

Asper MBA Student Handbook

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Asper MBA Student Handbook (January, 2016).

For the most current version of the Asper MBA Student Handbook, please visit our website.

Welcome to the Asper MBA!

Welcome to the Asper MBA—a program, and a community, designed to empower you to take the lead in all aspects of your life!

For nearly 50 years, the Asper School of Business has been championing and leading MBA education here in Manitoba. Our commitment and passion is to provide our graduates the essential understandings and skills to succeed in today's complex and fast-changing global business environment. The Asper MBA provides—

- **the forum for professional growth;**
- **the network to access new opportunities;**
- **the understandings and skills to lead an enterprise;**
- **the passion to better your community; and**
- **the drive to take the lead and make a difference!**

The Asper MBA is designed to equip our next generation of business and community leaders—like you—to take the lead! Our success story is our graduates—today's business leaders in Manitoba, Canada and beyond. They have excelled in their careers, led growth in their organizations and communities, and truly taken the lead in their lives. With your Asper MBA you'll be ready to tackle the world of business both locally and globally. The Asper MBA will change your life!

The Asper MBA offers you an integrated and tightly-crafted complement of courses, led by internationally-recognized academics and professionals, and conducted in an interactive and dynamic face-to-face learning environment. You have the choice to pursue the program at a pace that best fits your lifestyle while specializing in areas of personal interest to you. Throughout, you are connected to and nurtured by our business community!

I am thrilled that you have made the choice to start fulfilling your life's ambitions today – with us! Thanks for joining the Asper MBA community!

With best wishes,

Marci Elliott
Executive Director, Asper MBA Program

Staff Contact List

The Asper MBA administrative team is made up of a group of staff to advise you on all your student needs.

Marci Elliott Program Executive Director	474-9221	marci.elliott@umanitoba.ca
Ewa Morphy Program Manger	474-6732	ewa.morphy@umanitoba.ca
Irina Glikshtern Graduate Program Advisor	474-8448	irina.glikshtern@umanitoba.ca
Silvia Castillo Program Coordinator	474-6781	silvia.castillo@umanitoba.ca
Pam Sontag Career Development Advisor	318-2900	pam.sontag@umanitoba.ca
Courtney Thompson Alumni Relations & MBA Recruitment Officer	474-6482	courtney.thompson@umanitoba.ca

Please contact **Ewa or Irina** for all issues relating to registration, fees, carrels and all other student/academic related matters.

Please contact **Silvia** for all issues relating to course materials (text and readings, outlines, etc.), exam schedules, and instructors.

Please contact **Pam** for all issues related to your career planning and job search.

Our website is www.umanitoba.ca/asper/mba

Please visit the Program -> Course Information area often for up-to-date information on course offerings, timetables, refund and withdrawal schedules, textbooks, exam schedules, and other course materials as well as course descriptions and detailed outlines.

Program Office Hours

We are always happy to see our MBA students in person in room 324 Drake Centre and our office hours are Monday to Friday – 8:30 am to 4:30 pm.

Registration as an Asper MBA Student

Registration

When you are admitted to the Asper MBA Program, likely one of the first issues that then comes to mind is how to proceed to register for courses. Please ensure you first submit your completed **"Acceptance of Offer"** on-line form in UMGradConnect. A link to this form will accompany the admission offer e-mail you will receive from the Faculty of Graduate Studies (you may have received it already). Accepting the offer of admission on-line and clearing any and all provisions on your admission offer will allow registration to occur. You will also be required to make a tuition deposit payment shortly after the offer of admission. Without your acceptance of the admission offer and the deposit payment, we will be unable to register you.

We attempt to make the registration process very easy for you – we actually take care of the physical registration process for you once we have had a chance to meet with you to discuss your course selections for the year – **MBA STUDENTS DO NOT REGISTER THEMSELVES**. The available courses for each year can be viewed on our website, www.umanitoba.ca/asper/mba by clicking on Program, then Course Information, and selecting the "Year at a Glance". We guide you in course selection and tailor your program sequence to you depending on the pace you wish to choose in the program and on the concentration and theme (see more on concentrations/themes to follow) you wish to pursue.

Normally in late spring/early summer, we meet one-on-one with each student in the program to plan out the year ahead. Following the meeting, with your registration form in our hands, we register you for all your courses for the upcoming regular session (this normally occurs toward the end of July). In July, we register only for courses for the upcoming fall and winter terms. Once our office has completed your registration, we send you an e-mail alerting you that you are now registered and can access your course list and fees online through Aurora Student (see next section). In March, the registration process takes place again – this time, for the summer term only.

During our registration meeting, we will ask you to complete the Asper MBA Registration Form. Your signature on this form will confirm your course selections for the year. In rare cases when we predict issues with available space in certain classes, we may ask that you indicate second choice courses. It is rare that space is not available in your first choice course and, when a space issue arises, we do all we can to rectify the situation.

At your first registration meeting in the program, we also take a photo of you for your profile for our Instructor Handbook. We use these profiles to allow your instructors to get to know you

before each course begins. Your profile includes your photo, your academic and professional background summary, your program concentration, etc...

Once we have registered you, we will notify you by e-mail that registration has been completed and will ask you to visit Aurora Student (see more in Aurora Student section – this is your personal student information portal online), where you will be able to access your personal timetable, fee information and, eventually, grades.

All registration, such as adding or dropping of courses, must be done by Ewa Morphy (or Irina) in the Graduate Program Office. **MBA students are not able to register/drop courses themselves via Aurora Student online.** Once registration has been completed, an email to Ewa with your request to drop or add a course is sufficient, and she will respond to you as soon as possible to let you know the changes have been made.

Aurora Student

Once you have been registered for courses, you will want to verify your timetable on Aurora Student, a portal on the University of Manitoba's website where you can access your personal timetable, fees, grades, etc...

It is important to try logging into Aurora Student right after you have been registered for your courses. You will need to verify registration in your courses, which is important to make sure you are registered in all the correct classes/sections. It is always up to you (the student) to make the final double check of your registration via Aurora Student. You will also need to check your fee account, find out when fees are due, and check your final grades when they are available.

You can link to the Aurora Student portal from the U of M webpage – umanitoba.ca – under Current Students, then Online Services.

You will need your student number and your PIN to "Enter the Secure Area" (where you will find your personal information). Your PIN is initially your birth date in YYMMDD format, if you have never been a University of Manitoba student before. If you have been a student here before, Aurora will require the PIN you last used for registration. If you do not remember your PIN, please contact the Registrar's Office at 204-474-9420 to have your PIN refreshed. Once you have refreshed your PIN (or created one other than your birth date), please commit that number to memory as you will always use it to access your student information online on Aurora Student.

Required Courses

Your total Asper MBA program is comprised of 60 credit hours (plus three bootcamps – see below). The Core of the program consists of 30 credit hours of courses. Most of the core courses comprise the fundamental knowledge of different functions in an organization. The Core is also intended to help students understand the environments businesses operate in, develop their ability to think like top management, and get exposed to contemporary themes that guide decisions in the business world. During the duration of the Asper MBA program, you will need to complete the following required courses (prerequisites and credit hours are noted in brackets):

Business Foundations (24 CH)

1. Critical and Creative Thinking (1.5)
2. Accounting Fundamentals (3 – prerequisite - MSCI 5100)
3. Managerial Economics (1.5 – prerequisite – MSCI 5100, MIS 5110)
4. Corporate Finance (3 – prerequisite – MSCI 5100, MIS 5110, one of FIN 7120 or ACC 7010)
5. Managing People in Organizations (3)
6. Operations and Supply Chain Management (3)
7. Marketing (3)
8. Managerial Accounting (1.5 – Prerequisite – ACC 7010)
9. Management Information Systems (1.5)
10. Strategy (3; capstone course – must be taken in your last term in the program)

Leadership (4.5)

11. Executive Leadership and Responsibility (3)
12. Strategic Leadership and Managing Change (1.5)

Business Themes (1.5)

13. Contemporary Themes in Business (1.5)

The Strategy course is an integrated capstone course that will be taken by students in their last term of the MBA program.

The Contemporary Themes in Business course exposes students to the three themes we offer in the program—International & Emerging Markets, Sustainability, and Entrepreneurship & Innovation. The two Leadership courses also have the three themes infused through them, giving students exposure to the three themes in 6 credit hours of the Asper MBA Core.

Mandatory boot camps comprise important skills students require to succeed in the MBA program and in the business world. Each bootcamp is 1 credit hour (they are auxiliary courses – mandatory but not part of the main 60 credit hours in the program).

The required boot camps are:

Math Boot Camp – MSCI 5100: preparatory math skills required for quantitative courses in the MBA. Students can write (and must pass) a Challenge Exam to satisfy this requirement, instead of taking the course. Challenge exam can only be taken once and only before one has attempted the course.

Information Technology (IT) Boot Camp – MIS 5110: This course will teach students the basics of common productivity software packages used in the business world (e.g., Word, Excel, PowerPoint, etc.). Students can write (and must pass) a Challenge Exam to satisfy this requirement, instead of taking the course. Challenge exam can only be taken once and only before one has attempted the course.

Career Development Boot Camp – IDM 5120: This is intended to teach students the “soft skills” they will need to get jobs and advance in their organizations. Managers’ success relies on their soft skills as much as their hard skills. The Career Development boot camp will be a series of workshops over the course of the MBA program. These workshops will help students hone their soft skills such as business communications, business etiquette, networking, résumé-building, and interviewing skills. The Career Development boot camp will improve students’ job market prospects. Unlike the Math and IT boot camps, students cannot challenge for exemption from IDM 5120.

The mandatory courses above total 30 credit hours (excluding the bootcamps). The remaining 30 credit hours are made up of elective courses. You can use your electives to take courses across many different areas of business (you do not have to choose a concentration/theme). If you wish to earn a specific concentration/theme (or up to two at maximum), four electives are required for a concentration/theme (12 credit hours in total) in one specific chosen area.

Students in the Asper MBA are permitted to complete up to a maximum of 72 credit hours before they graduate. Taking extra courses allows a student to:

- a) change a concentration/theme – allows you to pursue a new concentration even once you have completed a few courses initially toward a different concentration/theme;
- b) add a concentration/theme – allows you to complete enough electives in a new and different area, resulting in up to two possible concentrations/themes; or
- c) take additional courses (beyond the minimum requirements) for interest!

Concentrations and Themes

Concentrations/themes can be obtained via taking a relevant set of elective courses. Students can obtain a General Management MBA (no one concentration, all electives within the Asper School), an Individual Interdisciplinary concentration (designed by the student using courses outside of the Asper School and approved by the Asper MBA Program Committee), or an MBA with one or two concentrations or themes.

Besides the General MBA and Interdisciplinary concentrations, there are several functional area concentrations and three themes:

Concentrations: Financial Analyst, Finance, Leadership and Organizations, Marketing, Health Administration, Management of Public Enterprises, and Supply Chain Management

Themes: International & Emerging Markets, Sustainability, and Entrepreneurship & Innovation

The three themes are defined as follows:

*The **International & Emerging Markets theme** focuses on a mindset and set of skills relevant to the operation of business in international and emerging markets that reflect various levels of economic and social development. It addresses the identification of opportunities, risks, the potential for growth, and the management of challenges as businesses evolve in the developing and developed regions of the world.*

*The **Sustainability theme** approaches business from a triple bottom line perspective of People, Planet, and Profit. Sustainable development recognizes the interconnectedness of economic prosperity, environmental integrity, and social equity, and seeks to balance multiple forms of well-being (e.g., financial, ecological, and social) for multiple stakeholders (e.g., owners, employees, customers, suppliers, partners, government, society, and future generations).*

*The **Entrepreneurship and Innovation theme** focuses on understanding value creation and re-creation through starting a company or innovating in an existing organization. Key priorities center on the nature of creative, innovative, and entrepreneurial perspectives and behaviours.*

If you plan to complete your program in one year, we will ask that you declare your choice of concentration/theme in the program at the time of the initial registration meeting, as you will begin to take your electives in your very first term (PLEASE NOTE – not all combinations and/or themes are possible to achieve in the one-year program, due to course schedules). Four electives must be from the same subject area in order to earn a concentration in that area (theme concentrations require that one of those 4 courses be an experiential course). If you prefer not to concentrate on any one area of business through your electives, you may choose any

combination of Asper MBA electives for a General Management option. Those who plan to complete the program over a couple of years do not need to declare their concentration in their first year (these students do not normally take electives in the first year). To ensure that the courses you are selecting meet the requirements of your chosen concentration, please consult our website and work directly with Ewa Morphy to design your elective package.

Each term, Industry Project opportunities will be presented to students. These are consulting projects generally completed in small teams and give participants 3 credit hours of General Management elective credits. A student may complete a maximum of 2 of these consulting project courses.

Exchanges

- a. Asper MBA students in academic good standing are allowed to go on exchange or study-abroad for a term (or for shorter/longer period, depending on length of courses at the host school) to educational institutions that are approved for exchange and/or study-abroad by the MBA Program Committee and that the Asper School has an agreement with.
- b. Courses taken while on exchange or study-abroad are eligible for transfer credit to the Asper MBA program and will be used in the calculation of the GPA.
- c. Courses have to be approved as eligible for transfer by the Asper School's exchange coordinator (who will do so in consultation with the Graduate Program Manager of the Asper School) prior to the student going on exchange or study-abroad.
- d. The exchange and study-abroad programs are open to both part-time and full-time MBA students.
- e. Students are allowed to go on exchange or study-abroad only once during their MBA program. Exception to this will require consideration on a case-by-case basis by the MBA Program Committee.
- f. Students have to take a minimum of 9 credit hours of courses while on exchange. The maximum possible is 12 credit hours. Exceptions (maximum only) will require consideration on a case-by-case basis by the MBA Program Committee. There is no minimum for study-abroad programs.
- g. Students are permitted to go on exchange or study-abroad only after they have completed at least 21 CH in the MBA program. Any course credits from transferred

courses or course exemptions will not count toward the 21 CH. That is, the 21 CH have to be from courses taken in the Asper MBA Program.

- h. While on exchange or study-abroad, students are allowed to take any core or elective MBA course except for the following, with approval by the Exchange Coordinator and MBA Program Office. This list is subject to change by the MBA Program Committee:
 - i. IDM 7130 Contemporary Themes in Business
 - ii. GMGT 7200 Critical and Creative Thinking
 - iii. IDM 7120 Executive Leadership and Responsibility
 - iv. IDM 7510 Leadership and Change
 - v. GMGT 7210 Strategy (capstone)
 - vi. IDM 7050 International Study Trip
 - vii. IDM 5120 Career Development Seminar
 - viii. IDM 7010 (capstone topics experiential course, except for the International & Emerging Markets concentration for which a study-abroad program could be treated as the capstone experiential course subject to approval by the MBA Program Committee).
- i. Students are not permitted to go on exchange or study-abroad to their home country. Permission for an international student to go on exchange or study-abroad to an institution in their home country or for any student to go to another Canadian institution will require a valid academic reason such as the desire to take certain highly-specialized courses offered by the other school that the Asper School does not offer. Such exceptions will be considered on a case-by-case basis by the MBA Program Committee.
- j. Asper MBA students will pay tuition fees to the University of Manitoba for the number of credit hours they take at the host school, as per Asper MBA tuition rates.

Students are expected to bear the costs of their travel, accommodation, insurance, passport and visa fees, and any other incidental expenses when going on exchange or study-abroad. Any additional fees or surcharges charged by the host school are the responsibility of the student.

ACADEMIC ISSUES

Academic Integrity

It is critical to the reputation of the Faculty of Graduate Studies and the I. H. Asper School of Business and of our degrees that everyone associated with our faculty and program behaves with the highest level of academic integrity. As a program that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any dishonesty in our academic transactions violates this trust. To address this subject matter, the Faculty of Graduate Studies runs a MANDATORY online course on academic integrity – GRAD 7500 - and ALL students must complete this course in the first term of their program.

The University of Manitoba Graduate Calendar addresses the issue of academic dishonesty under the heading “Plagiarism and Cheating.” Specifically, acts of academic dishonesty include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned

- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

Many courses in the I. H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic dishonesty. Because of the unique nature of group projects, all group members must exercise extraordinary care to insure that the group project does not violate the policy on Academic Integrity. Should a violation occur on a group project, all group members will be held jointly accountable, no matter what their individual level of involvement in the specific violation.

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.

In the I. H. Asper School of Business, all suspected cases of academic dishonesty involving a graduate student (i.e. MBA, MSc or PhD student) will be reported directly by the instructor to the Dean of the Faculty of Graduate Studies. The Dean's Office of the Faculty of Graduate Studies will contact the student with regard to suspected cases of academic dishonesty and will outline the steps of the investigation. The student will be asked to make an appointment with a Student Advocate (from the Student Advocacy Office – see the relevant section of this Handbook for details on the Student Advocacy Office). Students will always have an opportunity to speak to/address the allegation against them during a personal meeting with the Dean (or Associate Dean) of the Faculty of Graduate Studies.

Students are not to contact their home unit/department to discuss allegations of academic dishonesty. Unfortunately, the Asper Graduate Program Office is not permitted to discuss these matters with students as issues of academic dishonesty involving graduate students fall under the jurisdiction of the Dean of Graduate Studies. This process is outlined in the University of Manitoba Student Discipline Bylaw which is available at:

<http://umanitoba.ca/student/studentdiscipline/>

Course Exemptions

Students entering the Asper MBA may be eligible for select course exemptions. Exemptions are evaluated on a case by case basis, upon request from the student, and are only considered upon admission to the program (exemption evaluations will generally not be conducted for students only considering filing an application). They can take some time to evaluate, so students are urged to file a request (if they qualify – see criteria below) a couple of months before the start of the program.

1. General criteria for Asper MBA exemptions:

- a. Exemptions are granted to individuals holding at least a 3 year bachelor university degree.
- b. When exemption is based on completed undergraduate degree level courses, two courses in the specific discipline (as the Asper course for which exemption is sought) are required to be considered for one core MBA course exemption.
- c. A minimum grade of "B" or equivalent is required on each of the two courses required for the exemption.
- d. The second of the two required courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below).
- e. A course cannot double-count for two exemptions.
- f. The maximum exemptions granted shall not exceed 30 credit hours.
- g. Exemptions are granted for work completed prior to admission into the MBA program. Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper MBA program are governed by existing standards and procedures for a Letter of Permission.

It is the student's responsibility to provide, at the time of application for an exemption, official documentation to support the request for exemption (not necessary for courses taken at the University of Manitoba):

- a. Official transcript (if one was submitted as part of application for admission, another is not required),
- b. Copies of detailed course outlines,
- c. Course name/number,
- d. Course objectives/content,
- e. Length of course/number of contact hours,
- f. Textbook,
- g. Method of evaluation; and
- h. Other information/documents as necessary.

2. Exemptions based on Asper MBA courses completed as an Occasional Student:

- a. Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper School of Business MBA courses completed in the last 5 years with a grade of C+ or higher while on Occasional Student status (exemptions cannot be granted for 'Audit' courses).

3. Exemptions based on undergraduate courses:

- a. Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed degree program (a 3 year degree minimum).
- b. Asper BComm grads who pursue the Financial Analyst concentration in the MBA and who completed the undergraduate Financial Modelling and Behavioural Finance courses (FIN 4240 and FIN 4250, currently) in the Asper School in the last 5 years with a grade of B or higher will be exempted from the Masters level corresponding courses (currently FIN 7140 and FIN 7180, respectively).
- c. Maximum exemptions based on undergraduate courses total 19.5 credit hours (or 25.5 if section 3(b) above applies).

4. Exemptions based on courses taken from the Asper MBA while in another graduate program at University of Manitoba.

Asper School of Business MBA courses (cores and electives) with a grade of C+ or higher taken in the last 5 years while a graduate student in another graduate program may be exempted upon entry to the Asper MBA (to a 12 credit hour maximum).

5. Exemptions based on courses taken in another MBA program:

- a. Exemptions are allowed for MBA core courses.
- b. Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution.
- c. Maximum exemptions based on MBA or equivalent degree courses total 19.5 credit hours.

6. Exemptions based on an earned professional designation*:

- a. Professional designations are eligible for a maximum of 4.5 core or elective credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis.

- b. The maximum exemptions granted based on professional designations shall not exceed 12 credit hours.

* Currently approved designations include: CFA (FIN 7000 and FIN 7020), CPA (ACC 7010 and 7020), CHRP (GMGT 7220), CLU (3 credit hours unallocated Finance elective).

7. Exemptions based on Asper School Executive Education courses:

- a. A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper Executive Education courses, assessed case-by-case.
- b. A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy.
- c. The maximum exemptions based on Asper Executive Education courses will be 10.5 credit hours.

8. Exemptions from the Math and IT Bootcamps – MIS 5110 and MSCI 5110¹

Students may write a challenge exam for the auxiliary courses MIS 5110 and MSCI 5110. The challenge exam shall be written prior to the start of the course. Passing the challenge exam will result in an exemption being granted from the course. Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to write the challenge exam. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam) and only before taking the course (a challenge exam cannot be written after the course has been failed). If a student is granted exemptions from all courses for which a boot camp is a prerequisite, the student will also be exempted from that specific boot camp.

Only the following Asper MBA core courses are eligible for exemption:

Course	Credit Hrs.	MBA Course No.
Accounting Fundamentals	3	ACC 7010
Managerial Accounting	1.5	ACC 7020
Corporate Finance	3	FIN 7020

¹ MBA Program Office, 324 Drake Centre, Phone—474-8448, Fax—474-7544, E-mail—aspermba@umanitoba.ca

Management Information Systems	1.5	MIS 7120
Managing People in Organizations	3	GMGT 7220
Marketing Management	3	MKT 7010
Operations and Supply Chain Management	3	OPM 7120
Managerial Economics	1.5	FIN 7000

Class Attendance

The Faculty of Graduate Studies notes in its regulations that attendance in all classes is required – in the Asper MBA, our policy also states that class attendance is required and that missing more than 20% of a course due to class absences may result in a failing grade. It is your responsibility to inform your professor in advance of your absence and the reason for it (medical documentation or employer note if away for a work commitment) is required. The professor decides how to deal with the impact of missed classes on your final grade. All of our courses include a major class interaction component, most assign a portion of the final grade based on in-class participation and contributions, and many include a group component that is carried out in-class. For all these reasons, it is expected that students will make every attempt to be in attendance at each and every lecture.

Missing a Test/Exam²

The integrity and value of a degree is underpinned by rigor and impartiality of its related exam policies and procedures. The Asper MBA must, and does, take the standards and even-handedness of the Program's exam process very seriously.

Students are expected to write all exams with their classmates at the scheduled exam time. Needing to miss a mid-term in-class exam must be discussed with the professor to see if any alternate arrangements can be made.

² MBA Program Office, 324 Drake Centre, Phone—474-8448, Fax—474-7544, E-mail—aspermba@umanitoba.ca

Final exam schedules are posted early each term on our website to allow students the ability to plan their time. Exams will be scheduled within the dates noted on the Year at a Glance, thus we strongly advise you against making personal or professional travel plans within the dates outlined on the Year at a Glance before the exam schedule is posted. Once you know your own exam dates, please proceed to make such plans. Until the exam schedule is finalized, is it problematic to book travel plans inside the term dates as an exam conflict may force you to have to withdraw from your course.

Rescheduling of final exams for reasons of personal/vacation travel will not be permitted.

If you know that you will be required to miss a final exam for unavoidable reasons (such as business travel, a key business meeting in the city, etc. ...), please contact the Graduate Program Office as soon as possible to discuss your situation. You will need to fill out a request form and have your supervisor sign it and then our office will then discuss the request with the instructor (please, do not approach the instructor first, as they are unable to process these requests for you). In certain cases, the Graduate Program Office (with agreement of the instructor) may be able to accommodate your need. If we are able to accommodate your need, you will write the exam at a set deferred exam date along with others from your course that also need to defer the same exam. Only one deferred exam date will be available for each course, thus you will be responsible to be available for either the regular exam date or, if approved, the one deferred exam date. Failure to be available for one of these two dates will result in a failure in the course.

Students are required to apply for a deferral of a final exam based on planned business travel well in advance of the exam – notice of at least 20 working days in advance is required.

If you miss an exam due to a medical emergency, please supply the Graduate Program Office with medical documentation no later than 2 business days after the exam. Extenuating compassionate circumstances may also be considered under the deferred exam process and will be reviewed on a case by case basis. Please note: a deferred exam request cannot be considered without supporting documentation.

Tracking Sheet and Student Profile

The Graduate Program Office staff maintain an electronic Student Profile and a Tracking Sheet for each student. The Student Profile contains your photo, your contact information, your previous educational details and your professional history. It also contains information on your current status in the program, your planned graduation date and your planned concentration. These profiles are shared with the instructors of all courses for that given year. They receive these about two weeks before their course begins, giving them an opportunity to get to know you better before classes start. The Tracking Sheet is a record of all the courses you have completed to date and which courses you have yet to complete. We use this for our internal tracking purposes (do not include it in the professor handbook) and we review it each spring with you as we prepare to register for the upcoming year.

Keeping Contact Information Current

As noted above, we maintain an up-to-date profile on each student. If you move jobs or move homes, please let us know right away (and update your mailing address on Aurora) to ensure that you received pertinent program information. While you are in the program, we will be able to communicate with MBA students by e-mail only via their University of Manitoba e-mail accounts. We are not able to communicate via personal or professional e-mail addresses. Please ensure that you claim your student e-mail account as soon as you first register for courses – we will then have access to this email for you via Aurora.

Obtaining a Student Card

If you do not already have a University of Manitoba student card from your previous studies at U of M, please obtain a Photo Student Card from the Registrar's Office in Room 400 University Centre. Photo cards can be obtained between 8:30 am and 4:00 pm, Monday to Friday. Student cards will be required at the libraries and if you choose to utilize the gym facilities on campus (you have a membership as a student) and they will be required at all exams that you write.

Time Limit for Program Completion

As you are aware, you choose your own pace for the completion of the Asper MBA. You may complete the program in as short a time as 1 year and you are permitted up to 6 years to complete it. For example, if you start the program in September 2015, you must complete all courses by the end of August 2021 (you will graduate in October 2021). Time extensions are not generally permitted by the Faculty of Graduate Studies. Extenuating circumstances will have to be brought to the attention of the Dean of the Faculty of Graduate Studies and only the Dean may consider granting a time extension in extreme cases.

Course Failures, Grade Point Average and Dean's Honour List

A key academic issue that you must be aware of is the policy around course failures. A grade of a C+ or higher is a passing grade in the Asper MBA. Any grade lower than a C+ is a **failed** grade. Students are permitted 6 credit hours of failures. No course may be repeated more than once. Students may be permitted to repeat, or take equivalent substitute courses (special circumstances) for, not more than 6 credit hours of coursework in which a grade of C, D, F, or NP is obtained. Students who fail more than 6 credit hours or fail a required course more than once are required to withdraw from the Asper MBA Program. The failed grade factors into a student's GPA until the course is repeated, at which point the second grade replaces the first in the GPA calculation.

In general, supplemental exams are not permitted. However, where a “C” grade has been obtained and the situation warrants, supplemental work or examination may be sanctioned by a professor and the MBA Program Committee, as a one-time-only per student remedial action. A supplemental examination is not permitted for GMGT 7210 Strategy (the MBA program’s capstone core course).

Supplemental work/examination will be arranged and monitored by the Registrar’s Office (a student must apply for this special exam privilege and pay a fee to do so). A supplemental exam is a 100% final and covers the same material as the original final exam – same level of difficulty but a different exam. A supplemental failure (C, D, or F) will count as a second failure in the course in which the remedial action was granted.

If a student wishes to take extra courses (beyond those required for MBA completion) for interest or for a second concentration while in the MBA program, the grades will be included in the calculation of the grade point average, and any failure will count as a failure in the program.

Courses taken in other graduate programs at other universities (while in the Asper MBA program) for which a student receives transfer will be counted in the calculation of the grade point average.

Students with a cumulative degree grade point average of 3.75 or higher at graduation are placed on the Asper MBA Dean’s Honour Roll.

Leave of Absence from the Program

As we all know, life moves along at a hectic pace, especially when you are student in the Asper MBA program! A time may come when you may require a leave of absence from the program. You can apply for one of three types of leaves:

- 1) Regular Leave - is intended to allow students to meet family, travel or employment responsibilities or plans and circumstances not covered by the Parental or Medical/Compassionate leaves. At your request, we may recommend to the Dean of Graduate Studies that you be granted a leave of absence for a period of time not to exceed one year (can apply for one term, two terms or three terms maximum). While on leave of absence, you would not be expected to maintain registration in any actual courses. Students on Regular Leave of Absences will be required to maintain a “continuous registration” by registering for continuation status and will pay the appropriate continuation fee (currently approximately \$700 for a year). A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations – the time away is considered in the total 6 years that you are permitted to finish the program.

2) Exceptional Leave - in exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing relative, or due to your own health), at your request, we may recommend to the Dean of Graduate Studies that you be granted an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional reasons, you would not be expected to maintain registration in any courses and would not be required to maintain continuous registration, nor pay the continuation fee. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.

3) Parental Leave - An Asper MBA student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the Asper MBA Program Office, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Where possible, students doing course work should coordinate their requests with the beginning of an academic term. While on leave of absence for parental reasons, you would not be expected to maintain registration in any courses, nor pay the continuation fee. The leave period is not included in the time period allowed for completion of the degree.

Taking Courses Outside University of Manitoba

You can take up to half of your courses at another university while remaining an Asper MBA student. These courses are taken on Letter of Permission from the University of Manitoba. Taking courses on Letter of Permission (as a Visiting Student at the host university) requires that you first apply to and be admitted to that University as a visiting student and apply for a Letter of Permission at the University of Manitoba. Fees for the course will be payable to both the host university **AND** the University of Manitoba for each course (essentially, you pay for the course where you take it and you pay for it again where you get credit for it).

If you wish to/must take courses at another University, please contact our office as soon as you are aware of this need to allow as much lead time as possible to have the other University's courses evaluated for our equivalencies and to allow time for the appropriate paperwork to be completed.

Please also see the section on formal Exchange programs.

Voluntary Withdrawal and Fee Refund Schedules

Each year, the Registrar's Office personalizes a refund schedule for our courses, as our courses follow different start and end dates than the normal University of Manitoba timetable. We post this schedule to our website. It is imperative that you are aware of this schedule, as it can guide you in timing a possible withdrawal from a course. Each course has a date by which you must drop it in order to receive back 100% of the fees – these dates are very early on in the course and these dates are firmly fixed. Please familiarize yourself with each year's schedule for your individual course selections. Please note that any registration changes (including dropping/voluntarily withdrawing or adding courses) must be processed by Ewa (please email your request – emails date stamped after the allowed refund date will not be eligible for the corresponding refund).

Am I a full-time or a part-time student?

You may find some confusion around these terms as you go through the Asper MBA program. In the Asper MBA Program Office, we may generically refer to those going through the program in one year or up to two years as full-time students and those taking more than two years as part-time students. However, this terminology does not match that of the University. Officially, you are viewed as a full-time student if you are registered in at least nine credit hours in a term. Many students who do the program over a few years reach this status in one or more terms. Being considered a full-time student allows you a higher monthly allowance of non-taxable income, which is always welcome when filing your taxes! It is also important for those of you who may be seeking financial assistance through your home province/Government of Canada and those who are international students with a Study Permit. There are also implications for health and dental insurance through the University of Manitoba Students' Union (see the Fees section below).

Please note that when you are admitted by the Faculty of Graduate Studies, one form that you will receive in your admission package is a form which will ask you to declare whether you will be a full-or part-time student. Please discard this form (it is used only by all programs other than MBA). In the MBA program, your status of full- or part-time is determined only by the number of credit hours that you are enrolled in in a given term (please see above for definition).

Final Grades and Appeal of a Final Grade

When final grades for your courses are submitted by professors into Aurora Student each term, they appear within a few days in your Aurora Student information system. It is hoped that grades will be available quickly after the completion of a course, but in some cases where marking volumes are particularly high or when instructors must be away following the completion of a course, some delays may occur.

If a student has good reason to believe a mistake has been made in the assessment of the original grade, the student should first speak to the course instructor. An error may be found through this informal investigation and a corrected grade may be assigned. If the student wishes to go beyond speaking with the course instructor (or perhaps feels uneasy about speaking with the course instructor), an **appeal** of the assigned grade may be filed by the student. A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades following the posting of grades by the faculty/ school/department. Grades are released by the Registrar's Office on Aurora as they are received from faculties and schools.

A student wishing to make a final grade appeal should check the Registrar's Office website at: <http://umanitoba.ca/student/records/grades/691.html>

For exact appeal dates for the term concerned, and for specific summer term dates (which differ from those for fall and winter).

The fee is charged for each appealed grade, but will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered. Appeal forms may be obtained from the Registrar's Office. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on "hold status" nor will official grades be released by the Registrar's Office until the "hold" has been cleared (see the Hold On your Record section for information on holds).

Student Advocacy

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions (see page 36 of this Handbook for details on Academic Integrity). Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources.

For further information about Student Advocacy:

Student Advocacy
519 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2 Canada
Tel 204 474-7423 · Fax 204 474-7567
Email: student_advocacy@umanitoba.ca
Website: umanitoba.ca/student/resource/student_advocacy

A “Hold” on Your Record

There are a number of holds, or blocks, that can be applied to a student’s record. They are applied most commonly by the student’s department (for example, by the MBA Program staff), by the student’s faculty (in your case, the Faculty of Graduate Studies) and by the Registrar’s Office. They happen to increase in seriousness in the order noted above. All MBA students have a Department Hold on their record. This is the most innocuous of all holds and it blocks you only from registering yourself online. It simply directs you to do all registration (adding and dropping courses) through our office. A hold applied by the Faculty of Graduate Studies may be more serious – these holds are normally used when a student has been withdrawn from the program, when the student does not meet requirements to continue, or when the student has exceeded his/her time in the program. These blocks typically prevent all registration activity, preventing even our office from conducting your registration for you. The most far-reaching holds are notably those placed by the Registrar’s Office and these almost always have to do with fees, or nonpayment of fees. When students are overdue on paying fees, the Registrar’s Office applies extensive holds that prevent the student from any registration activity (even via our office), from accessing grades, transcripts, the library and, ultimately, from graduating. If you ever find yourself in the situation where you have a tuition hold on your record, please contact the **CASHIER’S OFFICE at 204-474-8716** to rectify the hold situation.

Course Information on Our Website

The following Asper MBA academic materials are available on the Asper MBA webpage in the Program -> Course Information section:

Year at a Glance calendar reflects the full program year and is periodically updated with instructor and room changes throughout the year. The year at a glance for the following year is normally made available in February/March.

Course Descriptions in brief format are presented by term for all courses offered in the program year.

Course Outlines are posted (linked to course descriptions online) as soon as they become available from the instructor. Hard copies of course outlines are distributed in the first class unless otherwise advised. The instructor’s biography as well as the Academic Integrity and Medical Absenteeism Form are attached to each outline. The previous year’s course outlines remain available on the website for reference only.

Textbooks and Reading Packages plus other course requirements are summarized by term and updated on a regular basis. New and used textbooks can be purchased from various vendors, however all Reading Packages must be purchased from the UM BookStore at University Centre. Information and store hours are available on their website: <http://umanitoba.ca/campus/bookstore>

Please note that the textbook listed on our website does not guarantee that this book is automatically in stock – it indicates that the book has been selected and has been ordered by the UM BookStore.

Exam Schedules are posted by term. These are normally set out early in a given term and then posted to our website. Exams will fall within the end dates for a given term as listed in the Year at a Glance, but the actual date of an exam is not set until the exam schedule is posted. The exam will not always be held on the same day of the week as the lectures for a given course, nor is it guaranteed to fall in the same time slot.

VW and Refund Schedules are posted by term. Please be aware of these key dates to ensure that if you need to drop a course, you let us know to do so in time for a fee refund.

Textbooks and the University of Manitoba BookStore

The University of Manitoba BookStore is owned and operated by the University of Manitoba. It is located at 140 University Centre which is in the middle of the Fort Garry Campus. The BookStore is open Monday through Saturday. However, the hours of operation change depending on the time of year. For the current hours of operation, please call (204)-474-8321 or visit the University of Manitoba BookStore website at:

<http://umanitoba.ca/bookstore/hours.html>

When we receive book orders from the course instructors, we simultaneously place those orders with the BookStore and also post the book selection to our text book list on the website. Please note that it takes some time for the BookStore to stock the books, and thus a given book is not necessarily in stock as soon as we list it on our website.

For additional information on buying or selling new and used textbooks, please visit the UM BookStore's website:

<http://www.umanitoba.ca/bookstore/textbooks/index.html>

Student and Tuition Fees

Fees

Once you are registered for courses, you can access your program fee information on Aurora Student. Each term, you are charged for the credit hours you are taking in that given term plus some additional student services fees (these are all outlined as separate items on your student fee account on Aurora). Fall term fee payments are generally due in the first week of September, winter fees are due in the first week of January, and summer fees are due in the first week of May (with the exception of July courses – those fees are due at the end of June). Each term, you pay only for the courses you are taking in that term. **Fee statements are not mailed out – students are responsible to be aware of their fees via Aurora Student online.** Please pay special attention to the fee payment due dates that are listed for each of your terms in Aurora Student. Missing a fee payment deadline results in late fees being assessed, holds being applied to your record (see section on Holds) and, ultimately, your discontinuation from your program (being required to withdraw from the MBA).

Fee Payment

You can pay your fees in a number of ways (unfortunately, credit card payments are not yet an option, so don't get your hopes up about getting all those extra Airmiles!).

WEB/PHONE BANKING

Payments can be made using PC/WEB (online) banking or telephone banking. Both of these methods make paying your tuition easier than ever, as payments can be made 24 hours a day, seven days a week, from anywhere in the world.

The University does not charge for using this service. If you are not already using online or telephone banking, sign up by contacting your financial institution or visit the following website for links: umanitoba.ca/admin/financial_services/revcap/fees/online.shtml.

When using this service you will be asked for an "account number." You must enter your seven digit student number. It is your responsibility to ensure that this student number is correct. Using an incorrect student number could result in your payment being misapplied or delays in the processing of your payment. For assistance, call 204-474-9433.

BY MAIL

Payments may be mailed to:

Cashiers' Office
The University of Manitoba
138 University Centre
Winnipeg, Manitoba R3T 2N2

Write your student number, session information and telephone number on the back of the cheque, money order, or bank draft made payable to the University of Manitoba. Do not send cash.

If you are mailing your payment, allow ample time for the payment to arrive at the University of Manitoba before the deadline date. **Payments received after the deadline date will be assessed a late payment fee regardless of when they were mailed.**

IN PERSON

You can pay your fees at the following locations:

Fort Garry Campus	Bannatyne Campus
Cashier's Office	P001 Pathology Building
138 University Centre	
8:30 a.m. to 4:00 p.m.	8:30 a.m. to 4:00 p.m.

Please visit the fee website at:

http://umanitoba.ca/admin/financial_services/revcap/fee_deadlines.htm

or follow the links from the Registrar's Office home page for "Fee Information."

These offices will accept cash, cheques, certified cheques, debit cards (Interac), bank drafts or money orders payable to the University of Manitoba.

PLEASE NOTE: Tuition fees cannot be paid by credit card. Remember that in-person payment can involve long line-ups if left to the last minute.

You may also drop your payment (cheque, certified cheque, or money order only) into the express drop box located outside 138 University Centre (Fort Garry Campus) or Room P001 Pathology Building (Bannatyne Campus). **Payments dropped into the express drop box after 4:30 p.m. on the deadline date will be considered "late" and you will be assessed a late payment fee.**

Cheques must have a current date (if dated after the fee deadline, applicable late fees will be assessed); be signed; have matching written and numerical amounts; include a student number and phone number, and be payable to the University of Manitoba. A \$30 administration fee, plus applicable late fees, will apply to all returned cheques.

PAYMENT VIA TELPAY

You may also pay your fees by telephone if you are a member of TelPay, a computerized telephone bill payment service. Call TelPay at (204) 947-9300 for details.

Sponsored Students

If your fees are to be paid by an outside agency (such as directly by your employer), you must have your sponsoring agency complete and submit a Tuition Sponsorship Application Form, or a letter stating the agency's intent to cover your fees. Sponsor arrangements must be made prior to the fee payment deadline to avoid late payment penalties, holds on student accounts and possible deregistration. Where payments are not received by the due date, the student may be subject to 'account holds'. The University of Manitoba will not be responsible for reinstating a student's registration where deregistration has occurred due to late receipt of a sponsorship application form. Once a student has been deregistered the University is unable to provide an invoice.

Forms can be obtained from and may be either mailed or faxed to the following address:

Revenue, Capital and General Accounting
315 Administration Building
University of Manitoba
Winnipeg, Manitoba R3T 2N2
FAX: (204) 474-7501
TEL: (204) 474-8718

Sponsored students who are registered full-time are automatically enrolled in the UMSU Health & Dental Plan. Please note that the sponsoring agencies may choose not to cover the cost of the plan when paying tuition and other student fees. It is the responsibility of the student/sponsor to inform the UMSU Health & Dental office if they intend to opt out of the UMSU plan (see the section of this Handbook on Dental and Health Insurance, which follows).

Health and Dental Insurance

All graduate students with 6 credit hours in a term are automatically members of the UMSU (University of Manitoba Students Union) Health and Dental plan, and are assessed the fee on their tuition fee statements in the fall term. Students already covered by a health and/or dental plan through a private plan (i.e. parents, spouse, or employer) can opt-out of the UMSU plan. To opt out, you must fill out the required paperwork and submit to UMSU before the fall opt-out date (normally in early September). Please visit their website at www.umsu.ca for information about this plan and opting out.

Students can coordinate existing benefits with the UMSU plan and enroll a spouse or dependants for an additional fee.

The fees associated with this plan will be assessed at the time you are registered and will appear as part of the overall tuition and student service fees that you owe. If you wish to retain this plan,

no further action is required once you have registered and paid fees (all fees, including this plan fee). If you are opting out, you will not need to pay the fee with your initial fee payment (pay only the difference) – **but please note that you MUST SUBMIT THE OPT OUT FORM TO UMSU – you will not automatically have this fee waived by simply omitting it from your payment! We cannot stress this enough, as a few students per year are caught having to pay the fee by missing the opt-out deadline or forgetting to fill out the opt-out request form.** Also note that you have to **opt out every year** ... filling out the paperwork at the start of the program does not opt you out for the duration of the program.

Drake Centre and The University of Manitoba

Drake Centre Building Hours

The Drake Centre hours during the regular session differ from the hours during the summer and exam time. Please stop by one of the glass bulletin board cases by the elevators as the current building hours are posted there for you to view! Or, you can visit the Asper School website for the current building hours.

The Young Associates Cafeteria

The Young Associates Cafeteria is located on the main floor (200 level) of the Drake Centre. The Cafeteria provides food services including sandwiches, soup, muffins, coffee and cold drinks. The cafeteria is only operational from Monday to Friday during the Fall and Winter terms (it is not open during the Summer Session.) For hours of operation, please visit the board next to the cafeteria.

The Albert D. Cohen Management Library

The Albert D. Cohen Management Library is located on the main floor (200 level) of the Drake Centre. This is the main library that you will utilize for many of your research needs. For information about library hours, please stop by the front entrance to the library.

The central website for the Libraries System at the University of Manitoba is found at:
<http://umanitoba.ca/libraries/>

Here you will find many of the resources that instructors will refer to in class, such as the e-library and e-reserves. The library also houses our Bloomberg lab.

Graduate Student Wing

On the third floor at the opposite end of the hallway from the Graduate Program Office are the Graduate Student Lounge and the Graduate Student Study Carrel Area. These areas are reserved for Graduate Students only, which includes students in the Asper MBA, MSc and PhD programs.

The hallway leading to the graduate student wing houses our **Asper MBA Bulletin Board**. Here we will post information on upcoming events, news items, media clips pertaining to our program, course schedules, and all other relevant program information that we wish to share in this visual and physical manner. Stop by the Bulletin Board often to see what is new and existing in our community – it is nice to communicate by means other than virtual from time to time!

Also, it is handy when you are in the building after our office is closed and you quickly need to find out what room that evening class is in!

Graduate Wing Door Codes:

There are two important door codes you will need to know to access the 3rd floor graduate wing of the Drake Centre. The hallway door by the stairwell and the door to the Graduate Student Lounge are kept locked and you will need to enter the code to open them. The Graduate Program Office will notify students of these codes by email and will also notify students right away if the codes are changed. Once you have the code, enter it on the key pad of the door knob and turn the handle and you should be able to access the 3rd floor graduate areas. Please note, the hallway door is usually only shut and locked in the evenings and on the weekends.

Study Carrel Area:

The study carrel area is in room 371 Drake Centre. As an Asper MBA student, you may use this space as a quiet study area. If you do not have a carrel, you can still utilize the study tables and computers in this space. Carrels are free for MBA students to use, if available. If you are interested in signing up for a study carrel, please call or visit the Graduate Program Office. Carrels will be assigned on a "lottery" basis each summer. We will provide a lock and key for the carrel for your use. Please only apply for a carrel lottery if you plan to spend significant time at school studying. Carrels are not intended to be used simply for storage (you can sign up for a locker for that – please see below) – they are in high demand and thus we hope that those who secure them truly do make use of them. If you do sign up for one at the start of the year, but then find that you are not using it, please let us know and we can pass it on to a student on the waiting list.

There are four computers and a printer in the study carrel area for MBA student use. To login to the computers in the Study Carrel Area, you must first claim your UMnetID and INS account. See our section on Computer Accounts for more information.

Break-out rooms

We have designated three small group rooms on the 3rd floor for your use for group meetings. Each room has a round table for 6 and a computer that prints to the carrel area.

Graduate Student Lounge:

The Graduate Student Lounge is located in room 381 Drake Centre next to the Study Carrel Area. You are more than welcome to use this area to relax, eat lunch or dinner and chat with friends! The fridge and microwaves are for your use so feel free to use those before class or on your break. All Graduate Students use this space, so please remember to be a good "room-mate" and clean up after yourself if you use this area!

The Graduate Student Lounge also has a small Reading Room. This is room 380 Drake Centre and is for Graduate Student use only. This room can be booked on the sign-up sheet on its wall if you want to set it aside for group work. You can hook up your laptop to the large screen TV in this room to work through presentations together.

Lockers:

Lockers are available in the hallway on the 3rd floor graduate wing of the Drake Centre near the Study Carrel Area and the Graduate Student Lounge. Lockers are free of charge for Asper MBA students and you must provide your own lock. Please call or visit the Graduate Program Office if you would like to sign up for a locker.

Please remember that the 3rd floor graduate wing of the Drake Centre is no stranger to thieves. Please do not leave your belongings unattended, even if only for a moment! Also, avoid locking up valuables in the carrels when you are not there.

Parking and Shuttle Services

Parking and Shuttle Services is responsible for overseeing over 6,000 parking spaces within the 274 hectare Fort Garry campus, and 475 staff parking spaces on Bannatyne Campus. The department also coordinates all shuttle bus services for staff and students at both campuses. Parking and Shuttle Services is a branch of the University's Ancillary Services Department. The department also oversees the staff and administration of the Fort Garry Campus Visitor Centre, Parking Ticket Services, and Parkade Services.

From Monday to Friday, between the hours of 7:30 am and 4:30 pm, there is no free parking on the Fort Garry Campus. All staff, students and visitors to the campus must find a way to pay for parking during these times. There are parking meters available, a parkade, parking ticket dispenser lots, and student parking permits available for purchasing.

On weekends, holidays and after 4:30 p.m. on weekdays, there is no charge for parking in staff, student, meter and ticket dispenser areas. However, there are some restricted areas which cannot be used for general parking and which remain under strict control at all times. These restricted areas are:

- No parking areas
- Loading zones
- Marked fire lanes and driveways
- Marked pedestrian areas
- 24 hour reserved zones (including 24 hour reserved resident student lots)
- Accessible areas

- Landscaped areas
- Lot corners, aisles and end of aisles

There are also parking restrictions on Blue Bomber game days and major event days at the Investors Group Field. Students are notified of these in advance, if they happen to fall on class days.

For further information about Parking and Shuttle Services, please visit:

www.umanitoba.ca/parking

University of Manitoba Security Services

The University of Manitoba Security Services (UMSS) is open 24 hours a day, 7 days a week. UMSS is committed to providing staff, students and visitors of the University Community a safe and secure environment in which to work and study. UMSS Special Constables are sworn-in Peace Officers with the Province of Manitoba and are here to provide a safe campus environment through programs such as Safewalk and Emergency Services.

SAFEWALK

The Safewalk Program was created by utilizing the theory that there is safety in numbers. It is available on both the Fort Garry and Bannatyne campuses. Students, staff, and visitors of the University community can request a Safewalk 24 hours a day, 7 days a week. Student Patrol (employed by Security Services) or a Constable will accompany an individual from one University location to another University location, to their vehicle or to the bus stop on University property. To request a Safewalk 24 hours a day, 7 days a week please call: 474-9312.

EMERGENCY SERVICES

UMSS are the first response to any emergency call on campus. In the event of an emergency, here are the important numbers to know:

- Non-Emergency Number to UMSS: **474-9312**
- Emergency Numbers to UMSS:
 - 555 from University phones and #555 from Rogers or MTS cellular phones
 - 474-9341 from all other phones
 - Or use Red Phones throughout our building to connect to a direct line to UMSS or Code Blue stations around the campus.
- Code Blue Stations - Emergency telephone stations have been installed in several key remote areas of the Fort Garry Campus. These stations consist of a 9 foot high pole that will provide area lighting, project a visible blue light 24 hours a day, and provide instant

two-way voice communication with the Security Services Department, if the emergency button on the pole is pushed. The Code Blue Poles are a welcome sight when walking alone at night. These poles are highly visible and strategically placed at various locations throughout the campus. When a Code Blue alarm is activated, officers will be priority dispatched to the location and, in most cases, will arrive in less than 2 minutes.

The current Code Blue Stations closest to the Drake Centre are located in the following locations:

- West side of Mary Speechly Residence
- Front of Tache Hall West
- Northwest corner of B Parking Lot
- South corner L Parking Lot
- Northwest corner R Parking Lot
- North side of D Parking Lot

For further information about University of Manitoba Security Services please visit their website at: <http://umanitoba.ca/campus/security/>

Accessibility Services

Accessibility Services (AS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. AS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba.

AS provides accommodations to students with documented disabilities. Accommodations refer to any service, equipment, or special arrangement that is put in place to support students' activities at the University of Manitoba.

All accommodations must be recommended and verified by an [appropriate professional](#). The documentation required is dependent on the student's disability type. AS has specific [forms](#) and guidelines for medical documentation that are available at their office or on their website.

For further information on Accessibility Services, please visit their website at:

http://umanitoba.ca/student/resource/disability_services/

Active Living

As a University of Manitoba student, you have access to the Bison Recreation Services offered on campus – as part of your fees, you automatically have an active living membership and have access to all Bison sports events. The Frank Kennedy Centre offers recreation services to students, staff and the community. There is a gym, pool, indoor track as well as fitness classes and intramurals. Our brand new and amazing Active Living Centre has just opened in 2015 and is spectacular! To learn more about your membership (including how to activate it) and services offered by Recreation Services, please visit their website at:

<http://umanitoba.ca/faculties/kinrec/recreationservices/membership/details.html>

UMSU: The University of Manitoba Student's Union

UMSU is the largest students' association in Manitoba with more than 27,000 student members. For information on UMSU programs and fees, please visit the UMSU website at:

www.umsu.ca

University of Manitoba Student Handbook

The Student Affairs Student Guide for all University of Manitoba students is available online at:

http://umanitoba.ca/student/student_guide.html

Please note that the guide may refer in some instances to regulations or services for students rather generally, and may not always apply to processes within the Asper MBA.

Computer Accounts, Internet and E-mail

Computers for Asper MBA Students

There are four computers and a printer available for MBA student use in the Study Carrel Area in the 3rd floor graduate wing of the Drake Centre. The computers also have internet access. You are welcome to use these computers at any time! Before you are able to log on to these computers, you will have to claim your University of Manitoba user ID and password.

Claim ID

To log on to the computers in the Study Carrel Area and other computer labs on campus, you will have to enter a user ID and password. To create your UMnetID and password, please visit:

www.umanitoba.ca/claimid

The instructions are there for students to claim a user ID and password. The IDs you want to claim are the "INS" and your "UMnetID" accounts. Be sure to read the instructions before you begin and write down your user IDs and passwords as they are only displayed once! Also make sure to click on the "Finish" button or your accounts will not be created or activated.

Once you have claimed your ID and password, you will need to fill out an "Account Access Form" in the computer lab, located on the 2nd floor, room 247. There are student advisors on duty in the computer lab that can assist you. Once the Administrator has authorized your ID, you should now be able to log on to the computers in the Study Carrel Area. From the "Novell" login screen, enter your INS user ID and password. Once you have entered that, you will be prompted to enter a second password for that workstation which is listed on the computer you will be seated at.

Email

As noted previously, once you start your classes in your first term, we will be able to communicate with you only via your U of M email address – we are no longer permitted to send or receive emails through personal email accounts.

You can only set up your U of M email account after you have been registered for courses. For full instructions on how to set this up, please visit:

<http://umanitoba.ca/computing/ist/email/studentemailindex.html>

It is very important that you check your University email address on a regular basis. Course instructors may choose to email classes through Aurora Student, and those emails will be

directed to University of Manitoba email addresses only. Also, the University will send out other important information regarding news, events, registration, fees, deadlines, and convocation through University email addresses only. Checking your University of Manitoba email address daily will ensure that you receive all the important information from the Asper MBA Office as well as all general updates regarding University activities.

Wifi in Drake

The Drake Centre has wireless internet available for students who bring their own personal laptop or mobile device. You will need your UMnetID and password (see Claim ID above) as well as wireless internet capability to be able to access the internet on your laptop/device in the Drake Centre. To access the wireless internet, first you must download the "Secure W2" client. Please go to:

<http://umanitoba.ca/computing/ist/access/wireless/index.html>

Download the appropriate "Secure W2" client for your operating system. Follow the configuration instructions to access the University of Manitoba's secure wireless internet.

International Students

An international student is any student who does not hold Canadian Citizenship or Permanent Resident (Landed Immigrant) status.

If you were admitted as an International Student (with a valid Study Permit) and later obtain your Canadian Citizenship or Permanent Resident status, you must present suitable documentation to the Registrar's Office and request a change of citizenship status.

Documentation must be presented prior to the Revision Deadline for the term of study in order to affect your status and fee assessment in that term (the Revision deadline dates set by the University for fall and winter terms typically fall in mid-September and in early January).

STUDY PERMIT:

All international students must obtain a study permit before entering Canada. For some countries, the Canadian government also requires that students obtain a temporary resident visa in addition to the study permit. Students with questions about Visa/Study Permit requirements are encouraged to contact the ICS (see below.)

INTERNATIONAL STUDENT TUITION FEES:

International Students pay a differential tuition fee at the University of Manitoba. This fee is charged on all tuition for all courses. For international students, the cost of tuition in the Asper MBA is approximately \$660.00 per credit hour (this includes the graduate tuition and the differential tuition).

International students with strong past academic standing who are subject to this differential fee are automatically considered for targeted scholarships awarded by the Faculty of Graduate Studies at entrance and can be renewed for the second year of study.

ICS: INTERNATIONAL CENTRE FOR STUDENTS:

The International Centre for Students (ICS) offers assistance to all University of Manitoba students and staff. They offer programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe and successful. For further information on the ICS, please visit their website at:

<http://umanitoba.ca/student/ics/>

ENGLISH LANGUAGE CENTRE:

The English Language Centre at the University of Manitoba offers a variety of programs and supports for all students who wish to continue to improve their English language skills. Scoring the minimum entrance requirements on the English Language Proficiency tests used for admission is often not enough to arm you with the confidence and fluency needed to participate in classroom debate, presentations and group work.

The Asper MBA program is growing and we are welcoming more and more international students to the program each year! Ensuring your success and an exceptional learning experience in the MBA and in Canada is extremely important to us. To this end, at each intake, we will identify individual students among our incoming international students who (despite meeting our minimum English language score requirements) have scored lower on their spoken/verbal test scores. These students will partake in a mandatory component of the Asper MBA program to assist them in strengthening their spoken skills in English. The program will consist of English language assessments and tutoring sessions and will begin in early September/January (students will be responsible for the cost of this program).

To help achieve clear communication while speaking English, English language assessments and tutoring sessions will be provided to these students as a starting point. Initially, they will participate in individualized assessments of their spoken English skills. They will have one 50-minute meeting during which an instructor from the University of Manitoba's English Language Centre (ELC) will assess their spoken English skills.

If they are then recommended for tutoring sessions after the assessment, tutoring will be provided by an instructor from the ELC. The goal will be to help students increase comprehensibility (understandability) when speaking English so that their great ideas can be communicated clearly, in the classroom and beyond. As they strengthen their spoken English skills, it is hoped that students will see an increase in their confidence when speaking English.

Asper Career Development Center and the Asper MBA Student

The Career Development Centre at the Asper School of Business provides students and alumni with the career management skills they need to confidently embark on career exploration and long-term career management. The CDC develops strong relationships with the business community to facilitate connections between students, alumni and employers.

SERVICES

The Career Development Centre offers MBA students and alumni:

- The Asper MBA Executive Mentor Program (see below) is an opportunity for you to connect with leading business professionals to expand your network, develop leadership skills and gain a competitive edge with unique industry specific knowledge;
- Personalized career counseling services that can help to identify strengths and interests, and develop career focus through effective planning and labour market research;
- Assistance in preparing resumes and cover letters, honing networking skills and developing effective interview strategies;
- Career development workshops and professional development seminars called the MBA Career Management series. Workshops and seminars cover topics including resume and cover letter writing, behaviour-based interviewing, profiles and self-assessments, professional image and etiquette, compensation negotiations, business networking and relationship building;
- Employer information seminars hosted by organizations actively recruiting MBA's;
- A resume bank to employers of choice and an on-site listing of available MBA employment opportunities.

ASPER MBA EXECUTIVE MENTOR PROGRAM

The Asper MBA Executive Mentor Program connects Asper MBA students with inspirational leaders in Winnipeg and across Canada. Through 'Group Mentoring', individual 'One-to-One Mentoring', or 'Virtual Mentoring', this flexible program will meet the unique needs of MBA students while catering to the demanding schedules of mentors.

Asper executive mentors are senior level executives, representing diverse professions, companies and industries. Mentors will act as advisors and role models to Asper MBA students as they look to launch a new career, make a career change, or familiarize themselves with a new region. Through the mentoring experience, students will gain guidance and feedback on developing their leadership skills, information on industries or functions and insight into best business practices.

Why request a mentor?

Participating in the Asper MBA Executive Mentor program will provide you the opportunity to:

- establish a professional network which may enhance career development opportunities;
- gain insight into organizational culture and increase knowledge of a specific industry and profession;
- develop specific skills and knowledge.

EVENTS

The Career Development Centre hosts events throughout the year focused on career management success, facilitated by senior business professionals. Samples events include:

- "Resumania" and "Interview-Mania" bring together Winnipeg's top business leaders with MBA alumni and students for a "speed resume" review and "speed interviews".
- Explore Careers in... provides industry specific information from business professionals working in the fields of Marketing, Supply Chain Management, Investment Banking, HR Management and Finance, among others.
- Etiquette Evening – teaches the do's and don'ts of dining etiquette

For more information, please contact the Asper Career Development Centre:

Pamela Sontag, MBA Career Coordinator
204-318-2900
Pamela.sontag@umanitoba.ca

aMBAsa – Asper MBA Student Association

The Asper MBA Student Association (aMBAsa) is a super energetic group of full and part-time MBA students giving of their time to involve all students in social events, networking opportunities, the MBA Games, being buddies for newly arriving students, etc... joining aMBAsa is an amazing opportunity to get every last bit of value and fun out of your MBA experience, so join today! aMBAsa is committed to:

- Improving the Asper MBA experience and brand
- Strengthening connections within the MBA community
- Building relationships within the business community

Grow your network, get to know your fellow classmates and faculty while gaining valuable leadership experience by taking part in the Association, or by participating in aMBAsa special events and initiatives.

Get Involved

Committee volunteers are always welcome. aMBAsa meets on a monthly basis and all Asper MBA students and alumni are invited to attend. For more info on meeting dates or to get involved, send them an email at - aspermbasa@gmail.com