center for Real Estate and Economic Development; Economics Club of Hampton Roads; Center for Economic Forecasting; and the Insurance and Financial Services Center.

The Mission of Old Dominion University's Strome College of Business:

To develop students, within a global and ethical context, for successful careers in business and government; to perform basic, applied, and pedagogical research; and to offer services to the community all of which support the economic development of Hampton Roads and beyond.

The shared values of the Strome College of Business:

- Appreciation of diversity of people and perspectives
- Commitment to academic excellence
- Community outreach
- Concern for students
- Global orientation
- High ethical values and behavior
- Intellectual curiosity

Master of Business Administration (MBA)

The Master of Business Administration (MBA) program at Old Dominion University (ODU) is designed to present broad but thorough insights into issues relevant for effective business management. Since 1964, the AACSB-accredited ODU MBA Program has been designed to provide students with a high quality management education enhanced by many unique opportunities for business students. Students gain the skills necessary to become effective business professionals in an ever changing and increasingly global environment.

The Old Dominion University MBA is structured to provide students flexibility in both delivery and time to completion. Students have the flexibility to choose between completing the program online, on-campus or blend of both. This will make it easier to balance professional and personal commitments with school. Also, in the event of a job transfer, students can easily complete the degree online. All delivery methods have the same accreditation and diploma title.

The program requires a minimum of 40 credit hours to earn a general MBA for business undergraduates, 45 credit hours for non-business undergraduates. Students may choose a 21, 36, or 48 month completion schedule, but may take up to six years to complete the degree. Students may elect to pursue the general MBA (40-45 credit hours) or a dual

credential such as a graduate certificate in addition to the core (48-51 program total credit hours depending on certificate) or a complementing graduate degree (66 + credits depending on degree selected).

Unique to the ODU MBA is the opportunity to graduate with dual credentials. Students may elect to add a certificate or even another complementing degree. Certificates include Public Procurement and Contract Management, Modeling and Simulation, Maritime, Ports, and Logistics Management and more. Degrees include Accounting, Economics, Engineering Management, Public Administration and many others.

The program is designed for both business and non-business undergraduates. Non-business undergraduates will be required to take and pass a set of five, one credit hour pre-core courses before being allowed to take the MBA core courses. These courses will prepare students for the rigor involved in the core coursework. No other pre-requisites are required for non-business majors. Be prepared, some students refer to the Pre-Core courses as boot camp.



MBA Program Curriculum Plans

- Students admitted with a non-business undergraduate degree must successfully complete 5 credit hours of pre-core coursework in their first semester in preparation for the core. In the following semester, they may start the core curriculum.
- Students will select a minimum of four (4) credit hours of electives at convenient times during the course of their program of study to complete the program requirements. Suggested time slots noted on the plan below.
- All core courses are 2 credits unless otherwise noted.

ROAR PLAN Fall Start

	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
Year 1	FALL 1	IT 614 Information & Knowledge Management BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics MKTG 608 Fundamentals of Contemporary Marketing
	SPRING 1	ACCT 611 Financial Accounting ECON 607 Managerial Economics	ACCT 609 Managerial Accounting MGMT 612 Managing in Contemporary Organizations
	SUMMER 1	FIN 613 Financial Management MGMT 605 Leadership Dynamics	OPMT 615 Operations & Supply Chain Management Elective (1, 2, or 3 credits)
Year 2	FALL 2	FIN 616 Investments & Portfolio Management Elective (1, 2, or 3 credits)	FIN 619 Business Law and Ethics ECON 618 Global Macroeconomics
	SPRING 2	MKTG 617 Marketing Strategy MGMT 621 Strategic Management (4 credits)	INBU 620 International Business Issues



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ROAR PLAN Spring Start

	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
Year 1	SPRING 1	ACCT 611 Financial Accounting ECON 607 Managerial Economics	ACCT 609 Managerial Accounting MGMT 612 Managing in Contemporary Organizations
	SUMMER 1	FIN 613 Financial Management MGMT 605 Leadership Dynamics	Elective (1, 2, or 3 credits)
	FALL 1	FIN 616 Investments & Portfolio Management BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics MKTG 608 Fundamentals of Contemporary Marketing
Year 2	SPRING 2	MKTG 617 Marketing Strategy MGMT 621 Strategic Management (4 credits)	INBU 620 International Business Issues
	SUMMER 2	Elective (1, 2, or 3 credits) Elective (1, 2, or 3 credits)	OPMT 615 Operations & Supply Chain Management
	FALL 2	IT 614 Information & Knowledge Management Elective (1, 2, or 3 credits)	FIN 619 Business Law and Ethics ECON 618 Global Macroeconomics



PRIDE PLAN

Fall Start

MBA Program Curriculum Plans

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- All core courses are 2 credits unless otherwise noted.

	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
Year 1	FALL 1	BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics Elective (1, 2, or 3 credits)
	SPRING 1	ACCT 611 Financial Accounting ECON 607 Managerial Economics	ACCT 609 Managerial Accounting Elective (1, 2, or 3 credits)
	SUMMER 1	FIN 613 Financial Management	OPMT 615 Operations & Supply Chain Management
Year 2	FALL 2	FIN 616 Investments & Portfolio Management Elective (1, 2, or 3 credits)	MKTG 608 Fundamentals of Contemporary Marketing Elective (1, 2, or 3 credits)
	SPRING 2	MKTG 617 Marketing Strategy	MGMT 612 Managing in Contemporary Organizations Elective (1, 2, or 3 credits)
	SUMMER 2	MGMT 605 Leadership Dynamics	Elective (1, 2, or 3 credits)
Year 3	FALL 3	IT 614 Information & Knowledge Management Elective (1, 2, or 3 credits)	ECON 618 Global Macroeconomics FIN 619 Business Law and Ethics
	SPRING 3	MGMT 621 Strategic Management (4 credits) Elective (1, 2, or 3 credits)	INBU 620 International Business Issues



PRIDE PLAN Spring Start

MBA Program Curriculum Plans

- Students admitted with a non-business undergraduate degree must successfully complete 5 credit hours of pre-core coursework in their first semester in preparation for the core. In the following semester, they may start the core curriculum.
- Students will select a minimum of four (4) credit hours of electives at convenient times during the course of their program of study to complete the program requirements. Suggested time slots noted on the plan below.
- All core courses are 2 credits unless otherwise noted.

	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
Year 1	SPRING 1	ACCT 611 Financial Accounting ECON 607 Managerial Economics	ACCT 609 Managerial Accounting Elective (1, 2, or 3 credits)
	SUMMER 1	FIN 613 Financial Management	Elective (1, 2, or 3 credits)
	FALL 1	IT 614 Information & Knowledge Management BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics MKTG 608 Fundamentals of Contemporary Marketing
Year 2	SPRING 2	MKTG 617 Marketing Strategy	MGMT 612 Managing in Contemporary Organizations Elective (1, 2, or 3 credits)
	SUMMER 2	MGMT 605 Leadership Dynamics	OPMT 615 Operations & Supply Chain Management
	FALL 2	FIN 616 Investments & Portfolio Management Elective (1, 2, or 3 credits)	FIN 619 Business Law and Ethics ECON 618 Global Macroeconomics
Year 3	SPRING 3	MGMT 621 Strategic Management (4 credits) Elective (1, 2, or 3 credits)	INBU 620 International Business Issues



MBA Program Curriculum Plans

- Students admitted with a non-business undergraduate degree must successfully complete 5 credit hours of pre-core coursework in their first semester in preparation for the core. In the following semester, they may start the core curriculum.
- Students will select a minimum of four (4) credit hours of electives at convenient times during the course of their program of study to complete the program requirements. Suggested time slots noted on the plan below.
- All core courses are 2 credits unless otherwise noted.

BIG BLUE PLAN Fall Start

Year 1	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
	FALL 1	BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics
SPRING 1	ACCT 611 Financial Accounting	ACCT 609 Managerial Accounting	
SUMMER 1	FIN 613 Financial Management	Elective (1, 2, or 3 credits)	
Year 2	FALL 2	FIN 616 Investments & Portfolio Management	MKTG 608 Fundamentals of Contemporary Marketing
	SPRING 2	ECON 607 Managerial Economics	MGMT 612 Managing in Contemporary Organizations
	SUMMER 2	MGMT 605 Leadership Dynamics	Elective (1, 2, or 3 credits)
Year 3	FALL 3	IT 614 Information & Knowledge Management	ECON 618 Global Macroeconomics
	SPRING 3	MKTG 617 Marketing Strategy	INBU 620 International Business Issues
	SUMMER 3	Elective (1, 2, or 3 credits)	OPMT 615 Operations & Supply Chain Management
	FALL 4	Elective (1, 2, or 3 credits)	FIN 619 Business Law and Ethics
	SPRING 4	MGMT 621 Strategic Management (4 credits)	



MBA Program Curriculum Plans

- Students admitted with a non-business undergraduate degree must successfully complete 5 credit hours of pre-core coursework in their first semester in preparation for the core. In the following semester, they may start the core curriculum.
- Students will select a minimum of four (4) credit hours of electives at convenient times during the course of their program of study to complete the program requirements. Suggested time slots noted on the plan below.
- All core courses are 2 credits unless otherwise noted.

BIG BLUE PLAN Spring Start

	SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
Year 1	SPRING 1	ACCT 611 Financial Accounting	ACCT 609 Managerial Accounting
	SUMMER 1	MGMT 605 Leadership Dynamics	Elective (1, 2, or 3 credits)
	FALL 1	BNAL 606 Statistics for Managers	BNAL 610 Fundamentals of Business Analytics
Year 2	SPRING 2	ECON 607 Managerial Economics	MGMT 612 Managing in Contemporary Organizations
	SUMMER 2	FIN 613 Financial Management	Elective (1, 2, or 3 credits)
	FALL 2	FIN 616 Investments & Portfolio Management	MKTG 608 Fundamentals of Contemporary Marketing
Year 3	SPRING 3	MKTG 617 Marketing Strategy	INBU 620 International Business Issues
	SUMMER 3	Elective (1, 2, or 3 credits)	OPMT 615 Operations & Supply Chain Management
	FALL 3	IT 614 Information & Knowledge Management	ECON 618 Global Macroeconomics FIN 619 Business Law and Ethics
Year 4	SPRING 4	MGMT 621 Strategic Management (4 credits)	



MBA Program Curriculum Plans

Pre-core for non-business majors (offered fall, spring, and summer)

All courses are 1 credit hour and only offered online.

- Students admitted with a Non-business undergraduate degree must successfully complete 5 credit hours of pre-core course work outlined below in their first semester in preparation for the core. In the following semester they may start the core.
- Students may pursue elective work for which they have the appropriate prerequisites.

SEMESTER	FIRST 8 WEEK SESSION	SECOND 8 WEEK SESSION
SPRING 1/ FALL 1	<p>MBA 600 Introduction to Quantitative Methods</p> <p>MBA 603 Introduction to Accounting</p>	<p>MBA 601 Introduction to Managerial Economics</p> <p>MBA 602 Introduction to Finance</p> <p>MBA 604 Introduction to Information Management</p>

Electives and Graduate Certificates

Each student must select a minimum of 4 credit hours of electives. Students may choose from the wide range of electives offered in each of the functional areas in the Strome College of Business, as well as various M.B.A. topics. Students have the flexibility to choose among those electives that provide them with their desired educational experience.

Alternatively, students may choose to enhance their learning experience by adding a certificate from those offered at Old Dominion University. Generally, they are 12 credit hours in length but can be more or less depending on certificate learning objectives. Courses may be used from any graduate program at the University but the material must be business related and the courses pre-approved by the program office. Also, students may only apply up to 6 credit hours of work at the 500-level toward the M.B.A. Program of study. **Graduate Certificates available at ODU**

Students may transfer courses from other ODU colleges into the MBA program as long as they are business related, not all certificate courses would be transferable. A list of all the certificate programs available at ODU are listed in the Old Dominion University Graduate Catalog, accessible online at <http://catalog.odu.edu/graduate/degreeprograms/>

MBA COURSES AND CATALOG DESCRIPTIONS

PRE-CORE

MBA 600 – Introduction to Statistics

MBA 601 – Introduction to Managerial Economics (Pre/Co-requisite: MBA 600)

MBA 602 – Introduction to Finance (Pre/Co-Requisite: MBA 603)

MBA 603 – Introduction to Accounting

MBA 604 – Introduction to Information Management

CORE

MGMT 605 – Leadership Dynamics, 2 credit hours

This course focuses on providing students the foundations of leadership by reviewing past leadership research and integrating this into their own understanding of what makes one an effective leader. Contemporary concepts of leadership, including the role of culture and gender, will also be presented. The course will utilize self-assessments, case analysis, and leadership related readings that will require students to think critically about what leaders do and how their own strengths and limitations influence their personal leadership development.

BNAL 606 – Statistics for Managers, 2 credit hours

Statistical tools for solving business problems. Topics include: sampling distributions, confidence intervals, hypothesis testing, simple and multiple regression, and time series forecasting. Emphasis is placed on the application of the tools to business problems. The Minitab Software is used to do most of the analysis.

ECON 607 – Managerial Economics, 2 credit hours

This course introduces the MBA student to the use of economic analysis to aid managerial decision-making. Topics include demand and supply, theory of optimizing behavior, demand elasticity, production, cost analysis and pricing with

and without market power. Other topics include an introduction to game theory, alternative pricing techniques and the internal organization of firms.

MKTG 608 – Fundamentals of Contemporary Marketing, 2 credit hours

This course will discuss the fundamental concepts of marketing including product design, distribution, pricing and promotion of goods, marketing of services, and marketing research. Other contemporary issues in marketing such as brand equity and customer relationship management will also be discussed. Selected case analyses will be used to highlight applications.

ACCT 609 – Managerial Accounting, 2 credit hours

A study of the concepts of managerial accounting. This course focuses on the techniques and approaches to organizing and understanding internally generated accounting information. The objective of the course is to provide students with a set of tools that utilize managerial accounting information for solving business problems.

BNAL 610 – Fundamentals of Business Analytics, 2 credit hours

This course provides students with some common tools and techniques that are deployed in business analytics. Topics include big data and related terminology, data management, working with data, and statistical and quantitative methods use in descriptive, predictive, and prescriptive analytics. Pre-requisite: BNAL 606

ACCT 611 – Financial Accounting, 2 credit hours

A study of the concepts of financial accounting. This course covers the financial reporting process and the development of financial statements for external users. The overall objective of the course is to provide students with a sufficient fluency to be intelligent readers of financial accounting information. Pre-requisite: ACCT 609

MGMT 612 – Managing in Contemporary Organizations, 2 credit hours

This course provides a critical analysis of organizational theories used to understand and predict employee attitudes and behaviors. Implications, in terms of applying theories to address management issues and optimize human resource practices, are evaluated. Topics include job satisfaction, motivation, stress, and decision making.

FIN 613 – Financial Management, 2 credit hours

To develop an integrated approach to the methodologies necessary for the understanding of modern corporate finance. Emphasis will be on integration of accounting and other internally generated information with external economic information within a framework for financial planning and valuation. Pre-requisite: ACCT 611.

IT 614 – Information and Knowledge Management, 2 credit hours

Information and knowledge are critical resources for today's organizations. This course prepares students for the managerial, organizational and technological challenges involved in managing information and knowledge.

OPMT 615 – Operations and Supply Chain Management, 2 credit hours

This course focuses on the issues related to process, layout, materials management, capacity, quality and lean manufacturing. The effects of these issues on productivity, firm performance, and customer satisfaction will be discussed. Furthermore, supply chain design, integration, and sustainability are discussed and analyzed as well.

FIN 616 – Investments and Portfolio Management, 2 credit hours

This course will provide students with an understanding of the theory and practice of investment decision making. Students will learn to analyze risk and return characteristics of individual securities and portfolios and develop valuation models of various financial instruments. Using insights from modern portfolio theory and equilibrium models of security prices, students will develop a framework for assessing the risk-return tradeoff. The topics covered and tools developed in the course will be applicable for personal investment as well. Pre-requisite: FIN 613

MKTG 617 – Marketing Strategy, 2 credit hours

This course will build on the fundamentals developed in the Fundamentals of Contemporary Marketing course. It will focus on developing skills to formulate and implement marketing strategies for brands and companies. Marketing mix strategies, segmentation, targeting, and positioning strategies, as well as competitive strategies and contemporary issues in marketing strategy will be discussed. Decision-making skills will be enhanced using case analyses in addition to readings and discussions. Pre-requisite: MKTG 608

ECON 618 – Global Macroeconomics, 2 credit hours

This course examines the measurement of macroeconomic variables and their movements over time. Short-run and long-run models of the macro economy are covered along with institutional factors of financial markets. The course mixes theory with real world applicability. Students will examine critical economic policy issues of the day.

FIN 619 – Business Law and Ethics, 2 credit hours

This course will introduce key principles of jurisprudence, dispute resolution, tort, constitutional, intellectual property and contract law. Students will learn to create the ability to recognize when a matter poses a legal issue in the ordinary course of business and identify alternative solutions that the law will support and consider the ethical/moral implications of business decisions that the law does not yet address.

INBU 620 – International Business Issues, 2 credit hours

Students will develop a deep understanding of the issues facing international firms. The course will use case studies, lectures and simulations to highlight the cultural, organizational and financial challenges to doing business in various regions of the world with particular emphasis on Europe, China and India.

MGMT 621 – Strategic Management, 4 credit hours

This course introduces the student to the discipline of strategic management and discusses concepts/theories/frameworks that are used in the formulation and implementation of strategies. Additionally, students discuss cases, simulation and examples that describe the strategic issues confronting organizations and how they successfully (or unsuccessfully) resolved them. The course should help students to develop a disciplined, rigorous and comprehensive approach to analyzing firm environment and resources, formulating and implementing strategy. In addition, the course should help students understand the challenges and common pitfalls involved in strategy formulation and implementation. Pre-requisite: 20 credit hours of MBA Core Courses

MBA Program Guidelines and Navigation Advice

Course Loads

The normal course load for a part-time student is 1-8 credit hours with most taking 6-8 credits per semester. The normal course load for a full-time student is 9-12 credit hours. Course loads of more than 12 credit hours must be approved by the Program Office. There is no easy “fix” from the Program Office if during a semester a student finds they have over-committed themselves. **WARNING:** Students fail out every semester! Typically it is due to over commitment and lack of communication. Be certain to let your professor know if you are getting behind for any reason and to work out a plan for success. If needed, contact the MBA program Office before taking the final exam or the class as there may be other tools available to keep you from failing.

Course Numbering

Graduate courses at ODU are offered at the 500, 600, 700, and 800 levels. Master’s level students may take 500, 600, or 700 level courses. Courses numbered 400 / 500 are available to both undergraduate and graduate students (graduate students are expected to demonstrate a higher degree of competency and responsibility). Courses numbered 600 are master’s level only. Courses numbered 700/800 are offered to both masters and doctoral students (doctoral students are expected to demonstrate a higher degree of competency and responsibility). MBA students may not enroll in more than 6 hours of 500 level work or more than one 3 credit hour experiential learning, independent study or internship.

Continuance

To remain in good standing after admission to the program, students must maintain a minimum, cumulative grade point average of 3.0 in all graduate course work attempted at the University. Students who fall below this minimum standard will have 12 credit hours to remedy this deficiency.

Further, students may be suspended from the program when they earn (1) a grade of C or lower in two courses in the pre-core, or (2) a grade of C or lower in two courses in the core and elective coursework, or (3) a failing grade (F) in any course work.

Graduation

Masters/PhD Application for Graduation (via LeoOnline) needs to be completed and submitted to the Registrar’s Office at least one semester prior to the degree being awarded. The Registrar’s Office then sends a notification of pending completion to the Program Office for verification, usually mid-semester of the graduation semester. The MBA Program Office will confirm your status with the Registrar’s Office, or notify the student of any items that still need to be completed. The Program Office will then send an email containing important information regarding graduation. The student should also receive information from Student Services regarding purchase of cap, gown, announcements, and Commencement. ODU conducts Commencement exercises at the end of the fall (December) and spring (May) semesters. Students graduating in August are asked to participate in the May ceremony. Graduating students wishing to attend Commencement must fill out the appropriate section of the Application for Graduation to be allotted tickets for guests.

Diplomas are available for pick-up/ mailing approximately 6-8 weeks after the end of the semester.

Time to Degree Completion

The maximum time for completion of the MBA Program is 6 years from the date of enrollment in the first graduate course applying toward the degree. Please consult the ODU Graduate Catalog for further information. The only

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exception to this rule is for interruption by military service. However, courses over 5 years must be validated usually by testing.

Registration

Registration for currently enrolled students begins in April for the summer and fall and in November for the spring semester. Condensed schedules of MBA courses will be sent to students via the MBA list serve and are available prior to Registration on the MBA website (<http://www.odu.edu/mba/>) and in the MBA Program Office. Students register using LeoOnline (www.leonline.odu.edu) after the pre-registration start date at the time for graduate students (which is normally the earliest time on the first day of Pre-Registration). The MBA program Office is not allowed to register students for any course.

Students enrolling for the first time or having skipped a semester or more may begin registering during open enrollment. Students who have skipped a semester will need to complete an Inactive Student Reactivation/Readmission Form prior to being able to register.

International students must be aware of their requirements for on-campus versus on-line courses for their VISA requirements. Full-time course of study requires at least 9 credit hours, 6 credit hours must be on-campus.

Tuition Rates

See the Office of Finance website (<http://www.odu.edu/admission/costs-tuition/tuition/tuition-rates>) for the most current table of tuition and fees.

Students' tuition bills and options for payment are found through LeoOnline.

STUDENT RESPONSIBILITIES

The student is ultimately responsible for determining that all degree requirements are satisfied. Therefore, the MBA student should be familiar with the entire contents of this guide in order to be fully cognizant of the structure of the MBA Program and the departmental/graduate school requirements. The guide is not intended to be used as a replacement for, but rather a supplement to the Old Dominion University Graduate Catalog which contains university policies and procedures.

Students must activate their ODU e-mail and subscribe to the MBA-L list serve.

All contact originating from this Program Office and other University offices must be sent to ODU e-mail addresses. Students can have the ODU e-mail forwarded to another account of their choice. The student does need to check the ODU e-mail (or the forwarded e-mail) on a daily basis, if not more often. To activate student email account:

1. Go to <https://midas.odu.edu/>.
2. Click **Activate MIDAS ID**
3. Proceed as instructed using University Identification Number (UIN) for Student ID.
4. Once MIDAS ID is activated, student email should be active in approximately 10 minutes.

It is the student's responsibility to activate this account and to check this email (or the email the student forward this account to) at least once a day!

To Access student email:

Students should visit <http://monarchs.odu.edu/> and then click on the link for "Gmail" and then login with MIDAS ID & password.

Student may also forward their student email to another email address. Please go to <http://mail.google.com/support/bin/answer.py?answer=10957&topic=13303> for more information.

MBA List-Serve

MBA students are required to join the MBA-L list serve. This list serve allows the MBA Program Office to immediately notify our student body. We do not send information out via postal mail. Not being on this list serve puts student at a severe disadvantage because we send out information on job opportunities, course updates/changes/cancellations, campus, MBAA sponsored events and University wide schedule changes due to weather or other unforeseen events. Join the list serve using the following directions:

Go to the following web site:
<http://list.odu.edu/listinfo/mba-l> (lower case L)

This is a moderated list, only information from the MBA Program Office will be sent.

MBA Conversational List Serve

This optional list serve allows the students in the program to communicate between each other. It can be a forum for whatever students want to talk about. Books and items for sale can be listed. All ODU policies apply. Go to the following website: <http://list.odu.edu/listinfo/mbaconversation>

Responsible Conduct of Research Training

Students must complete the Responsible Conduct of Research (RCR) training. This needs to be completed within your first 12 credit hours. Please be sure to comply with this requirement or there will be holds placed on your account after that 12 credit hour period that the MBA program office will not be able to help do anything about. The Collaborative Institutional Training Initiative (CITI) consists of seven core RCR Training modules. This training may be done at your convenience on your computer and you do not have to complete all seven modules in one sitting. However, it should only take you 2 – 4 hours; so you might want to do it all in one sitting. To begin the process go to: <https://www.odu.edu/impact/responsible-conduct-of-training> **College of Business students should select the Social & Behavioral track.** If you have additional questions, you may contact Dr. Adam Rubenstein in the Office of Research at arubenst@odu.edu.

HONOR CODE:

The students in the MBA program, just as all the other students at Old Dominion University, are expected to uphold the Honor Code at all times:

“We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenges to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.”

STUDENT OPPORTUNITIES AND RESOURCES

Networking Opportunities

Clubs and associations, like the MBA Association, consisting of both current MBA students and alumni, provide members with social and educational events every semester. Additionally, the Career Development Services assists students in obtaining internships and full-time positions.

The MBA Association (MBAA)

The MBA Association (MBAA) is the student organization of the MBA Program. The MBAA offers students, faculty, and alumni an avenue for professional development and networking opportunities, academic and business-related discussion including a guest speaker forum, social interaction, and community service activities. Membership is open to currently enrolled students as well as alumni. Meetings include presentations by members of the regional business community. Nominal dues are paid to cover the entire period of the student enrollment in the MBA Program. Applications are sent as an attachment in the welcome admissions email.

Lumsden Trading Room

The Bloomberg Terminal is a portal to all of the real-time information that Bloomberg and other news and financial services collect and analyze, displayed in a user-friendly format. The Lumsden Trading Room is located across from the dean's office on the second floor of Constant Hall. In addition to the 24 terminals, the room features rows of modern desks and flat-screen monitors that display real-time market and business information. Bloomberg Aptitude Testing (BAT) is offered regularly and can be a leg up on the competition for those continuously improving their BAT.

Strome Entrepreneurial Center

Old Dominion University is entrepreneurial and innovative in its approach to education, service and career development. We are growing entrepreneurs who will create jobs and strengthen Virginia's economy. At Strome Entrepreneurial Center, students, faculty and staff collaborate to develop innovative and creative thinking to launch ideas and businesses. Internship and project opportunities with faculty and companies further the experience.

Perry Library

The Perry Library together with its branches contain an impressive collection of print, media, and electronic materials, which can be searched through an online catalog. In addition to that, many resources are also available via Internet, including over 100 searchable databases. Interlibrary loan services with online access to collections of more than 10,000 libraries throughout the world are available for students from the Interlibrary Loan Office. For more information about the library go to <http://www.odu.edu/library> , or call (757) 683-4178.

Parking

MBA students may purchase a commuter decal, may elect to use a daily rate pass, or metered parking when at the main campus. Students attending one of the Higher Education Centers will also need a commuter decal. Note that the Norfolk decal works for all Higher Education Center campus but the reverse is not true.

Students may obtain decals at the Parking Office on the Norfolk or Higher Education Campuses, or online at <http://www.odu.edu/life/parking-and-transportation/parking/student-parking>. Please have the following information ready:

1. DMV Vehicle Registration
2. Student University ID Card or Midas ID and password
3. Decal Registration Form (this form can be obtained at Parking Services Office, if purchasing in person.

For additional information about parking, visit <http://www.odu.edu/parkingservices> call (757) 683-4004.

ADDITIONAL PROGRAM INFORMATION:

For further information please visit our website at <http://www.odu.edu/mba/> or contact us at:

MBA Program Office
1026 Constant Hall
Old Dominion University
Norfolk, VA 23529
Phone: (757) 683-3585
Fax: (757) 683-5750
mbainfo@odu.edu

DEPARTMENTAL CONTACT INFORMATION:

School of Accountancy	(757) 683-7108
Economics	(757) 683-3567
Finance	(757) 683-3501
Business Analytics & Information Technology	(757) 683-3488
Management	(757) 683-3544
Marketing	(757) 683-3557
Maritime & Supply Chain Management	(757) 683-3534
School of Public Service	(757) 683-3961

MBA Frequently Asked Questions

Getting Started:**What is the University Identification Number (UIN)?**

The UIN is a unique 8-digit number used to identify student records. This number is printed on all University ID cards. Students will use their UIN often for advising, class registration, enrollment, payments, and other student activities. Please include this number on communications with all ODU offices, including the MBA Program.

How do I get my UIN number?

Students' UINs will be included in the admission email.

Why do I need a student e-mail account? Am I able to use my personal e-mail address?

In order for ODU to communicate with students privately, we need to be sure that students' e-mail accounts are secure. Because the ODU e-mail can only be created by a student, this is a secure system. It is a requirement that any communication to students and from students to ODU faculty and staff be through the ODU e-mail account. However, students are able to forward your ODU student e-mail to their personal e-mail account.

What is the University ID card and where do I get it from?

The University ID card is an official form of identification. The card lists the bearer's full name, UIN and status with the University. All MBA students who are officially registered for one or more credit hours at Old Dominion University are eligible to receive a free student picture ID card. Student ID cards are issued at the University Card Center located in room 1056 Webb Center. For more information, go to <https://www.odu.edu/preview/checklist/student-ID>. All ODU students, staff, and faculty are required to have their University ID Card with them on any of ODU's campuses.

What is LeoOnline and how can I access it?

LeoOnline is an online tool which allows students to register for classes, drop classes, pay tuition, view final grades, and manage account information online. LeoOnline can be accessed at www.leoonline.odu.edu. Logging in-to the system for the first time, students should enter their Midas ID and password.

How do I receive my billing information?

Students will receive billing statements on their student e-mail address on a monthly basis, after they have activated their student e-mail account. **ODU does not send paper bills.**

How can I pay for my tuition and fees?

The following are acceptable forms of payment: Personal check, money order, and cash (only in the Cashier's Office), and Visa/MasterCard (online). Please be sure to include UIN on any check or money order payment. The Cashier's Office is located on the 2nd floor in Rollins Hall; online payments must be done through LeoOnline. Payment plans are available through the Office of Finance, at <http://www.odu.edu/admission/costs-tuition/tuition/billing/payment-options/payment-plan-agreement>.

What is Blackboard and how do I access it?

Blackboard is a course management tool that provides a simple interface for courses offered by ODU. Students can access Blackboard at <https://www.blackboard.odu.edu/webapps/login/>. Students should use their MIDAS ID and password in order to access the system.

Admissions Information:

What is the typical student profile for admission?

Average GMAT Score = 540

Average GPA = 3.32

Career/Job Search Information:

What type of career guidance can the MBA Program offer me?

All MBA students are eligible to receive full Career Development Services (CDS). The CDS offers a full range of career development services, including: resume and interview preparation, co-operative education, full-time job search assistance, job fairs, and computer software to help you in your career search. For details: (<http://www.odu.edu/cds> or (757) 683-4388).

How do I obtain an internship?

Contact the Career Development Services and request the Career Advantage Program (CAP).

How are internships graded?

Internships are graded on a Pass/Fail basis. A project paper and job performance evaluation determines the grade.

Computer Information:

Are computer labs available for student use?

Constant Hall contains a computer lab in Room 1023 and 1038 solely for business students. Please check the posted schedule for days and times of operation. There are also labs in the Library and Webb Center. For more information regarding lab locations, equipment, software and hours, go to <http://occs.odu.edu/labs>.

Am I required to own a laptop or certain type of computer for the program?

No. We do not require that students own a computer. We do require that they have regular access to one to participate in course requirements, activate ODU e-mail account, join the MBA-L list serve, and check student e-mail daily. It is highly recommended that students have a laptop or personal computer. Registration, tuition payments and more are accessible through LeoOnline. A majority of course info, including assignments, is online on a system called Blackboard.

Online students will require consistent internet access. For details, visit Distance Learning <https://online.odu.edu/>

Tuition and Financial Aid:

What is the cost of ODU's MBA Program?

The cost is based on student residency status and mode of delivery. Please visit the Office of Finance website at <http://www.odu.edu/admission/costs-tuition/tuition/tuition-rates> for the most current table of tuition rates and fees. The average cost of a textbook is \$200.00-300.00 per course.

What determines in-state vs. out-of-state tuition rates?

The Office of Registrar determines residency status. For any questions regarding status or qualifications, please call (757) 683-4425 or email register@odu.edu. Students should remember to include their UIN for faster service.

What types of financial aid are offered for MBA students?

We offer a limited number of graduate assistantships for students who are attending classes on a full-time basis (9-12 credit hours per semester). Students may have the opportunity to obtain internships (some of which may be paid). Other forms of aid are offered through the Office of Financial Aid (<http://www.odu.edu/admission/financial-aid/graduate> or (757) 683-3683). The MBA Program Office cannot answer Financial Aid questions.

How do I apply for an assistantship?

Fill out the "Application for Institutional Graduate Financial Assistance" found in the Graduate Application, online at <http://www.odu.edu/content/dam/odu/offices/graduate-admissions/docs/graduate-financial-assistance.pdf>, submit this form into the MBA Program Office with a current resume at mbainfo@odu.edu. Please substitute UIN for the Social security number on the application. Assistantship awards do not automatically renew every semester. Interested students will need to re-apply each semester.

Do I have to go through the interview process for an assistantship?

Not all assistantships require an interview. If an interview is required, the supervising department or instructor will notify students.

General Information:

Where is the MBA student lounge?

During the fall and spring semesters, we have a student lounge area available to the MBA students from 8:00am - 6:00pm Monday through Thursday and 8:00am - 4:00pm on Friday in Room 1029 Constant Hall. During the summer semester, the lounge is available 8:00am - 5:00pm, Monday through Thursday, and 8:00am - 4:00pm, Friday. In addition to the lounge, the MBA office also has a fully mediated Conference Room, where students are able to practice their presentations and group projects. To reserve the conference room, please email mbainfo@odu.edu, with the day, time and group name.

I emailed/called 30 minutes ago, and still haven't received a response. Should I email again?

The MBA Program Office tries to respond to email and phone calls within business 2-3 days. However, please remember that there are over 200 students being assisted by 2 professionals. Some answers need to be researched, which can

delay the response. Vacations, conferences and heavy meeting weeks can also delay the response. If it has been 3 days and you have not received a response of any type, even an out of office message, please resend/call the office as we might not have received the original message.

International Students:

I have a question about my visa, I-20, or TOEFL score. Who do I call?

Please call the Office of Visa & Immigration Service Advising (VISA) at (757) 683-4756 or visit their website <https://www.odu.edu/visa> .

I have a new student hold, orientation hold or insurance hold on my account. What does that mean?

Students should talk to the VISA Office at (757) 683-4756.

Military Students:

Can the MBA Program Office send in or answer questions about my VA or GI Bill paperwork for me?

No, the appropriate contact is the Office of Military Activities <https://www.odu.edu/military/students/veterans-services>. Their phone number is (757) 683-3018 or email vaservices@odu.edu.

I am active duty military or dependent. Am I considered in-state or out-of-state?

Please go to <https://www.odu.edu/military> for more information.

How do I find out about my Post 9/11 GI Bill benefits?

Please go to www.gibill.va.gov for more information.

Online Students

As an online student, may I participate in on-campus events?

Yes, you are a part of the ODU MBA family too!

Is my degree the same as on campus students?

Yes, mode of delivery does not change the name of the degree earned.

How are courses delivered?

Most courses are taught asynchronously via the Personal Learning Environment (PLE). Please see distance learning for details at <https://online.odu.edu/>

How will I be assessed?

Each course is a little different, refer to the course syllabus. The most intensive tests utilize ProctorU, an online proctoring system.

What does it take to be a successful online student?

Many times students enroll in online courses without a realistic understanding of what it takes to be a successful learner in an online environment. Online learning environments are better suited for students who are self-disciplined, motivated, and know how to manage their time. ODU's Distance Learning team has put together a tool to help student determine if online course work is a good fit for them. Take the quiz to confirm online is for you: <https://online.odu.edu/is-distance-learning-for-me>.

What is the Online Experience at ODU?

Visit The Online Experience at ODU site for details and videos to get a better understanding of what you will experience and need as an online student: <https://online.odu.edu/online-experience>.

Will I have any academic or technical support as an online student?

Yes! Not only are you encouraged to participate in any and all activities but there are resources to help you be successful. Visit our online student support site for details: <https://online.odu.edu/student-support>.

Are there minimum computing specifications?

Yes, Information Technology Services (ITS) maintains a list of minimum computing requirements, which includes a quick online test to check for these requirements on your computer at <http://www.odu.edu/academics/student-computing/guidelines>. Further, Web Conferencing, Blackboard, Personal Learning Environment and more may be utilized. Visit <https://online.odu.edu/technical-support> for details.