



School of Business Administration



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SoBA Prerequisite Policy

It's a policy that we print on every School of Business course syllabus, but it bears repeating here: Prerequisites for a course exist because the School of Business Administration faculty have determined that the knowledge, skills, and/or exposure students receive through the prerequisites is critical to their success in the course and their ability to contribute to their fellow students' learning experience. Students bear the responsibility of verifying that they have the appropriate prerequisites for their courses. Students who enroll in a course without completing the prerequisites risk being dropped from the class at any time during the semester should their lack of prerequisites come to light. In addition, students who enroll without the prerequisites and as a result find themselves at a disadvantage in meeting course objectives will have no redress with the instructor.

Flip through UHV course catalogs dating back several years and you'll find that course prerequisites are nothing new. However, until last summer, we did not have a reliable method for enforcing our prerequisites consistently. Now that we do, failing to enforce published prerequisites would be failing in our obligations to our students, faculty, and accrediting agencies.

Each semester, several dozen students find that they have been administratively dropped from a course for which they were missing prerequisites. SoBA would prefer that administratively dropping a student from a course was never necessary. As a student, you can assist us in making sure this never happens to you in several ways:

- *Verify prerequisites before you register.* Course prerequisites are published in the course catalog, on our website, on each course syllabus and, in many cases, directly on your degree plan. Prerequisites vary slightly based on your catalog year. Your catalog year appears at the top of your signed degree plan. If you have not signed a degree plan, or the degree plan does not note your catalog year, abide by the prerequisites published in the current catalog.
- *Make an appointment with your advisor before registration begins.* Your academic advisor is committed to being available to

answer questions and assist you in planning your schedule. As you might imagine, certain times of the semester are more hectic than others, and inevitably lead to somewhat longer response times from the SoBA staff. By making an appointment to meet with your advisor as soon as the schedule for the upcoming semester is available, you ensure timely, accurate advice on your registration. Don't be afraid to ask specific questions—your advisor will appreciate your diligence when you say, "Would you please review my transcripts, classification, and catalog year and make sure I have met the prerequisites for the courses I wish to take this semester?" **The Summer/Fall 2004 schedule will be available by early March, and summer registration will open April 19. Make plans to visit with your advisor during March or early April.**

• *Have transcripts sent from other institutions as early as possible.* Often your course prerequisites were completed somewhere other than UHV, so make sure our records of your transferred coursework are complete. Official transcripts should be filed with the Office of Admissions and Records each time you complete a course at another institution. In addition, you should provide your academic advisor with an unofficial transcript—either a photocopy of an official transcript, or an unofficial printout of your grades from your online student account—as soon as you complete a course elsewhere.

• *Make sure SoBA has up-to-date contact information.* If questions arise about your prerequisites, your advisor may first try to call or email you rather than send you a letter to see if the problem can be resolved quickly. Your advisor should have your daytime phone number as well as an email address which you check several times a week. If you cannot give your advisor a number where you can be reached during regular business hours, you may want to consider investing in an answering machine so that she can leave you a message and you may contact her at your convenience.

Remember, doing your research and staying in touch with your academic advisor are the best ways to safeguard yourself against unpleasant surprises next semester.

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GMAT Information Session

The UHV School of Business Administration will hold its first GMAT information session on Friday, February 13, 2004 from 4 to 5:30pm. The session will be held at the UHSSL campus in Room 302.

Students who are planning to take the GMAT should attend this session to learn more about the format of the exam, options for preparing for the exam, and ways to control test anxiety.

For more information, please contact Holly Verhasselt, Student Access and Diversity Coordinator, at (281) 275-3376 or by email at verhasselth@uhv.edu. Please RSVP to Holly by Wednesday, February 11 if you plan to attend.

**GMAT Information Session:
February 13, 4-5:30pm**

MBA Conference May 8

The second MBA Conference will be held on Saturday, May 8, 2004 from 10am to 6pm in Sugar Land. All Spring 2004 MGT 6359 students will participate in both a comprehensive exam and a case competition.

The conference begins with participant registration and continental breakfast. Students will sit for their MBA comprehensive exam in the morning, enjoy lunch, and finish the day with group case presentations. For Spring 2004, the School of Business Administration has selected the company RedHat as the topic for the case competition.

The MBA Conference serves as an exciting conclusion to the MBA program, providing soon-to-be graduates with an opportunity to demonstrate the skills they have acquired, and giving SoBA the opportunity to evaluate the effectiveness of the MBA program and to collect feedback from students about their experience at UHV.

The first event, held in December 2003, was very well received. Participants in that conference reported that the case competition showed them that all of their previous coursework could be integrated and applied to solving real-world problems. They enjoyed preparing and presenting their case analysis with teams of their fellow students, and valued the feedback from the panels, which are composed of faculty from multiple disciplines.

While the conference is mandatory for all MGT 6359 students, all SoBA students are encouraged to attend the afternoon case presentations.

For additional information about the conference, as well as further announcements regarding the location, please visit the SoBA website at:

www.uhv.edu/bus/new/students/mbacasecomp.asp.

Spring MBA Conference: Saturday, May 8, 2004

F-1 Visa Status

F-1 students are responsible for making sure that they are in status, which includes registering as early as possible, making sure that they are taking at least 9 hours with at least 6 hours face-to-face or ITV, and making sure that they are not dropped from their courses by (1) using online resources to verify their prerequisites and (2) paying their tuition and fees on time. If you are dropped from a course for missing prerequisites or nonpayment, SoBA will not automatically reinstate you.

MBA Orientation

The MBA orientation familiarizes new students with the School's mission and values, the mission and objectives of the MBA program, SoBA's expectations of MBA students, and services available to UHV MBA students. In addition, content modules assist students in writing research papers and case studies, delivering presentations, and meeting other general course requirements.

All MBA students admitted for Fall 2003 and after are required to complete the online orientation before they register for a second semester in the program. Students who were admitted to the MBA program before Fall 2003 are not required to complete the orientation, but are encouraged to do so in order to benefit from the information being distributed in this manner. All students are held accountable for all published SoBA policies and procedures. The orientation is available at www.uhv.edu/bus/new/orientation/.

MBA Math Assessment

All MBA students admitted for Fall 2003 and after are required to complete a math assessment during their first semester of enrollment. The assessment is available online and is offered free of charge. The assessment consists of forty multiple choice questions. The passing standard is 80%. Students who do not pass the math assessment will be required to pass a math assessment final online before registering for their second semester. For more information regarding the math assessment, please visit the SoBA website at: www.uhv.edu/bus/new/students/math.asp.

MBA Online Courses

More than half of SoBA students complete at least a portion of their degree program through online courses. Online courses provide a scheduling flexibility that is extremely useful to students with complicated schedules. However, students enrolled in online courses should be aware of certain policies and procedures related to the course. A detailed description of these policies and procedures is available in the online MBA Orientation. When students first enroll in online courses, they need to complete an online orientation which demonstrates our course delivery system, WebCT. A link to this orientation is available on the SoBA website. Online courses begin the same week as the face-to-face courses. If you have difficulty logging in to your online class during the first week, seek assistance immediately by emailing bustechhelp@uhv.edu.

Academic Center Services

The Academic Center provides a variety of services to UHV students, including face-to-face and online writing assistance (tutoring). BBA students are required to use the Center during their enrollment in ENG 3430, and MBA students are required to seek their feedback during MGT 6351 and MGT 6359. However, all SoBA students would benefit from sessions in which tutors aid students in looking more critically at their own writing to examine issues such as organization, structure, and development of ideas. Center staff can also help you develop your own editorial skills in terms of grammar, mechanics, and effective sentences.

The key to a profitable experience with the Academic Center is to understand the skills they can help you develop:

- **Personal Editing:** Center staff will draw your attention to patterns of error in your paper and direct you to tools that will allow you to find and correct these errors yourself. They will not edit an entire paper and assure you that it is free of errors.
- **Organizing:** Center staff will evaluate whether you have organized your thoughts effectively and communicated them clearly. They will not critique the content of your writing.
- **Managing Option Anxiety:** Assuming that more than one member of the Center staff reviews your work, the evaluations you receive may not match. There is often more than one way to write something well, and they both work if they are developed well. Choosing which opinion to incorporate and executing it well are a vital part of finding your personal writing style.

For more information about Academic Center services, please visit them on the web at www.uhv.edu/ac. Students enrolled in MGT 6351 should also visit www.uhv.edu/bus/new/students/mgt6351.asp for specific information about research paper requirements, and students enrolled in MGT 6359 should visit www.uhv.edu/bus/new/students/mbacasecomp.asp to learn more about case study assessments.

Graduation Applications

UHV does not automatically award a degree when you complete your scholastic requirements. To be considered as a candidate for a degree, you must submit an application for graduation to the Office of Admissions. Students who will complete their degree requirements in May must submit their applications for graduation by Friday, February 13, 2004. The application forms are available online at www.uhv.edu/oar/forms.htm. At this time, UHV anticipates holding Spring commencement on Saturday, May 15, 2004 at 9:30 am at Faith Academy Church in Victoria. The Victoria College Bookstore can provide information on caps, gowns, and invitations. For more information, please visit them on the web at www.victoriacollege.edu/dept/bstore or by phone at (361) 572-6430.

Spring Graduation Applications due February 13

Victoria Staff Relocating

Students who attend classes at the Victoria campus have no doubt noticed that University West has been under construction. As we continue renovations to the building, many staff will be moving from their current offices to temporary offices. If you need to visit with a member of the SoBA staff, please consult the table below for their temporary locations:

	Location before January 30	Location beginning January 30
Jane Mims, Director of MBA Programs	UW 214A	UW 247
Laura Knowles, Degree Plan Counselor	UW 214D	UW 243
Gwen Jones, Senior Secretary	UW 214E	UW 246
Mary Borden, Online Support Technician	UW 214B	UW 248
Charles Bullock, Dean	UW 219	UW 205
Jolynn Young, Administrative Secretary	UW 219	UW 205
Erika Helms, Senior Secretary	UW 219	UW 205

Phone numbers for all staff will remain the same.

Many faculty are moving to new permanent offices. If you have an appointment with an instructor at the Victoria campus, please verify his or her office location beforehand.

UHV Email Accounts

Email accounts at UHV are automatically created for all currently enrolled students. Both the University and SoBA will conduct most official communication with you through these email accounts. You should check your UHV email account at least once a week to be sure that you are not missing any critical announcements. In particular, SoBA may use your UHV email account to notify you that a course has been canceled or rescheduled, or that you will be dropped from a course for missing prerequisites. Neither the University nor SoBA will be held responsible for any consequences associated with your failure to check this email account.

Most students already use at least one professional email account, and may not see the necessity of activating their UHV accounts. However, UHV email accounts have advantages over other accounts you may be using:

- These accounts provide more storage space than "free" personal accounts.
- They do not automatically filter critical email from university personnel into the trash because of faulty "spam" settings.
- They provide the university with an official record of your attempt to send an email—a useful feature if you often email assignments to faculty and wish to be able to prove you met a deadline in the event of non-delivery.

Complete instructions for accessing your university email account are available at:
www.uhv.edu/it/student/activate_your_acct.htm.

Accepting Applications for Jack Kent Cooke Scholarship

The Jack Kent Cooke Foundation, which runs one of the country's most competitive private scholarship programs, has opened its Graduate Scholarship Program to graduating seniors and recent alumni from any accredited college or university in the US. The Foundation plans to award as many as 35 scholarships in July 2004 for use during the 2004-2005 academic year, and will renew each award in subsequent years based on performance. Candidates for the scholarship must be nominated by the faculty representative at their institution. To be *eligible* for a UHV nomination, the scholarship applicant must:

- Be a UHV senior, or have graduated from UHV since May 1999 and not have begun graduate school
- Have a cumulative GPA of at least 3.5
- By April 15, be accepted or on a waiting list for a full-time graduate degree program at an accredited university for Fall 2004

To be *considered* for a UHV nomination, the applicant must submit 3 photocopies of the following items by **Monday, March 29, 2004**:

- Nominee information and applicant form

- Financial information forms, including all requested attachments
- Unofficial transcript showing all undergraduate coursework through Fall 2003
- Two letters of recommendation (may be sent directly by recommenders if they prefer)
- Graduate school acceptance letter, as well as any correspondence from the graduate school regarding financial awards. (If the applicant is on a waiting list, he or she should submit a note to this effect.)
- Resume/vita
- A portfolio if the student will be studying art (to be returned after the review process)

All forms listed above, as well as additional information about the scholarship, are available online at www.jackkentcookefoundation.org. Complete packets, as well as subsequent correspondence received from the graduate school through April 15, should be submitted to Jane Mims, University of Houston-Victoria, 3007 North Ben Wilson, Victoria, TX 77901. Applicant review will begin on March 30, and UHV's nominees will be notified by mail after April 16.

Spring 2004 Open Houses

SoBA will hold an open house at the University of Houston System at Cinco Ranch from 4 to 7pm the last Wednesday of each month. Open houses are an opportunity for current students to meet with their advisor, and for prospective students to learn more about the programs, meet our staff, and interact with current students.

Policy on Equal Educational and Employment Opportunity

It is the policy of the University of Houston-Victoria to ensure equal opportunity in all its educational programs and all terms and conditions of employment without regard to race, color, national origin, religion, sex, age, handicap, or veteran status.

Upcoming Dates

February 13—Last day to apply for Spring graduation
February 17—Last day to drop a course or withdraw without receiving a grade
February 25—SoBA Open House UHSCR
March 1—Deadline for Summer International Applications
March 15-21—Spring Break
March 31—SoBA Open House UHSCR
April 1—MBA Application Deadline for Summer 2004
April 19—Summer Registration Begins
April 27—Last day to drop or withdraw from Spring semester
April 28—SoBA Open House UHSCR
May 1-2—Online Final Exams for Elective BBA and MBA Courses
May 8—MBA Conference
May 8-9—Online Final Exams for Core BBA and MBA Courses
May 8-14—Final Examination Period
May 15—Spring 2004 Commencement
December 4—MBA Conference

Contact Numbers for UHV SoBA

Current and prospective MBA and BBA students are encouraged to contact one of the following advisors with any questions about our programs:

- Laura Knowles, University of Houston-Victoria, (361) 570-4232
- Rosie McCusker, University of Houston System at Cinco Ranch, (832) 842-2858
- Kristy Pullin, University of Houston System at Sugar Land, (281) 275-3318

All advisors may be reached by email at busadvisor@uhv.edu

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