Flex MBA & Specialized Master’s
New Student Information
Table of Contents

- Background on the J. Mack Robinson College of Business
- Welcome from the Dean

YOUR NEXT STEPS

- Overview
- Registration Information
- Viewing an Academic Evaluation
- Tuition and Fees
- Full Course/Overflow Policy
- Technology at GSU & RCB
- Georgia State ID Card – PantherCard
- International Student Information
- Code of Conduct

ACADEMICS

- Graduate Recruiting & Student Services
- Master of Science Programs
- MS Programs Communication Skills & Strategies Workshop
- Faculty Advisors
- MBA Curriculum
- Exemption Criteria & Transfer Credit

RESOURCES

- Course Locations, Directions, Maps
- Financial Aid
- Graduate Career Management
- Libraries
- GSU Bookstore
- University Housing
- Health Insurance
- Student Organizations
- Robinson College of Business Directory
- GSU Campus Directory
**Background on the J. Mack Robinson College of Business**

Welcome to the Georgia State University's J. Mack Robinson College of Business and to a world of information that can be your key to future business success.

Our College, which celebrated its 100th anniversary this past year, has a rich history and tradition but also a very contemporary curriculum that is in keeping with the needs of today's highly competitive global business environment.

We are proud that our premier programs - our Flex MBA, Executive MBA, Professional MBA, Global Partners MBA, and undergraduate program - are all ranked among the best in the nation. In fact, for part-time MBA programs, we are listed in the *U.S. News and World Report* top 15% of all part-time MBA programs in the United States and ranked number 25 by *Bloomberg BusinessWeek* part-time MBA rankings.

The success of the J. Mack Robinson College of Business has been the result of several unique factors:

Our faculty members are among the best in world. They are experts in their respective fields, consult with businesses worldwide, and are often quoted in the media.

As the sixth largest business school in the United States with approximately 200 full-time faculty, we are able to offer a wide variety of course offerings in both the graduate and undergraduate programs.

Our student body is talented and one of the most diverse in the country. They come from more than 47 countries.

Our location in the heart of Atlanta's vibrant downtown business district is just minutes away from many of the nation's top companies such as Coca Cola, Turner Broadcasting, Georgia Pacific, Bell South, UPS and The Home Depot.
Dear Student:

Congratulations on your acceptance to the J. Mack Robinson College of Business! You are about to embark on a very challenging and rewarding experience at one of the nation's most respected schools for business education.

There are numerous reasons why students choose Robinson to pursue their master's degrees. Our standing in prestigious publications such as *U.S. News & World Report* and *BusinessWeek* is just one. Robinson's world-renowned faculty is another. Students choose Robinson for access to a wide variety of courses and programs found in very few colleges around the country. They also select the college for its emphasis on global education and the opportunity to study in major business centers around the world. Many come here knowing they will receive a very real world, solutions-oriented approach to education. Our modern classroom facilities, such as the Aderhold Learning Center, serve as another factor. And, of course, many choose Robinson because of our convenient locations in downtown Atlanta, Alpharetta, Buckhead, and Peachtree-Dunwoody.

Whatever your reason, I know you will be pleased. Robinson has nearly 80,000 alumni, many of whom hold top positions with major global corporations or are successful entrepreneurs. As a graduate, you will be part of a network that is incredibly strong both in Atlanta and throughout the world.

Once again congratulations! The Robinson College will provide you with a highly supportive learning environment, a strong return on your investment and the competitive edge necessary to take your career to the next level and beyond.

Sincerely,

Richard D. Phillips  
Dean and C.V. Starr Professor of Risk Management and Insurance
YOUR NEXT STEPS

- Overview
- Registration Information
- Viewing an Academic Evaluation
- Tuition and Fees
- Full Course/Overflow Policy
- Technology at GSU & RCB
- Georgia State ID Card – PantherCard
- International Student Information
- Code of Conduct
Your Next Steps Overview

- **Access Panther ID & Campus ID:** Your Panther ID (student ID number) was provided to you via email from the Admissions team. You may access your Panther ID as well as your Campus ID at https://webdb.gsu.edu/lookup/ (You must enter the last 4 digits of your SSN to access this information*). If you do not have your Panther ID and are unsuccessful in looking it up, then please contact the following staff: rcbgradadvisor@gsu.edu
  
  *If you do not have a SSN, then you may enter the last 4 digits of your Panther ID to access your Campus ID.

- **Activate Campus ID:** Once you look up your Campus ID, you then need to activate it. Your Campus ID is the account name you will use to log in to many of the systems you will utilize in your daily life at Georgia State. It is a part of your official Georgia State email address (e.g., campusID@student.gsu.edu for students). All new students, faculty, and staff must activate their Campus ID at https://campusid.gsu.edu/index.cfm. To activate your Campus ID you must select your personalized security questions/answers and initial password.

- **Access GoSOLAR:** Log in using your campus ID and password at https://www.gosolar.gsu.edu/bprod/twbkwbis.P_WWWLogin. Please view the following information: Registration Guide, Academic Evaluation, Registration Appointment Time, Registration Holds, and Tuition & Fees via PantherPay.

- **Register for BA 5000:** Attendance at BA 5000 – New Student Orientation is required for all RCB degree-seeking and certificate program students and is hosted before classes begin. To register, please follow the following steps: Log in to GoSolar> Registration tab> Look –Up Classes to Add> Semester >press Submit button> Scroll to and select Business Administration-BA> press Course Search button> Select 5000-Master’s Orientation and press View Sections button
  
  **(NOTE: If this is your second degree and you have already attended BA 5000 during a previous term, you do not have to attend again)**

**IF YOU ARE AN INTERNATIONAL STUDENT, YOU ARE ALSO REQUIRED TO ATTEND THE NEW INTERNATIONAL STUDENT ORIENTATION ON June 2, 3, and 4, 2015. FOR YOUR ISSS NEW INTERNATIONAL STUDENT ORIENTATION SCHEDULE, PLEASE VISIT THIS LINK AT http://isss.gsu.edu/future-students/next-steps-for-accepted-international-students/mandatory-orientation-program/ OR CONTACT ISSS AT 404-413-2070 or isss@gsu.edu.**

- **Make Appointment with Academic Advisor:** Incoming students must make an appointment to meet their advisor by phone or in person before the beginning of classes. Please visit the following link to make an appointment: Schedulicity.

- **Set up your GSU e-mail account:** All GSU and program-related e-mails will be sent to you through your official GSU e-mail account. To begin, go to http://www.gsu.edu/help/information_students.html. Your log in is your Campus ID and password. You may have a third-party e-mail address with a private provider that you prefer to use. You may easily direct your GSU student e-mail to that other e-mail address by following the instructions at http://technology.gsu.edu/2013/02/20/forward-your-panthermail-email/.

- **Emergency Contact Information:** A hold is automatically placed on your student account until you enter your emergency contact information. Please log in to your PAWS student account at https://paws.gsu.edu/cp/home/displaylogin > go to the One Stop Shop tab > Student Records Menu > View Holds, and then go to Update Emergency Contact to enter this information and have the hold removed. You must enter YOUR contact information (as Self) and one other person’s contact information. This must be completed each semester for which you enroll.
Registration Agreement Hold: A student’s authorization to be enrolled in courses at Georgia State University is expressly conditioned upon acceptance of all terms and conditions set forth in the Registration Agreement. Please log in to your PAWS student account at PAWS with your Campus ID and password. Go to the Enrollment tab for access to all of your records. Scroll down to the Registration block and select Add/Drop/Withdraw Courses. Select the appropriate registration term. Read the agreement carefully and select “I Agree” or “I Do Not Agree.” Students must agree to the terms by clicking an “I Agree” button when they first enter the registration system. Staff will not be able to register students who do not accept the terms and conditions of the Registration Agreement and will find a hold placed on their account.

Lawful Presence Hold: Beginning in fall 2011, new students must provide proof that they are lawfully present in the United States before they will be allowed to register for any classes. The specific documents are likely to be acceptable:

- Approved FAFSA applications – Only US Citizens are eligible for Federal Financial Aid.
- Certified U. S. Birth Certificate showing the student was born in the U.S. or a U. S. Territory (Original; not a copy)
- U. S. Certificate of Naturalization (copy acceptable)*
- U. S. Certificate of Citizenship (copy acceptable)*
- U. S. Certificate of Birth Abroad issued by the Department of State or Consular Report of Birth Abroad (copy acceptable)*
- Current U. S. Passport (copy acceptable)*
- Current Georgia Driver’s License issued January 1, 2008 or later.*
- Current Georgia Identification Card issued January 1, 2008 or later.*
- Students with F, J, or M visas - verified in the SEVIS system.
- Student is a naturalized citizen, legal immigrant, or non-immigrant - verified in the SAVE system.

*Scan and email an acceptable document to your Academic Advisor to satisfy this hold.

Immunization Records: All new students attending classes will need to submit proof of immunization to Georgia State University’s Health Clinic. If you have ever attended Georgia State in the past, please contact the Health Clinic to see if any updates are needed for your record. You can find a list of required immunizations and the Health Clinic’s contact information at this link: www.gsu.edu/health. You must fax the required records directly to the Immunization Office at 404-413-1955. Please do not submit your records to the Student Services Program Team. We cannot answer any specific questions concerning your health record and we cannot satisfy this requirement with your record.

Remove any other holds currently on record (immigration, etc.): Any holds listed under this section will prevent our team from registering you for classes. As a reminder, our student services team will handle your registration, but it is the student’s responsibility to remove holds. Please log in to your PAWS student account at https://paws.gsu.edu/cp/home/displaylogin > go to the One Stop Shop tab > Student Records Menu > View Holds to view and find contact information to remove all holds.
Registration Information

To access the GoSOLAR registration system via Web for Student from home or office:
1. Go to https://www.gosolar.gsu.edu/webforstudent.htm
2. Log in with your Campus ID and password.
3. From the System Main Menu, select the Registration Menu. This menu lists available registration functions.
4. Select the appropriate function and continue.

To use the registration system functions, you must select/submit a term.

To Register:
1. Click on Registration
2. Select a term and Add/Drop Classes (if you are already registered and wish to make changes to your schedule, use this same option)
3. Remember to enter the Course Reference Number (CRN) – do not use subject, course or section numbers.

To add a class:
1. Select a term and click Submit
2. Enter the CRN in the Add Class table
3. Click on Submit Changes to complete the add process

To drop/withdraw from a class:
1. Find the course you want to drop, and choose Drop from the Action drop-down list
2. Click on Submit Changes to complete the drop class process
3. You may only drop a course during a regularly scheduled registration phase. If the drop action is available, it will appear as an option in the drop-down list. If the drop action is not available, then you must withdraw from the course; check the registration dates on the academic calendar.

SECURITY NOTICE:
Never leave your computer without clicking the EXIT button above the blue bar in the upper right corner of the screen and closing your browser. This will prevent your information from being accessed by others.
Additional Notes about Registration:

- **After late registration, you may not drop a class and may only withdraw.**
  If the withdraw action is available, it will appear as an option in the drop-down list.
  Withdrawal is not allowed after the midpoint of the semester, except as a result of a successful Emergency Withdrawal appeal. Check the Academic Calendar for the midpoint date of the semester.

NOTE: A withdrawal from classes after the start of a semester does not entitle students to a full refund of that semester’s fees. Partial refunds of the tuition portion may be made depending on the date of withdrawal. The sliding scale for tuition refunds is outlined in the Georgia State Graduate Bulletin. Program fees are non-refundable. Please carefully review the withdrawal policy at [http://www.gsu.edu/registrar/withdrawals.html](http://www.gsu.edu/registrar/withdrawals.html). Students are only refunded the matriculation/student fees portion for the semester as determined by the sliding refund scale for matriculation/student fees as determined by the date of withdrawal.

- **Variable Credit Classes** require that you select the Change Variable Credit Hours option to enter the correct number of credit hours. The registration system will automatically register you for only the minimum number of credits for the course.

- **Verify Your Status in Each Class** by reviewing the information in the Status box to the right of each course title after submitting changes.

- **You must submit all changes prior to leaving the registration screen.**

- **Additional Information Online:** [http://www.gsu.edu/es/registration_guide.html](http://www.gsu.edu/es/registration_guide.html)
One of the most useful tools for understanding your degree requirements and tracking your progress toward completion of your degree is the online Academic Evaluation. Please use the steps below to access your academic evaluation.

1. Login to GoSOLAR at [https://www.gosolar.gsu.edu/bprod/twbkwbis.P_WWWLogin](https://www.gosolar.gsu.edu/bprod/twbkwbis.P_WWWLogin)
2. Under Main Menu, choose Student Records Menu.
4. Select Term and select Submit.
5. Your most current curriculum information will appear. If more than one option appears, select the correct one and click Generate Request.
6. There are two display options:
   a. Select Academic Evaluation and Submit if you wish to view a summary of your record and all course requirements.
   b. Select Program Non-Course Requirements and Submit if you wish to view all non-course requirements (Program of Study, Communication Skills Workshops, Exit Surveys, etc.) and courses not being used in the program.
7. If you need to go back to the previous page, scroll down to the bottom and select BACK TO DISPLAY OPTIONS.
8. To Print: If your evaluation is through GoSOLAR, then you will go to File, Print. If your evaluation is through DegreeWorks, then you will click on Save as PDF, and then File, Print.

**NOTE:** If you have any questions or see anything on your evaluation that does not seem right, contact your academic advisor. We will be happy to review your evaluation and make corrections as necessary.
Tuition and Fees

Tuition and fee payments are paid via PantherPay each semester. Please find details at http://sfs.gsu.edu/tuition-fees/payments/. These payments must be made by the University fee payment deadlines which can be found at http://calendar.gsu.edu/calendar. If the Registration Calendar does not immediately appear, from the “Category” drop-down list on the left side of the page, please select the Registration Calendar for the semester in question.

Georgia Resident Students
A student who is a legal resident of the State of Georgia, according to the regulations of the Board of Regents of the University System of Georgia, and who has been a legal resident of the state for at least 12 months preceding the date of registration will pay in-state fees. These fees must be paid before a student is officially registered each semester.

Nonresident Students
Each student who has not been a legal resident of the state of Georgia under the regulations of the Board of Regents, as listed in the "Regents' Requirements for Georgia Resident Status" section of the "Undergraduate Admissions" chapter of the current Georgia State University Undergraduate Catalog, for at least 12 months preceding the last day to register without penalty must pay the out-of-state fees before the student is officially registered. For questions regarding residency, please contact the Office of the Registrar at tuitionclassification@langate.gsu.edu or at 404.413.2600.

Tuition and Fee Rates
Please find tuition and fee information at the following websites:
- Mandatory Student Fees - http://studentaffairs.gsu.edu/mandatory-student-fees/
- Miscellaneous Fees - http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/ (scroll to the bottom)

Financial Assistance
Students are urged to apply early for optimal financial aid benefits. Contact the Graduate Student Financial Services team at rcbfinancialaid@gsu.edu for initial assistance. You can schedule an appointment with their team if you’d prefer to discuss your questions in greater lengths via telephone or in the office. Please check deadlines for applying for each semester. For additional information, go to the Office of Financial Web site at: http://www.gsu.edu/financialaid/.
Full Classes/Overflow Policy

Every semester, the J. Mack Robinson College of Business offers hundreds of courses, including multiple sections of all MBA-prefixed courses and other popular electives. Nevertheless, you will find occasionally that a course that you want to take on a specific day, time, or location is full and you are not able to add this course to your schedule. There are some options when the course you attempt to register for is full.

- First, keep trying to register throughout the registration period in case someone drops the course and a seat becomes available. This is particularly true during Late Registration, which takes place during the first week of classes.

- Second, during regular registration you can begin requesting an Overflow (permission to register for a full class) as described below.

- When all else fails, contact your Academic Advisor in Graduate Recruiting and Student Services. Your advisor may be able to help you identify alternative courses so that you can continue to make steady progress toward the completion of your degree.

Overflows are controlled by the department teaching the course. The current overflow policy for each department and any exceptions are listed at the following website: http://robinson.gsu.edu/students/resources/graduate-students/faq/overflow-information/. Office hours of departments are 8:30 a.m.-5:15 p.m. Monday through Friday. All departments (except Economics) are located in the Robinson College of Business Building located at 35 Broad Street (corner of Broad and Marietta streets). The Department of Economics is in Suite 524 of the AYSPS Building, 14 Marietta Street.

Standard Overflow Policy:

Unless specified otherwise, overflows (if any) are given at the discretion of the instructor or administrative staff beginning in regular registration for use during remaining regular registration days or in late registration and are given on a first-come, first-served basis. Call the relevant departments if you have questions. Online courses do not permit overflows.
Technology at GSU
http://technology.gsu.edu/

**Brightspace by Desire2Learn** (D2L) is the university’s central learning management system, which helps instructors offer or supplement courses online. It offers file sharing, email and announcements, online quizzing, discussion boards, and more. Students will log in with their Campus ID and password. Learn more at http://technology.gsu.edu/technology-services/it-services/training-and-learning-resources/desire2learn/

**PantherMail Student Email** is Georgia State’s free student email account that allows students to receive important university messages, class communications or remain in touch with other students, both on and off campus. Students will log in with their Campus ID and password. Learn more at http://technology.gsu.edu/technology-services/it-services/email-and-file-storage/panthermail/

**Technology Training** - Take advantage of free technology training to become a software expert or get prepared to earn professional certifications.
- Training Workshops
- Skillsoft Professional Training
- Lynda.com Online Training

Technology at Robinson College of Business
http://technology.robinson.gsu.edu/

The GSU Wireless network is called **CatChat2x**. To authenticate with CatChat2x, you must have a valid GSU campus ID and password. With CatChat2x, authenticated users can automatically access the wireless network after signing in once. You won’t have to sign in again until your campus ID password changes. Learn more at http://technology.robinson.gsu.edu/wireless/

**Panopto** is a cloud-based lecture capture tool used in classrooms in Alpharetta, Buckhead and Peachtree Dunwoody. This new robust piece of software allows our faculty to easily record and manage lectures being delivered in classrooms across campus. Panopto ties into our classroom’s existing technology setup and camera system, capturing the various inputs used during class. Recordings are easy to manage as they integrate directly with Brightspace. Students are also able to easily view their professor’s content, all from inside that Brightspace course. Currently iPhones, iPads, Macbooks, and PCs are supported by Panopto’s player, and can be viewed from nearly anywhere with a data connection. Learn more at http://technology.robinson.gsu.edu/panopto/.

To learn how to operate the **technology in the breakout rooms** at the Alpharetta, Buckhead, and Peachtree-Dunwoody Centers, please visit http://technology.robinson.gsu.edu/using-breakout-room-technology/

For the breakout **room reservation procedures** at the Alpharetta, Buckhead, and Peachtree-Dunwoody Centers please visit http://technology.robinson.gsu.edu/reserving-rooms/

For information on **printing services** offered at the Alpharetta, Buckhead, and Peachtree-Dunwoody Centers, please visit http://technology.robinson.gsu.edu/printing-services/

GSU Help Desk
404.413.4357
help@gsu.edu
http://technology.gsu.edu/help-center/
Georgia State ID Card -- PantherCard

Get your Georgia State University photo identification card (Panther Card) from the Panther Card office at 200 Bookstore Building. Panther Cards also are available from the Administrative Office at the Alpharetta Center. This ID card will allow you to purchase a budget card for parking or discount MARTA card as well as give you access to the libraries, computer labs, athletics events and activities, and other university services and programs.

New students should obtain the Panther Card within the first two weeks of the semester. Your fees paid receipt or computer verification of fees paid and other positive identification, such as a driver's license with picture, will be required to receive your Panther Card.

PantherCard information is also available online at the following website:

http://panthercard.gsu.edu/panthercard/

Please see the Student Life and Services chapter of your online graduate catalog (Section 1400) for information on student services, including the Georgia State University Bookstore, disability services, housing, and food service facilities.

Additional Information Online:

Auxiliary Services:
200 University Bookstore Building
66 Courtland Street
Atlanta, GA 30303
404.413.9500
http://www.gsu.edu/auxiliary/

Recreation Services:
Student Recreation Center
101 Piedmont Ave. SE
Atlanta, GA 30303
404.413.1780
http://www.gsu.edu/recreation/
International Student Information

Please visit the International Student Services (ISSS) website at http://www.isss.gsu.edu for all information regarding airport arrival, housing, health insurance, getting around Atlanta, getting to Georgia State and other information that will be helpful to you as you plan your arrival to Georgia State University.

You will use our new iStart system to access all of your important immigration documents and forms. iStart is Georgia State University's web portal to immigration services, requests and benefits for our international student, scholar, and employee community. iStart is a comprehensive international data management tool with many benefits. Georgia State implemented iStart in March 2015. All new and returning Georgia State international students and scholars will use iStart. Once you have been officially accepted to Georgia State, use iStart to request immigration documents (I-20 or DS-2019) and many other services and benefits of your visa category.

F-1 Visas and the Form I-20

The Form I-20 is an immigration document which is needed to obtain your F-1 (student) visa. The I-20 will be issued to you by International Student and Scholar Services (ISSS) upon a final review of your financial documentation. You will complete the I-20 process via iStart. If you are currently living outside the U.S., you will need to obtain your F-1 visa to enter the country. You will need to take your I-20, a valid passport, and proof of finances to the U.S. embassy or consulate to apply for your visa. Further information about the F-1 visa will be sent with your I-20 form.

If you are currently living in the U.S. and will be coming to Georgia State from another U.S. institution, you will need to attend international orientation and then complete your transfer paperwork during the first week of classes.

For more information about the Form I-20 and F-1 visa, please contact ISSS, 252 Sparks Hall, (404) 413-2070. The Web site address for ISSS is: http://www.isss.gsu.edu

J-1 Visas and the DS-2019

The Form DS-2019 is an immigration document which is needed to obtain your J-1 visa. The DS-2019 will be issued to you by International Student and Scholar Services (ISSS) upon a final review of your financial documentation. Your DS-2019 will then be mailed to you, along with a packet of information about international student orientation, under separate cover. If you are currently living outside the U.S., you will need to obtain your J-1 visa to enter the country. You will need to bring your DS-2019, a valid passport, and proof of finances to the U.S. embassy or consulate to apply for your visa. Further information about the J-1 visa will be sent with your Form DS-2019.

For more information about the Form DS-2019 and J-1 visa, please contact ISSS, 252 Sparks Hall, (404) 413-2070. The Web site address for ISSS is: http://www.isss.gsu.edu
Students Holding Other Nonimmigrant Statuses

Students in other visa categories, such as H-1, are required to attend the international student orientation program described below. Please contact International Student and Scholar Services (ISSS), 252 Sparks Hall, (404) 413-2070, or by e-mail on the Web site at http://www.isss.gsu.edu, if you have not yet received information concerning this program.

Pre-Arrival Information and Mandatory International Student Orientation

Our ISSS office requires that you complete the pre-arrival processes through iStart before arriving to campus. You may stop, start and resume this process at your own pace and it will take approximately 1 hour to complete the required forms. Please prepare PDF-only files of your: passport photo page, Visa, and I-94 document to upload during this process. *Your I-94 document will only be available after arrival in the U.S.

Failure to complete this process before Check-in and Orientation will create delays in starting class at Georgia State and settling in Atlanta.

Get Started
- Login to iStart.
- If you are unfamiliar with iStart, watch the Introducing iStart video.
- Complete the Pre-Arrival group of e-forms under GSU Main Campus.

Problems or Concerns?
If you experience technology problems or cannot access the internet, please email Mike Townsend: ctownsend@gsu.edu. Please state your full name, Panther ID number and what problem you are having. We’ll do our best to help you!

The international student orientation program is conducted before the beginning of each semester by ISSS. You will receive a schedule for the international orientation program including dates and times from ISSS. F-1 and J-1 international students are required to attend.

We believe this program will prove to be very helpful to you. You will have an opportunity to:
- Become familiar with the university community
- Meet other students
- Find housing
- Ask questions about your new environment
- Conduct oral interviews for a possible waiver of the assigned BCom course
- Register for classes

NOTE:

The Graduate Catalog has several sections with important information for International Students. Please read these sections carefully:
- Section 1348, International Student and Scholar Services (ISSS)
- Section 1400, Student Life and Services
- Section 7070, International Students
BCom 7255

If your native language is not English, the Robinson College may have assigned you a BCom course designed to enhance your written and spoken English skills, enabling you to do well in the graduate business program. In addition, the College will require that you demonstrate your proficiency in written and spoken English when you arrive on campus.

If you are required to take BCom 7255, it will become a formal part of your degree requirements and must be given first priority when you are registering for classes. BCom course requirements could extend the time and financial resources needed to complete your graduate program. In making your plans for attending Georgia State, you should anticipate needing the BCom course at the beginning of your studies.

The RCB faculty is committed to maintaining standards of English in its courses that are appropriate for graduate-level work. You should view the oral interview very seriously and perform as well as possible. You should also view the assigned BCom course very seriously.

The English proficiency requirements are intended to help you gain the most from your graduate program. They are also intended to help you function effectively in classes, particularly when communicating with professors and other students, whether you are asking questions, making an oral presentation, taking a test, writing a research paper, listening to a lecture, or working on a group project.

BCom requirements are monitored by the Graduate Student Services office. They are not optional: you do not have a choice regarding when or if these requirements will be satisfied. Therefore, you should not plan to attend a graduate program in this college unless you are willing to abide by the RCB policies regarding English proficiency and unless you will commit to doing your best in the assigned BCom course.

If you have any questions about this information, please do not hesitate to contact one of the master's academic advisors in Graduate Recruiting & Student Services.
Code of Conduct

Students’ Responsibility

Graduate students assume responsibility for knowledge of the rules and regulations of the college and the university and of departmental, school, and institute requirements concerning their individual programs. Enrollment in a graduate program of this college constitutes students’ acknowledgement that they are obligated to comply with all academic and administrative regulations and degree requirements. Students are encouraged to read carefully Section 1300, “Academic Regulations” that applies to all of the university’s programs and the regulations specific to their RCB programs in this chapter. Students are also urged to read all of the requirements of their degree, program, or status that are presented in this chapter.

Commitment to Master’s Programs

Students enrolled in a master’s program must be committed to completing their degree requirements in a timely manner. The maximum benefit will be derived from a program if students devote a period of concentrated study to the disciplines that constitute the master’s programs. The Robinson PMBA Program is designed for students to complete their MBA in two years.

Before deciding to enroll in a master’s program of this college, students must examine seriously and realistically their abilities to adjust their personal and professional schedules to accommodate the challenge of graduate study. Students or applicants with questions about the commitment needed to complete the master’s programs should schedule an appointment with Toby McChesney, Assistant Dean, 404.413.7050, tmcchesney@gsu.edu.

Conduct

Students are expected to observe generally accepted standards of conduct and to assume personal responsibilities appropriate to potential business and professional leaders. The university reserves the right to exclude any student whose conduct is prejudicial or injurious to the university, the faculty, or other students. The formal policy of the university concerning student rights and obligations is under the heading “University Code of Conduct” in the General Information chapter of this catalog.

Additional Information Online: This is an edited version of Section 1050 Policies and Disclosures. Students are responsible for reading the full version in the Graduate Catalog available online at http://catalog.gsu.edu/graduate20152016/
ACADEMICS

- Graduate Recruiting & Student Services
- Master of Science Programs
- MS Programs Communication Skills & Strategies Workshop
- Faculty Advisors
- MBA Curriculum
- Exemption Criteria & Transfer Credit
Graduate Recruiting & Student Services

Regular Office Hours: Monday – Friday 8:30 a.m. to 5:15 p.m.
Phone: 404-413-7167
Fax: 404-413-7162

Delivery Address & Physical Location:
35 Broad St. NW, Suite 605
Atlanta, GA 30303
(Robinson College of Business Building - corner of Marietta and Broad streets)

Mailing Address:
J. Mack Robinson College of Business
Office of Graduate Recruiting & Student Services
Georgia State University
P.O. Box 3988
Atlanta, GA 30302-3988

http://robinson.gsu.edu/about/offices/office-of-graduate-recruiting-student-services/

Academic Advisors

Flex MBA, Professional MBA, MBA/MHA, MBA/JD, MBA/MHA/JD
Master’s in: Global Hospitality, Health Administration, Managerial Sciences, & Marketing
Jermaine Clarke
404.413.7338, jclarke@gsu.edu

Kori Barham

Global Partner’s MBA
Ian Schonberg
404.413.7134
Ischonberg1@gsu.edu
What Your Academic Advisor Can Do for You

Academic Advisors in Graduate Recruiting & Student Services can provide you with a wide range of assistance and services. Your academic advisor can:

- Explain assignment of foundation courses
- Clarify degree requirements and academic regulations
- Help with registration procedures
- Monitor academic standing and time limits
- Process changes of major or program
- Review programs of study for college approval
- Discuss transfer credit
- Prepare graduation audits and clear students for graduation
- Refer students to other sources of help within the university

Advisors see students primarily by appointments during our regular office hours. You have the option of in-office or telephone appointment. Appointments should be made two days in advance via online at www.schedulicity.com. Students are assigned advisors according to their program as indicated on the previous page. Brief questions can usually be handled by phone or via e-mail.
Master of Science Programs

Each of the specialized master’s programs share four common characteristics:

1. Foundation Courses (often undergraduate)
2. Required courses within the program
3. Required business communication courses
4. Elective courses (usually approved by faculty advisors on the Program of Study)

*Only Managerial Sciences, Actuarial Sciences, and Risk Management require a Program of Study (POS).*

Otherwise, each specialized master’s program is very different. Please refer to your specific catalog edition to view the requirements for your particular program.

**Program of Study**

Please see the Faculty Advisors listing to determine the contact person for the Program of Study and make an appointment. The department advisor will have the appropriate forms to complete the Program of Study.

**Exemption of Foundation Courses**

**Non-MBA Programs Only**

Foundation courses are undergraduate-level courses that provide a foundation for the rest of your program. If you think you may be able to exempt assigned undergraduate foundation courses, you can submit documentation for review. This exemption option is only available within certain specialized master’s programs. A complete syllabus, including text(s) used, assignments, etc., for the course is required for review. A catalog description is generally not sufficient. Contact the institution where you completed the course for a copy of the syllabus from the term you completed the course (or as close as possible), then submit that information to our office. (If the syllabus does not list actual topics covered in the course but does list chapters covered in the text, a copy of the table of contents from the text is needed.) We will send the information to the appropriate faculty member for a decision. This procedure generally takes two weeks. You will be notified of the result in writing. Since fall 2004, exemption of foundation coursework has been available within certain specialized master's programs.
Master of Science Programs
Communication Skills and Strategies Workshop

Students in the Managerial Sciences, Actuarial Sciences and Mathematical Risk Management programs need the Communication Skills and Strategies Workshop.

Students within the above mentioned programs should complete the workshop within the first two semesters of enrollment. Contact Sharon Sullivan at 404/413-7676 if you encounter registration problems.

The Communication Skills and Strategies Workshop is a one-day, non-credit workshop which satisfies the business communication skills requirement for Managerial Sciences, Actuarial Sciences and Mathematical Risk Management.

Registration for this course is separate from the regular registration process; however, your regular registration will be blocked if you have not satisfied this requirement. If, after reviewing the following information about the program, you think you may be able to exempt this requirement, contact Business Communications, 1300 RCB Building, (404) 413-7676. You must apply for an exemption; you are not automatically exempt based on coursework on your transcripts.

In this one-day Communication Skills and Strategies Workshop, through combined discussion and interactive exercises, students will learn to:

- Analyze audiences and formulate a conscious communication strategy.
- Write business memos, letters and reports that are clear, concise and objective-oriented.
- Improve information accessibility through document design.
- Develop and deliver effective oral presentations, including appropriate, high-level visuals in support of key ideas.
- Improve personal delivery in presentations, interviews, telephone conversations, and meetings.

Customized Workshop for International Students

If you are an international student, you are eligible to take a customized workshop for international students. The course delivers instruction and interactive exercises that meet the needs of those students who have not spent much time in the U.S. (working or attending school). Either the regular workshop or the customized workshop will fulfill your communication requirement.
Exemption Policy

You may be eligible for an exemption of the Communication Skills and Strategies Workshop if you:

- Completed BCom 3950, Engl 3130, Spch 3210, MBA 8015, BCom 8250 or BCom 8260 at GSU and received a B or better.
- Received a B or better in a business communication course at another college.
- Received a B or better in both a public speaking course and a business writing course.
- Completed communication courses sponsored by your employer and can provide documentation on content.
- Completed BCom 7255 and received a B or better.

To see if you qualify for an exemption, please contact the CSS Program office at 404-413-7676.

Additional Information Online:

CSS Workshop Website: [http://robinson.gsu.edu/students/resources/graduate-students/youve-been-accepted/communication-skills-strategies-workshop/](http://robinson.gsu.edu/students/resources/graduate-students/youve-been-accepted/communication-skills-strategies-workshop/)
Faculty Advisors

All students, including MBA students, may contact faculty members to discuss course content or to ask questions about their particular academic discipline. Your faculty advisors are some of your best resources in the J. Mack Robinson College of Business, and we hope you will take advantage of every opportunity to work with them to enhance your educational experience.

Students in some specialized master's programs are required to plan a program of study with a faculty advisor. Meet with your faculty advisor early in your program to ensure that you do not take courses that will not be approved for your program. You can make revisions to your program of study with your faculty advisor's approval, if needed.

School of Accountancy - 530 RCB Building, 404-413-7200

- MPA - A planned program of study is not required. Contact the School of Accountancy if you have questions for a faculty advisor.
- MTX - A planned program of study is not required. Contact the School of Accountancy if you have questions for a tax faculty advisor.

Department of Computer Information Systems - 929 RCB Building, 404-413-7360

- MS IS, MS ISAC, EX MS IS MIT - Faculty Advisor: Dr. Bala Ramesh

Department of Economics, School of Policy Studies – Suite 524 AYSPS Building, 14 Marietta Street NW, 404-413-0141

- MS BUE – Faculty Advisor: Dr. Jon Mansfield at 404-413-0162 to plan your program of study.

Department of Finance - 1221 RCB Building, 404-413-7310

- MS FI - Faculty Advisor: Dr. Milind Shrikhande at 404-413-7334

Institute of Health Administration - 805 RCB Building, 404-413-7630

- MS HA - Contact Ms. Shannon Mosher or Ms. Lisette Branscomb. Notify the Institute and Graduate Admissions and Student Services of your choice of concentration within the MSHA program.
- MHA/MBA - Contact Ms. Shannon Mosher or Ms. Lisette Branscomb. Notify the Institute of your course selections.
Institute of International Business - 1400 RCB Building, 404-413-7275

- MIB – Contact Ms. Paula Huntley to make an appointment with a faculty advisor to plan a program of study.

Department of Managerial Sciences - 1005 RCB Building, 404-413-7525

- MS MGRS - Contact the appropriate faculty member listed below to plan your program of study in your specialization.
  - Business Analysis (BUAN) – Dr. Yuxen Xia
  - Human Resources Management (HRM) – Dr. Kelly Grace
  - Operations Management (OPM) – Dr. Ed Miles

Department of Marketing - 1316 RCB Building, 404-413-7650

- MS MK - Faculty Advisor: Dr. Bruce Pilling

Department of Real Estate - 1405 RCB Building, 404-413-7720

- MS RE - Contact the department to make an appointment.

Department of Risk Management and Insurance - 1117 RCB Building, 404-413-7500

Contact the appropriate faculty member listed below.

- MAS - Contact Dr. Eric Ulm at 404-413-7486 to plan your program of study.
- MS RMI - Contact Dr. Daniel Bauer at 404-413-7490 to plan your program of study.
- MAS/MS RMI (dual degrees) – Dr. Eric Ulm and Dr. Daniel Bauer to plan your program of study.
## J. Mack Robinson College of Business
### MBA CURRICULUM

### 8000-Level CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 8000</td>
<td>Managing in the Global Economy</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8015</td>
<td>Strategic Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8025</td>
<td>Financial Statement Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8030</td>
<td>Legal, Ethical and Regulatory Environment</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8040</td>
<td>Data Driven Decision Making</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*With the exception of MBA 8000 and MBA 8040, up to 9 hours (three courses) from the Cornerstone Core may be waived based on the following criteria:*
- MBA 8015 waived only under exceptional circumstances, which must include a high degree of previous education and proof of significant experience in the communications area.
- MBA 8025 waived for students with an undergraduate accounting major with a 3.0 GPA or better in the major.
- MBA 8030 waived only for students with a JD.

### Functional Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 8115</td>
<td>Management Control and Costing Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8125</td>
<td>Information Technology Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8135</td>
<td>Corporate Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8145</td>
<td>Marketing Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8155</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 8165</td>
<td>Leadership and Organizational Behavior</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Students may exempt up to six hours (two courses) in the Functional Core based on the student’s undergraduate major(s). Students must have undergraduate business degrees from AACSB or EQUIS accredited Schools of Business with a B- or better grades in equivalent course(s) in the major(s).

### Capstone Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 8820</td>
<td>Global Competitive Strategy</td>
<td>3.0</td>
</tr>
</tbody>
</table>

NOTE: Students must apply for permission to take the capstone course. Students must take all MBA courses PRIOR to taking the MBA Capstone course.

### 8000-Level Elective Courses (including the 12-hour Concentration)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
</table>

NOTE: Electives expected to be from RCB or economics; others with special permission.

**PROGRAM TOTAL: 39 - 54 hours**
Exemption Criteria and Transfer Credit

Exemption of Foundation Courses

Non-MBA Programs Only

Foundation courses are undergraduate-level courses that provide a foundation for the rest of your program. If you think you may be able to exempt assigned undergraduate foundation courses, you can submit documentation for review. This exemption option is only available within certain specialized master's programs. A complete syllabus, including text(s) used, assignments, etc., for the course is required for review. A catalog description is generally not sufficient. Contact the institution where you completed the course for a copy of the syllabus from the term in which you completed the course (or as close as possible), and submit that information to our office. (If the syllabus does not list actual topics covered in the course but does list chapters covered in the text, a copy of the table of contents from the text is needed.) We will send the information to the appropriate faculty member for a decision. This procedure generally takes two weeks. You will be notified of the result in writing. Since fall 2004, exemption of foundation coursework has been available within certain specialized master's programs.

MBA Programs Only

Some of the MBA 8000-level courses may be waived based on prior coursework from AACSB- or EQUIS-accredited institutions with B- or better grades in equivalent courses. For the complete text of the exemption policies for all MBA courses, please refer to your Graduate Catalog Section 7090.60 Exemption Criteria.

Transfer of Graduate Credit

Transfer of credit is defined as receiving graduate degree credit for a course completed at another institution, thereby reducing the number of graduate courses to be taken at Georgia State University. Transfer of credit will be approved only under the following conditions:

- The course must have been completed at an institution whose master's programs were accredited by AACSB International—The Association to Advance Collegiate Schools of Business—at the time the course was taken.
- The course must have been restricted to graduate students only. The grade of B or higher must have been received in the course.
- The content of the course must correspond to that of a Georgia State course required or permitted in the student’s program.
- Credit completed before enrollment in the current Georgia State program will be considered if it will not be more than seven years old at the time the student graduates.
- Credit completed elsewhere after enrollment in the current Georgia State program will be considered for transfer credit if it is within the time limit allowed for completion of the current program.

Remember that you must complete no fewer than 24 semester hours of 8000-level coursework in residence at GSU to receive the GSU degree. Therefore, each master's program has a maximum number of hours allowed for transfer credit. Refer to the section of your graduate catalog that outlines the requirements for your particular degree for more information.

Additional Information Online:
http://robinson.gsu.edu/students/resources/graduate-students/common-requests-forms/transfer-coursework/
RESOURCES

- Course Locations, Directions, Maps
- Financial Aid
- Graduate Career Management
- Libraries
- GSU Bookstore
- Health Insurance
- Housing
- Student Organizations
- Robinson College of Business Directory
- GSU Campus Directory
Course Locations, Directions, and Maps

Be certain you note the location of each course for which you register. In addition to the GSU main campus in downtown Atlanta, the Robinson College of Business offers 7000- and 8000-level MBA courses at the Alpharetta Center and the Buckhead Center. The online schedule of classes [https://www.gosolar.gsu.edu/bprod/bwckschd.p_disp_dyn_sched](https://www.gosolar.gsu.edu/bprod/bwckschd.p_disp_dyn_sched) will indicate the location of the section for which you are registering. There is no difference in the quality or quantity of the instruction you receive at Alpharetta and Buckhead.

Directions to Main Campus Downtown: [http://robinson.gsu.edu/about/facilities/downtown/](http://robinson.gsu.edu/about/facilities/downtown/)

Directions to the Buckhead Center: [http://robinson.gsu.edu/about/facilities/buckhead/](http://robinson.gsu.edu/about/facilities/buckhead/)

Directions to the Alpharetta Center: [http://robinson.gsu.edu/about/facilities/alpharetta/](http://robinson.gsu.edu/about/facilities/alpharetta/)

Parking

Parking at the Downtown Campus - There are several parking decks designated for students. There are also some faculty and staff lots that open to students after 4:00 p.m., such as G Deck which is connected to Classroom South and Library South (see map on next page).

For information about registering your vehicle online to park in campus lots downtown, budget cards to reduce parking expense, the Panther Express Stadium Shuttle from Turner Field, and complete options for parking, please contact Auxiliary and Support Services at 404.413.9500 or visit their website at [http://www.gsu.edu/parking](http://www.gsu.edu/parking).

Parking at the Buckhead Center – Students may pay per visit which is $12 or they may purchase a monthly parking card through the Center Management Office, 3rd floor. Students may contact Center Management at buckheadservices@gsu.edu.

Parking at the Alpharetta Center is free and, at present, does not require that your vehicle be registered.
1 Alumni Hall (ALUM) G5
2 Arts and Humanities (ARTS E5)
2a Florence Kopleff Recital Hall
2b Ernest G. Welch Gallery
3 Classroom South (CLSO) D3
4 J. Mack Robinson College of Business (RCB) A6
5 College of Education (COE) B4
6 College of Law (LAW) F1
7 Bennett A. Brown Commerce Building (BBCOM) A7
8 Courtland Building (COURTB) E2
9 Courtland North (COURTN) E2
10 148 Edgewood (148EDG) I6
11 Freshman Hall (FRNALL) I6
12 General Classroom (GCB) D4
13 Hass-Howell Building (HAAS) B8
14 Interest Housing (INTHOU) I6
15 Kell Hall (KELL) E4
16 Helen M. Alderhold Learning Center (ADHOLD) B8
17 Library North (LIBNO) E3
18 Library South (LIBSO) E3
19 Natural Science Center (NSC) C5
20 One Park Place (1PP) B5
21 34 Peachtree St. Building (34PTRE) B6
22 75 Piedmont (75PIED) J9
23 Research Support Building (RSB) D3
24 Rialto Center for the Arts (RIALTO) B9
25 Science Annex (SCIANX) D4
26 Parker H. Petit Science Center (PETIT) F1
27 Andrew Young School of Policy Studies (AYSPS) A5
28 Sculpture Studio (SCULP) J6
29 Sparks Hall (SPARKS) F4
30 Sports Annex (SPTANX) F1
31 Sports Arena (ARENA) E2
32 Standard Building (STAND) B9
33 Student Center (STUCTR) G3
34 Student Recreation Center (REC) G2
35 Ten Park Place (10PP) C5
36 University Bookstore (BOOK) F3
37 University Center (UCTR) F3
38 University Commons (COMMON) K10
39 University Lofts (LOFTS) H3
40 Urban Life Building (URBAN) G2
Financial Aid

If you have any questions or concerns regarding your financial aid, please contact your Financial Aid team at rcbfinancialaid@gsu.edu.

In order to apply for financial aid, you must complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) online at http://www.fafsa.ed.gov. The FAFSA (Free Application for Federal Student Aid) is available on line in January of each year. A FAFSA application must be completed each year to receive aid for the Fall start of each academic year. Using information provided on the FAFSA application, the processing center will send the results directly to the Financial Aid Office via electronic data exchange. To facilitate this exchange, students must identify the Georgia State University school code (001574) on the FAFSA application form. Note: You do not have to wait until you are accepted into the University before you apply for financial aid.

Graduate students who meet federal eligibility requirements are able to borrow under one or more of the loan programs described below. Eligible students are: U.S. citizen or permanent resident; registered with Selective Service, if required; enrolled at least ½ time (4.5 hours) in a degree-granting Program and not in default on previous student loans.

Types of Financial Aid available to graduate students

Federal Direct Unsubsidized Student Loan Program
Students may borrow up to $20,500 each academic year, with a cumulative maximum of $138,000. This loan is not based on need; therefore, the interest on this loan accrues while students are in school. The interest rate for this loan made on or after July 1, 2014 is 6.21%. Additional information can be obtained at www.studentloans.gov. *Interest rates are subject to change for the upcoming academic year; details to follow on July 1st, 2015.

Federal Direct Grad PLUS Loan
Ford Federal Direct Grad PLUS (Grad PLUS) is a loan from the U.S. Department of Education (ED) which provides additional funds for educational expenses not met by other types of aid. This loan enables a graduate/professional student to borrow up to the cost of education minus other aid. The loan is credit based and the Free Application for Federal Student aid must be on file. The interest rate on this loan is 7.21%. Additional information can be obtained at www.studentloans.gov. The application for GSU students can be found at http://paws.gsu.edu under the Financial aid Menu. *Interest rates are subject to change for the upcoming academic year; details to follow on July 1st, 2015.

Private Loan
Also known as Alternative or Commercial Loans help bridge the gap between the actual cost of your education and the amount the government allows you to borrow. Private loans are offered by many lending institutions, terms and conditions can vary significantly from one institution to another. Here is a link to our preferred lender site: http://sfs.gsu.edu/loans-work-study/loans/private-loans/. Note: If receiving aid through any of these programs, keep in mind the amount approved cannot exceed the total cost of education, less student contribution and financial aid.

For more detailed information on all of the above types of financial aid programs and eligibility requirements for graduate students please refer to the Financial Aid Office web site at http://www.gsu.edu/financialaid.

What Happens Next

- Once the school receives your processed FAFSA application the award processing will begin.
- Check your Georgia State University e-mail for important messages.
- Determine if there are requirements you must resolve before you can be awarded. Check your student account at [http://paws.gsu.edu](http://paws.gsu.edu) to view what document(s) may be required for file review.
- Submit all required documents to Financial Aid no later than 10 business days from the initial date of request (i.e. student signed federal tax returns).
- Once your financial aid has been awarded you will need to “accept” or “decline” aid that is in an “offered” status. Please visit your PAWS account at [http://paws.gsu.edu](http://paws.gsu.edu) and locate the Financial Aid Menu. Scroll down to Award Information Menu and click Accept award offer by aid year.
- If a student loan is “offered” you will need to do the following:
  - Accept or decline the loan.
  - Complete the required loan entrance counseling if you accept the loan (one time requirement for first loan at Georgia State) [www.studentloans.gov](http://www.studentloans.gov)
  - Complete the loan promissory note if you accept the loan (one time requirement for first time borrower at Georgia State) [www.studentloans.gov](http://www.studentloans.gov)
- Based on your awarded financial aid, determine whether or not your aid covers your charges. If your financial aid award does not cover the total amount due, you are responsible to pay the balance by the dates that have been established by the University [http://calendar.gsu.edu/calendar](http://calendar.gsu.edu/calendar)
- Become aware of all Georgia State University deadlines.

### For initial Financial Aid inquiries, please contact:

**Graduate Student Financial Services**
Graduate Financial Aid Team
rcbfinancialaid@gsu.edu

**Robinson College of Business**
34 Broad Street, 14th Floor
Atlanta, GA 30303
Loan Steps for New Borrowers

I. Accept the Loan Award Offer on PAWS
   1) Go to http://paws.gsu.edu (or visit http://www.gsu.edu and click on the “PAWS” under the Students tab).
   2) Log in to PAWS. Then, select the Finances tab.
   3) Go to the Financial Aid Information Menu (section on the bottom right).
   4) Click on the Access My Financial Aid Information link.
   5) Click on Award Information Menu. Click on “Award by Aid Year”
   6) Choose the appropriate academic year. (The new academic year starts with Fall and ends with Summer.)
   7) Click on the “Accept Award Offer” tab. Pay attention to the award period (whether one or two semesters).
   8) Carefully read and follow the instructions to accept the amount (if any) that you want.
   9) If you already made a decision on PAWS, then to adjust the amount or award period, you must complete a Loan Change Form or submit a written request in the One Stop Shop.

II. Federal Direct Stafford Loan Entrance Counseling
   1) Visit http://studentloans.gov and then click on “Sign In.”
   2) Click on “Complete Entrance Counseling.”
   3) Select which type student you are (Undergraduate or Graduate/ Professional)
   4) Select Georgia State University as your school when prompted.
   5) Read the information carefully on each page and answer the questions in each section.
   6) After reading the Borrowers Rights and Responsibilities, hit “Submit.”
   7) Verify that the screen reads “Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/ Unsub/ Perkins Loan Type.”
   8) Monitor PAWS for confirmation to appear in about a week. (Visit the “Finances tab” in PAWS and select “Access My Financial Aid Information.” Select the appropriate academic Aid Year.)

III. Federal Direct Stafford Loan Master Promissory Note (MPN)
   1) Go to http://studentloans.gov and then click “Sign In.”
   2) Click on “Complete Master Promissory Note.”
   3) Select for which type of loan you are completing the MPN.
   4) Complete the MPN by filling in the requested information. (for Parent PLUS loan, must use Parent data to log in)
   5) You will need two personal references with different addresses.
   6) Review the Terms and Conditions and submit.
   7) Review your previously submitted information and at the bottom fill in your name and submit.
   8) Your signature should then be authenticated and you will need to review the document in HTML format and then hit “Continue.”
   9) The following message will be displayed: “Thank you for submitting the MPN. You may view/ download the PDF version of your completed MPN.”
   10) Monitor PAWS for confirmation to appear in about a week.
Graduate Plus Loan

A Federal Graduate PLUS is a loan in a graduate or professional student’s name enrolled at least half time in a degree seeking program. The Graduate PLUS Loan carries the same terms and conditions as the Parent PLUS Loan. The borrower should apply for the Subsidized and Unsubsidized Stafford Loan before applying for a Graduate PLUS loan. A credit check is required.

First-time Borrowers

- Complete Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- Complete Grad Plus Loan application online at PAWS at https://paws.gsu.edu/cp/home/displaylogin
  - Complete Federal Direct Student Loans Entrance Counseling for Graduate Plus at https://studentloans.gov/myDirectLoan/index.action
  - Sign Master Promissory Note (MPN) for Graduate Plus at https://studentloans.gov/myDirectLoan/index.action

Repeat Borrowers

- Complete Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- Complete Grad Plus Loan application online at PAWS https://paws.gsu.edu/cp/home/displaylogin
Welcome to the Robinson College of Business!

Whether you are actively seeking a new job, a promotion within your organization, or changing careers entirely, the Robinson Career Management Center (CMC) has the resources you need to accelerate your career advancement.

The CMC provides individual coaching services, workshops, and cutting edge software tools to help you develop a personal career plan that leads to long-term success, but the key is for you to take an active role in your career success.

What do we mean by “take an active role in your career success”? Planning your career is a journey and not a destination. In today’s work environment, careers are seldom built in one organization, industry or functional area. The impact of this change in the career landscape means we must change the way we manage our careers by developing our own career strategy, then identify and leverage the resources necessary to execute our plan.

Thinking about a career strategy – just as a company tries to understand its competitive strategy – offers a much more proactive and effective way to understand how to succeed in these times. Individuals who adapt to this new career landscape by pro-actively developing their own career strategy will be more successful than those who long for a return to the relative job security of the past.

To engage in this process, we recommend the following next steps:

**Step 1 – Register in RCC-Robinson Career Connection:**
- To gain access to CMC resources (i.e, jobs, internships, supplemental tools)
- Register for career related events and programs
- Connect with your designated Career Counselor

**Step 2 – Engage in Individual Career Coaching:**
- Meet 1-on-1 as much you as your require with the Career Counselor assigned to your program. Together you will begin to devise your personal Career Strategy.

**Step 3 – Leverage CMC Resources:**
- To execute your next career move, utilize information obtained from discussions with your Career Counselor in conjunction with CMC resources to refine and execute your Career Strategy.

**RCC- Robinson Career Connection**
*RCC is your gateway to accessing CMC services, jobs & internship postings and career events.*

During orientation, our staff will provide you with a detailed overview of RCC with an emphasis on how to complete your profile, upload your resume and register for events. In addition, we will provide you with resume guidelines and discuss our resume approval process.
Following orientation, you are expected to login to RCC, complete your profile and upload your resume. Once your resume is approved, we encourage you to engage in individual career counseling by making an appointment via RCC with your Career Counselor and to leverage other CMC resources available via RCC to develop your career strategy.

**RCC Overview**
In order to provide you with a sense of how RCC works, we have included the screen shot below. This is an example of the type of information our team will share with you during orientation.

**CMC Program Highlights**
In addition to RCC and Individual Coaching, the CMC also provides students with access to a variety of workshops, panel discussions, information sessions, and guest speakers at the different campus locations. Specific times and dates for the events are listed on the CMC website.

**Executive Career Coaching (ECC)** - This unique program provides Robinson graduate students who apply and are selected to participate with the opportunity to seek career advice and guidance from senior executives and experienced business professionals. The session provides students with an opportunity to...
gain insight and feedback and identify areas for professional development. The program is offered twice each year; in the Fall and Spring semesters.

**Career Exploration Breakfast** - This event, offered two times each year in the Spring and Fall semesters presents a panel of experts on various careers such as Marketing, Finance, Accounting, Healthcare, Information Technology, Operations, Analytics and other industries who will discuss trends within their respective areas. Panelists discuss what students need to do to prepare for a career in that industry or function.

**Career EXPO** – The CMC hosts a Career Expo in the Fall and Spring of each year. These events bring together companies seeking to hire our talented and qualified students. Students can meet representatives from target companies, network, interview and get hired by the employers who participate in the event.

**Workshops and Webinars**
The CMC facilitates a number of webinars and workshops during the Fall and Spring semesters to address various career management topics: career management plan, resume review, cover letters, networking, interviewing techniques, general business etiquette, and on-going career management.

**CMC On-Line Resources**
The CMC provides students with access to a variety of web-based career resources to help you develop your career strategy and execute your next career move. All of our on-line resources can be access via RCC ‘Frequently Used Links’.

We strongly encourage students to utilize the **Robinson Student Career Guide** which is a comprehensive document which includes detailed information on everything from resumes and interviewing to networking and job offer negotiation. The guide can be accessed via the CMC website ([www.cmc.robinson.gsu.edu](http://www.cmc.robinson.gsu.edu)) as well as through RCC ‘Frequently Used Links’.

---

<table>
<thead>
<tr>
<th><strong>Atlanta Business Chronicle</strong></th>
<th>Atlanta Business Chronicle is the best source for local business news in print and online. Each week, Atlanta's business decision makers depend on the Chronicle for the latest breaking news, trends in the market, employment opportunities and hundreds of sales leads.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hoovers</strong></td>
<td>Hoover’s is a business research company which provides information on companies and industries relevant to company revenue, personnel, location and other pertinent information necessary to research which companies and/or industries to target during your career search.</td>
</tr>
<tr>
<td><strong>Vault</strong></td>
<td>Comprehensive career information covering a multitude of workplace topics, thousands of company profiles, data on occupations and industries, up-to-the-minute message boards, job-related video feeds, blogs and robust research tools.</td>
</tr>
<tr>
<td><strong>Careershift</strong></td>
<td>Integrated job hunting tool that provides links to research further, in-depth information about company contacts within organizations to help you network yourself to the top.</td>
</tr>
</tbody>
</table>
We encourage you to take advantage of the programs, events and tools listed within this document and others as you discuss them with your Career Counselor. It’s time to take an active role in your career success!
Libraries

Georgia State houses three university libraries. Additionally, many academic departments provide libraries for their students.

University Library

The University Library contains more than 1.5 million volumes, including nearly 8,000 active serials and nearly 22,000 media materials. The library provides access to numerous electronic periodical and resource indexes (many with full text), more than 28,000 electronic journals, and about 30,000 electronic books. Additionally, the library is a Federal Document Depository and holds more than 820,000 government documents with electronic access to many additional titles.

The University Library is comprised of Library North and Library South, which are connected by a bridge on floors 3-5. Visit the University Library at 100 Decatur Street SE, Atlanta, GA, 30303-3202, on the University Plaza, or call 404.413.2800. http://www.library.gsu.edu/

Special Collections and Archives

The Special Collections Department of the Georgia State University Library collects and preserves unique and rare historical materials in selected subject areas. The department promotes the use of these materials by the Georgia State community, scholars and the public. Its goal is to advance scholarship and to further the educational, research and service missions of the university. The seven curatorial areas are: Southern Labor Archives, Popular Music Collection, Women's Collections, Georgia Government Documentation Project, University Archives, Rare Books and Photograph Collections.

http://www.library.gsu.edu/spcoll/

Law Library

The College of Law Library, an essential resource for the College of Law, metropolitan Atlanta's legal community and the public, provides print and electronic resources, advanced technology, and superior service. The library is designed to foster an environment where researchers can prepare for classes or work on legal issues. Visit the library on the first floor of the Urban Life Building. http://law.gsu.edu/library/

The University Library also offers many research tools and services:

Ask-A-Librarian
Research assistance via chat, e-mail, telephone, or in person. http://www.library.gsu.edu/askalibrarian/

GIL@GSU
GIL is the online catalog for the University Library, including the Alpharetta Center and the Law Library. https://gil.gsu.edu/

Research Databases
The University Library provides access to a variety of subject-specific and general-research databases, including many that contain full-text journal and magazine articles. In addition, the library participates in GALILEO, a statewide network that provides access to more than 100 databases indexing thousands of periodicals and scholarly journals. http://www.library.gsu.edu/databases/
Research Guides
For more than 35 general subject areas, the University Library provides research guides that will help students identify books, journals, databases and internet resources on a topic. http://library.gsu.edu/ (select tab “Research Guides”).

Research Librarians
Not sure where to direct your research? Research librarians are standing by to help you find the right sources of information. http://www.library.gsu.edu/askalibrarian/

Law Research
The Reference Staff at College of Law Library has composed research guides to assist you in your legal research needs. http://libguides.law.gsu.edu/content_mobile.php?pid=224318&sid=2278565

Electronic Reserves System
ERes offers a single point of access for students to search both digital and physical copies of course reserves. An ERes course page is designed for each class. http://www.library.gsu.edu/reserves/
Electronic Databases (access through http://www.library.gsu.edu/ - Articles / Databases link)

For Academic, Trade Journals, Magazines, Newspapers, Encyclopedia summaries
- ABI/Inform Complete (articles, news and trade industry reports)
- Business & Company Resource Center (industry classifications, associations)
- Business Source Complete (check company profiles, market research, reviews)
- Communication and Mass Media Complete (indexes 460 journals)
- EconLit (scholarly articles)
- Public Affairs Information Service (PAIS) International
- Web of Science (check the Social Sciences Citation index)
- For News
- Factiva (convenient access to key financial news sources)
- Lexis Nexis Academic (lots of info behind the company profile link)
- World News Connection (non-US media sources – translated)

For Annual Reports, Financial Statements, Ratio Analysis
- NetAdvantage (Industry Surveys, newsletters, educational tutorials)
- Mergent Online (international stock exchange listings, country profiles)
- Thomson One Banker Analytics (financials, ratio analysis, analyst reports)
- Hoover’s Online (company profiles and competitor lists)

Marketing Data
- TableBase (search for data tables by keyword)
- Mediamark Reporter (MRI+) (register using your GSU e-mail)
- Global Market Information Database (GMID)

Other Good Sources for Data
- ReferenceUSA (contact info, parent/subsidiary relations, GIS data)
- ICPSR (Inter-university Consortium for Political and Social Research)
- Social Explorer (US demographic info & mapping capability)

International Business Information
- EIU Country Commerce
  Guides to investing, licensing, and trading for 50+ countries. Report offers key economic indicators, chief trading partners & lists of key contacts at banks, ministries, chambers of commerce, and other institutions.
- EIU ViewsWire
  Timely analysis on key economic, political and business developments on any of 1995 countries around the world.
- World Development Indicators Online
  Statistical data for over 600 development indicators and time series data from 1960-2003 (selected data for 2004) for over 200 countries and 18 country groups.
• **Global Market Information Database (GMID)**
  Comparable demographic, economic and marketing statistics for 205 countries. Access to over 1 million demographic, economic and lifestyle indicators; includes forecast numbers to the year 2015.

**Computer & Information Science Resources**

- **ACM Digital Library** (covers most topics in computer science since 1985)
- **IEEE Xplore** (journals, proceedings and current standards)
- **Computer & Information Systems Abstracts** (mostly citations)
- **Computer Source: Consumer Edition** (current trends in high technology)
- **Computer Science Index** (scholarly and technical articles)
- **Web of Science** (scholarly and technical articles)

**Selected Titles in the Print Reference Collection (2nd Floor, Library North)**

**RMA** Annual Statement Studies
Industry Norms and Key Business Ratios
Almanac of Business and Industrial Financial Ratios
American Incomes 2007
The Lifestyle Market Analyst 2008
Research Alert Yearbook: 2008 Year in Review
Best customers 2006
Demographics USA. County edition 2007
Euromonitor – Consumer USA 2005
The Future Demographic:
  - Global Population Trends and Forecasts to 2010 and Beyond
  - The American Marketplace: Demographics & Spending Patterns
  - Who’s Buying Executive Summary of Household Spending 2007
  - Who’s Buying Information Products and Services 2007

HF5681.B2 R6
HF5681.R25 I53
HF5681.R25 T68
HC110.I5 O34
HF5415.33.U6 L54
HF5415.33.U6 R47
HC79.C6 R87
HC101 .S22
HC101 .C744
HA155 .F98 2004
HB848 .O34
HC110.C6 W48
HE7601 .W46
GSU Bookstore

The Georgia State University Bookstore is your official headquarters for textbooks, class supplies, University licensed insignia merchandise, gift items, general books, computers, software, Graduation Regalia and Photography, and accessories, and snacks. Our convenient one-stop shopping facility provides numerous advantages for students, faculty, and staff on the go. Textbooks adopted by Georgia State University faculty for classes at Georgia State are available for purchase on line, with home delivery or store pick up. Payments: Cash, check, PantherCash, and most major credit cards.

Please find the hours of operation online at http://services.gsu.edu/service/bookstore/.

For information about buying and renting textbooks, please visit http://www.bkstr.com/georgiastatestore/home.

University Bookstore
66 Courtland Street, 3rd Floor
404.413.9700
gsu@bkstr.com
While convenience is often the number one reason for living on campus, you’ll find University Housing offers students much more than just a place to study and sleep. A decision to live in University housing means you will join the 4100 students who live on our campus and call it home.

University Housing provides opportunities for student growth and development through educational, cultural, recreational, and social programs presented in our living & learning communities. If you choose to live in University Housing, you meet more people — guaranteed. Living on campus will give you a greater sense of connection with the University and with the people you will meet.

Please visit the following links for housing options and the application process:

Housing Options - [http://myhousing.gsu.edu/residence-halls/](http://myhousing.gsu.edu/residence-halls/)

Application Process - [http://myhousing.gsu.edu/applying-for-housing-2/](http://myhousing.gsu.edu/applying-for-housing-2/)

For more information, please visit [http://myhousing.gsu.edu/](http://myhousing.gsu.edu/).
Health Insurance

Georgia State University offers health insurance to two primary groups of students, mandatory and non-mandatory (voluntary). Those students in the mandatory group are required to carry health insurance coverage during their program of study at Georgia State. Mandatory students will be automatically enrolled in the UnitedHealthcare Student Health Insurance Plan and charged for the insurance on their student account. If mandatory students are currently covered by an insurance plan (i.e. parent’s plan, individual plan, or family plan), they may waive out of the mandatory insurance and receive a credit on their student account.

Non-mandatory students or students that are not eligible for the mandatory plan may purchase student health insurance as part of the voluntary enrollment process with UnitedHealthcare and pay directly to UnitedHealthcare Student Resources (UHCSR).

Other students that require student health insurance are students participating in Optional Practical Training (OPT) and Visiting Scholars.

Federal regulations require mandatory students to be covered by health insurance throughout the duration of their program. The mandatory group consists of the following students:

• All graduate students awarded a Full Tuition Waiver as part of their graduate assistantship award.
• All undergraduate, graduate and English as a Second Language (ESL) international students holding F1 and J1 visas.
• All undergraduate and graduate students enrolled in programs that require proof of health insurance.
• All graduate students receiving fellowships fully funding their tuition.
• International Scholars.

Mandatory students can waive out of the mandatory student health insurance plan if they are covered by an alternate insurance plan (i.e. individual, parent’s, or family) that meets the minimum requirements for comparable and adequate coverage mandated by the University System of Georgia.

Georgia State University’s Student Health Insurance Plan (SHIP) is underwritten by UnitedHealthcare Insurance Company, and is administered by UnitedHealthcare Student Resources. The plan is in compliance with all current reform requirements mandated by the Affordable Care Act and meets the requirements of the individual mandate that individuals must have health insurance. The health plan selected by the University System of Georgia is the UnitedHealthcare Choice Plus plan.

Please visit the following site for more information:
http://sfs.gsu.edu/tuition-fees/student-health-insurance/

Please find contact information at the following site:
http://sfs.gsu.edu/tuition-fees/student-health-insurance/contact-ship-representatives/
Student Organizations

Graduate Business Association (GBA)

The GBA is the student body organization for Robinson College of Business graduate programs, representing all MBA concentrations and business majors. It produces and promotes events for professional development, social interaction and academic interests related to the RCB graduate experience. For more information, please visit http://www.gsugba.org/.

GSU Student Organizations

For a full list of student organizations, please visit the Division of Student Affairs website: http://gsu.orgsync.com/.

MBA Alumni Club

The Robinson MBA Alumni Club is a global networking resource for GSU’s Professional MBA and Flex MBA Alumni that seeks to attract an active and loyal membership base while providing resources to educate and build awareness of the GSU MBA programs. Membership is open to both PMBA and Flex MBA alumni and is free. http://robinson.gsu.edu/alumni-giving/alumni/clubs-events/
Robinson College of Business Directory

Accountancy, School of: 5th Floor RCB (404) 413-7200, Website: http://www.cba.gsu.edu/accountancy/index.html

Alpharetta Center: 3775 Brookside Pkwy, (404) 413-2200, Website: http://robinson.gsu.edu/about/facilities/alpharetta/

Business Communications Program: 13th Floor RCB, (404) 413-7676, Website: http://marketing.robinson.gsu.edu/academic-programs/business-communication-programs/

Career Management: 625 RCB, Kenneth Lee, (404) 413 7109, Klee89@gsu.edu Website: http://robinson.gsu.edu/career/index.html

Computer Information Systems: 9th Floor RCB, (404) 413-7360, Website: http://www2.cis.gsu.edu

Doctoral Programs: 831 RCB, Adenike Brewington – Associate Director, (404) 413-7070, abrewington1@gsu.edu, Website: http://robinson.gsu.edu/programs/graduate/doctoral-programs/

Economics: 5th Floor AYSPS, Caroline Griffin – Administrative Specialist, Managerial, (404) 413-0144, cpgriffin@gsu.edu Website: http://aysps.gsu.edu/

Executive Education: 4, 5, and 6th floors Buckhead Center (Tower Place 200), (404) 413-7300 Website: http://execed.robinson.gsu.edu/

Executive MBA Program: 5th Floor Buckhead Center (Tower Place 200), (404) 413-7182, mparis@gsu.edu Website: http://execmba.robinson.gsu.edu/

Executive Doctorate: 5th Floor Buckhead Center (Tower Place 200), Maury Kalnitz – Director, (404) 413-7187, kalnitz@gsu.edu Website: http://robinson.gsu.edu/execdoctorate/index.html

Finance: 1221 RCB, (404) 413-7310, Website: http://finance.robinson.gsu.edu/

Graduate Recruiting and Student Services: 625 RCB, (404) 413-7167, Website: http://robinson.gsu.edu/students/resources/

Health Administration: 805 RCB, (404) 413-7630, Website: http://robinson.gsu.edu/healthadmin/index.html

Help Desk (Systems Support): (404) 413-7100, rcbhelp@gsu.edu Website: http://robinson.gsu.edu/rcbss/help.html

Hospitality Administration: 220 RCB, (404) 413-7615, hospitality@gsu.edu Website: http://robinson.gsu.edu/hospitality/index.html

International Business: 1430 RCB, (404) 413-7275, iib@gsu.edu Website: http://iib.gsu.edu/iib/

Managerial Sciences: 1020 RCB, (404) 413-7525, Website: http://mgmt.robinson.gsu.edu

Marketing: 13th Floor RCB, (404) 413-7650, Website: http://marketing.robinson.gsu.edu/

Real Estate: 1405 RCB, (404) 413-7720, kgibler@gsu.edu Website: http://realestate.robinson.gsu.edu/

Risk Management and Insurance/Actuarial Science: 11th Floor RCB, Carmen Brown – Business Manager, (404) 413-7461, cbrown4@gsu.edu Website: http://www.rmi.gsu.edu
GSU Campus Directory
http://www.gsu.edu/a-z-index/

African-American Student Services/Programs: 315 Student Center, (404) 413-1530

Auxiliary and Support Services: 200 University Bookstore Bldg., (404) 413-9500

Campus Bookstore: 3rd floor, University Bookstore Bldg., (404) 413-9700, gsu@bkstr.com

Campus Visits, Welcome Center: 1st floor, 100 Auburn Ave. NE.134 Dahlberg Hall, (404) 413-2063, tourguide@gsu.edu

Child Development Center: 30 Courtland St., SE (404) 413-8460 (Daycare for students' children)

Disability Services: 230 Student Center, (404) 413-1560 (for disabled students)

The Office of Educational Opportunity & TRIO Programs: Citizens Trust Building, Suite 910 (404) 413-1712

Employment Office, Human Resources: 344 One Park Place South, (404) 413-3270, fax: (404) 413-3275 (placement office for on-campus employment)

Financial Aid: 227 Sparks Hall, (404) 413-2600, onestopshop@gsu.edu

Graduation Office: Citizens Trust Building, 75 Piedmont Avenue, Suite 1190, (404) 413-2248, graduation@gsu.edu or commencement@gsu.edu

Housing Office: Citizens Trust Building, 75 Piedmont Avenue, Suite 110, (404) 413-1800, housing@gsu.edu

Immunization Office/Health Clinic: 141 Piedmont Ave. Ste. D, (404) 413-1930
Fax – 404-413-1955

International Student and Scholar Services: 252 Sparks Hall, (404) 413-2070, fax: (404) 413-2072, isss@gsu.edu

One Stop Shop: 227 Sparks Hall, (404) 413-2600, onestopshop@gsu.edu

Parking & MARTA Information, Auxiliary Services: 200 Bookstore Building, (404) 413-9500

Recreational Services: Student Recreation Center, (404) 413-1750

Registrar's Office: 227 Sparks Hall, (404) 413-2600, onestopshop@gsu.edu

Residency Auditor, Office of the Registrar: (404) 413-2600, tuitionclassification@langate.gsu.edu

Student Accounts: 227 Sparks Hall, (404) 413-2600, fax: (404) 413-2144, onestopshop@gsu.edu

Student Organizations, Office of the Dean of Students: 330 Student Center, (404) 413-1580

University Career Services: 260 Student Center, (404) 413-1820, fax: (404) 413-1825
(service office for off-campus employment opportunities)

Veterans Services, Office of the Registrar: 234 Sparks Hall, (404) 413-2331, vetstudentservices@gsu.edu