



STUDENT GUIDE

MASTERS IN HEALTH ADMINISTRATION



Introduction.....	Page	3
Student ID, PIN, and Email.....	Page	3
MHA Program Expectations.....	Pages	4-5
Scheduling Courses.....	Pages	6-7
Registering For Courses.....	Pages	7-9
Waitlisting Courses.....	Page	10
Finding Courses and Materials.....	Page	11
Monitoring Program Progress.....	Page	11

Introduction

Welcome MHA students! Our program encourages students to use the information that we provide in this MHA Student Guide to proactively plan a curriculum for coursework.

- For assistance with general admission, course registration, or program information, please contact Matt Vines, MHA Program Coordinator, at Matt.Vines@lsus.edu
- After admission to the MHA Program and course registration, please check the MHA Resource Center Moodle course for frequently asked questions, program policies, curriculum offerings, program recognitions, and much more.

Student ID, Pin, and Email

The Student ID and PIN acts as a username and password. They allow students to access all of the internet-based applications, including student email, myLSUS, and Moodle.

The student email will be activated the weekend before classes begin for newly admitted students. Check the LSUS student email account multiple times a day because email is the main method for sending important information. Be aware that the MHA Program may not respond to requests from email addresses unaffiliated with the University.

Access to myLSUS is awarded upon acceptance into the MHA program. Moodle access is available about a month before any term, with class material open no later than the morning of the first day of class.

For questions related to forgotten Student ID and/or PIN numbers or technology related difficulties, please contact LSU Shreveport Informational Technology Services Department at (318) 797-5221 or its@lsus.edu.

MHA Program Expectations

Prior Preparation

The MHA program is a rigorous AACSB accredited graduate program. Students in the MHA Program are expected to have a level of prior preparation from their undergraduate degree program, their previous/current employment, and/or other coursework. Prior preparation includes basic computing, quantitative, grammar, and writing skills. In addition to basic skills, the MHA Program expects students to have prior skills in economics, statistics, finance, and accounting. Optional foundation courses are available in economics, statistics, finance, and accounting. Students are personally responsible for preparing themselves prior to entering courses with stated knowledge expectations. All students are responsible for their own basic level of preparation. Professors and/or Academic Coaches in courses do not provide remedial support for students who are not prepared.

Time Commitment

Students routinely ask how much time they are expected to spend on a course. Students who have commitments outside of this program should carefully consider the amount of time they have available to dedicate to a term, remembering that each course may require as much as 30 hours per week. The MHA program is a rigorous AACSB accredited graduate program. Conventional wisdom for any Masters-level graduate course work at accredited universities is a commitment of 3 to 4 hours a week of study time per credit hour. For an online course, an hour is added to this study time (4 to 5 hours per week per credit hour). As a 3-credit hour course, in a traditional 15-week format, students should be willing to commit 12 to 15 hours per week per course. In an accelerated format, the estimate doubles. The recommended amount of time that a student should be committing to an MHA course is 24 to 30 hours each week.

Performance Measures

The MHA program is a rigorous AACSB accredited graduate program, in which students will earn letter grades in accordance with achievement expectations established by the Professor. Students who desire to achieve a grade higher than a C must exceed minimum expectations.

Grade Appeals

The MHA program is a rigorous AACSB accredited graduate program. The University has an established policy governing the student's access to submit a grade appeal. Appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons. The following do **not** qualify as basis for appeals:

- Technical issues **unrelated** to university provided services such as problems with the student's internet service provider do not qualify as a basis for an appeal.
- Malfunctioning personal devices including computers, tablets, & phones do not qualify as a basis for an appeal.
- Malfunctioning browsers do not qualify as a basis for an appeal.
- Performance below expectations on tests does not qualify as a basis for an appeal.
- Perceived difficulty or appropriateness of class material, textbooks, or assignments and tests does not qualify as a basis for an appeal.
- Dissatisfaction with instructor's qualifications, teaching methods, or teaching effectiveness does not qualify as a basis for an appeal.

Communication Protocols

The MHA program is a rigorous AACSB accredited graduate program. During the time in the MHA program, students will have the opportunity to interact with Professors, Academic Coaches, staff members, and other students. LSUS expects the highest level of professionalism in these interactions. The default method for addressing an MHA faculty member should be Dr. or Professor. Additionally, Professors should only be contacted using the contact information provided on the course syllabus. The MHA Honor Code provided below requires a commitment to civility and professional communication in interactions with Professors, Academic Coaches, staff members, and other students. The expectation for a response from a Professor, Academic Coach, or staff member should be 48 hours. Students who submit repeated requests slow the response time for all.

Please remember that there is a hierarchical structure in the College of Business pertaining to course-related questions. Your first point of contact for your course is always your Course Professor. If you contact the MHA Coordinator, Matt Vines, prior to contacting your Professor, you will be forwarded back to the Professor to handle your concern.

MHA Honor Code

An MHA Honor Code, established by policy, requires students to commit to the MHA Honor Code in each course taken. Below is the MHA Honor Code.

I agree to demonstrate high ethical standards in all aspects of my participation in the LSUS MHA program and will not engage in any behavior that discredits my degree, puts other students at a disadvantage, or unfairly elevates my performance. Ethical standards extend to matters of academic integrity and behavioral conduct. In particular, students are expected to demonstrate the highest level of respect for fellow students and instructors in emails, forum posts, and group interactions. Disrespectful comments, inciting language, or cyberbullying of anyone in an MHA course is a violation of the MHA Honor Code.

Proctoring

In support of academic integrity at LSUS, courses in the MHA program will use online proctoring services. Check the course syllabus and Moodle course site for more information. Standard proctoring services are free to students. Use of a proctoring service will require that a student adhere to the proctored test protocols. See the Getting Started section of your Moodle course. Some students prefer to use a dedicated computer obtained solely for proctored testing.

Tutoring

LSUS provides online tutoring services offered through the Student Success Center, which can be accessed at <https://www.lsus.edu/offices-and-services/student-success-center/graduate-students/graduate-tutoring-services>. Use of any site offering information sharing is not considered tutoring at LSUS and may be a violation of the MHA Honor Code and the Student Code of Conduct. Information sharing sites should not be used for posting or accessing proprietary MHA course materials.

Role of Academic Coach

The MHA program is a rigorous AACSB accredited graduate program. Throughout the MHA program, students may have the opportunity to interact with Academic Coaches. An Academic Coach in the MHA Program is a support staff member for the Professor of the course. The duties of an Academic Coach are assigned by the Professor and typically include communication monitoring, grading assistance, and entering feedback. Academic Coaches do not design course materials, set grading policy, or determine course standards. Academic Coaches do not provide remedial training for students enrolled in a course for which the student is not prepared.

Scheduling Courses

Our MHA program consists of accelerated courses over a seven-week session. All courses are based on Central Standard Time (CST). The MHA Course Rotation can be found in the MHA Resource Center Moodle course or at: <http://www.lsus.edu/online-mha>

MHA Optional Foundation Courses

Optional foundation courses are: (1) one credit hour courses, (2) offered in a seven-week, accelerated format, and (3) graded on a pass/fail basis. Students must achieve a passing grade to earn a grade of P. If a student does not earn a passing grade, a grade of F will be entered. While a P grade does not change the GPA, a grade of F will negatively affect the GPA, the transcript, and the academic standing of a student in the MHA program.

MBA 500: Fundamentals of Accounting (offered in Fall AP2, Spring AP2 and Summer AP2), recommended prior to MHA 706.

MBA 501: Fundamentals of Economics (offered in Fall AP1, Spring AP1 and Summer AP1) recommended prior to MHA 710

MBA 502: Fundamentals of Finance (offered in in Fall AP2, Spring AP2 and Summer AP2) recommended prior to MHA 706.

MBA 503: Fundamentals of Statistics (offered in Fall AP1, Spring AP1 and Summer AP1) recommended prior to MHA 705 and MHA 710.

MHA Core Courses

MHA 701: Healthcare Organizational Behavior (AP2)

MHA 702: Healthcare Human Resources Management (AP1)

MHA 703: Healthcare Law and Ethics (AP1)

MHA 704: Healthcare Marketing (AP2)

MHA 705: Healthcare Informatics (AP2)

MHA 706: Healthcare Finance (AP1)

MHA 707: Healthcare Systems (AP2)

MHA 708: Healthcare Policy (AP1)

MHA 709: Healthcare Strategic Management (AP2)

MHA 710: Healthcare Economics (AP1)

Sample Schedules

Sample schedules may assist with course selection. Sample schedules are advisory in nature and are subject to program changes. Be advised that previous courses taken may not align with sample schedule information, and deviation from the recommended courses will disrupt the sample schedule sequencing. Access the links in the MHA Resource Center Moodle course to view the sample schedule for MHA Program.

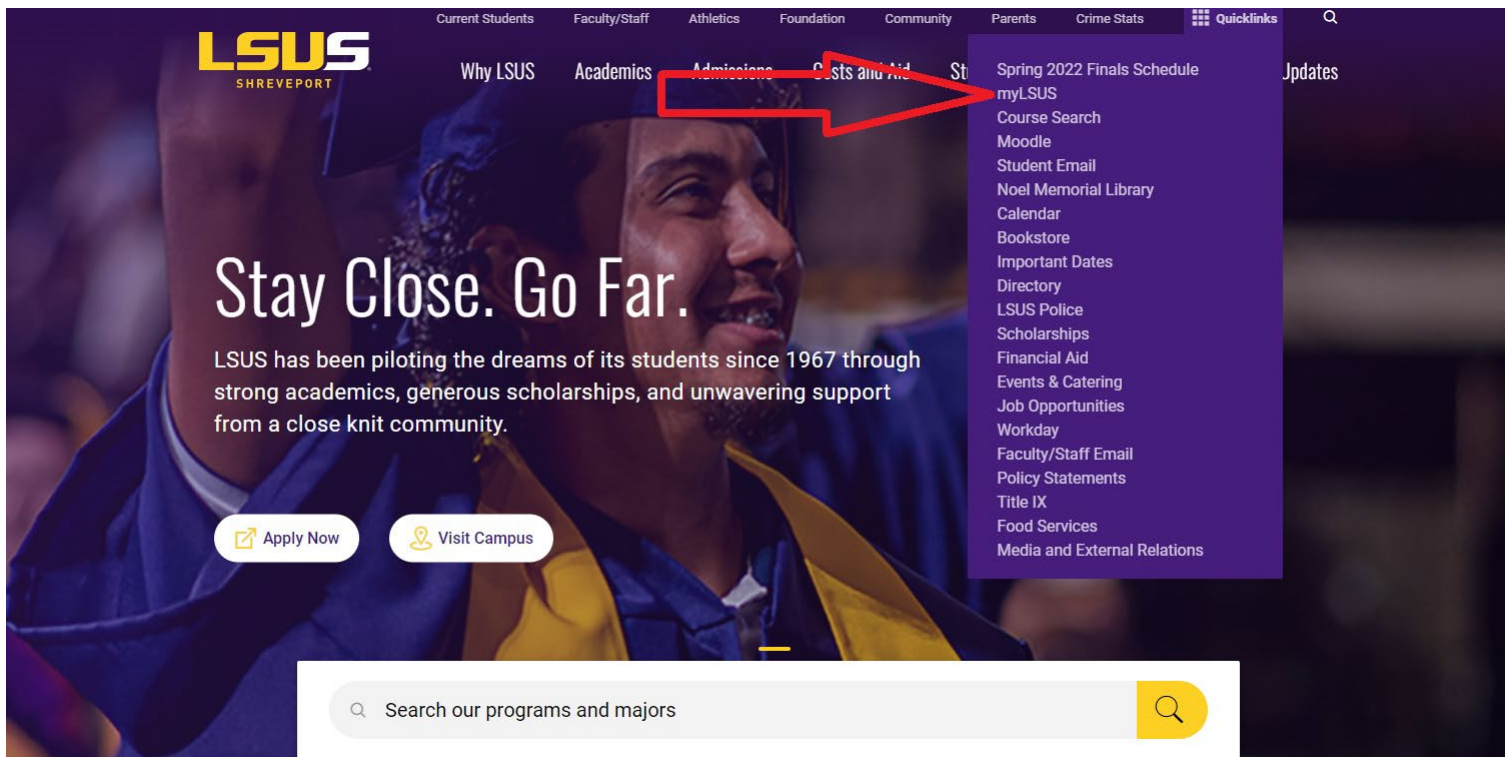
MHA Resource Center Moodle Course

Each LSUS MHA student is automatically enrolled in the MHA Resource Center Moodle course. This course is located towards the top of a student's Moodle course list. Here students will find answers to frequently asked questions, program policies, curriculum offerings, program recognitions, and much more. Students should access the MHA Resource Center Moodle course on a regular basis to stay up to date on LSUS MHA information.

Registering for Courses

Follow these steps to register for courses:

1. Go to www.lsus.edu.
2. Go to the Quick Links drop-down menu for links to all Internet-based Applications including myLSUS.
3. Select myLSUS.



4. Log into myLSUS (Use Student ID number and PIN).

myLSUS

Public Access
(No Password Required)

- Course Schedules
- GPA Calculator
- Course Descriptions
- Admissions
- Academic Calendar
- Tuition and Fees
- Student College Application
- Pilot Transfer Tables
- Return to LSUS Home

Student Access
(Password Required)

Student ID:

PIN:

Faculty/Staff Access
(Password Required)

Logon ID: Log on with your network ID.

Password:

Mobile Access

- Mobile Web Site
- About Mobile Web Site

A Member of the LSU System
LSUS is an Equal Opportunity Educator and Employer

Louisiana State University Shreveport
One University Place
Shreveport, LA 71115
(800) 225-8887 (318) 797-8000

5. Select **Course Schedules** from the left side of the menu.

myLSUS

Public Access
(No Password Required)

- Course Schedules
- GPA Calculator
- Course Descriptions
- Admissions
- Academic Calendar
- Tuition and Fees
- Student College Application
- Pilot Transfer Tables
- Return to LSUS Home

Student Access
(Password Required)

Student ID:

PIN:

Faculty/Staff Access
(Password Required)

Logon ID: Log on with your network ID
(e.g. rsmith)


Mobile Access

- Mobile Web Site
- About Mobile Web Site

A Member of the LSU System
LSUS is an Equal Opportunity Educator and Employer

Louisiana State University Shreveport
One University Place
Shreveport, LA 71115
(800) 225-8887 (318) 797-8000

6. Choose the term to add courses.
7. Search by course ID (e.g., MHA 710) or session (e.g., Fall for term, AP1 for Session; Spring for term, AP2 for session, etc.). Only register for MHA classes that say AP1 or AP2 (seven-week accelerated program courses). NOTE: By changing the Class Status on the right to ALL CLASSES, you can search for classes that are full. You can then "waitlist" those classes to receive notifications when spots become available.
8. After selecting courses, select proceed to checkout.

Shopping Cart
 Total Classes in Cart: 0
[edit / view](#)

Search Help: Enter/select values in any/all of the following fields. Selecting values for "Days", "Start Time", "End Time", "Course Title" and "Instructor" will result in longer search time. You can select multiple values for the field "Subject Area", by holding down the control (Ctrl) key and selecting the required values.

Class Schedule - Search by Term

Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the "Search Now" button to search for classes matching your criteria.

Search Now for selected course/classes.
Reset Form to original settings.

Term: Fall 2022 : 08/22/22 to 12/10/22 ▼

Session: All Sessions ▼

Campus: Any Campus ▼

Class Status: Open/Available ▼

Credit Type: All Types ▼

Course ID:

Tip: Type MATH instead of MATH 121, to find all courses starting with "MATH".

Waitlisting Classes

If a class is full at the time you register, you can choose to “waitlist” the class and be notified if and when a spot does open up. Seats will open in full classes because of multiple reasons (academic suspensions handed out, students taking a break from the program, nonpayment, etc.). Keep an eye on the payment deadline each term. It’s typically about a week before classes begin. For 2022 Fall AP1, the payment deadline is Aug. 24, so students are purged from their classes for nonpayment overnight on Aug. 24. The morning after the payment deadline is an optimal time to add a class that you’ve waitlisted.

1. Navigate to the [myLSUS](#) website - *Do Not Log In*
2. Select **Course Schedules** to the left of the login area
3. Make sure that the appropriate term is selected and select either the **AP1 or AP2** session
4. In **Class Status** dropdown menu please pick "**All classes**"
5. In the **Course ID** section, please type in the course that you would like to register for (ex: MHA 701) or you can type in just “MHA” and search all MHA classes.
6. Select **Search Now** and the available options will appear
7. Once you find the correct class, select **Add to Cart**, and then **Proceed to Checkout** on the Subsequent page
8. You will then be prompted to sign in using your Student ID number and PIN
9. Select **Register** and then you will receive the option to be notified once the course has a seat available
10. Repeat the above directions for any other classes that you would like to waitlist for the session

Shopping Cart

Total Classes in Cart: 0
[edit / view](#)

Search

Enter/select values in any/all of the following fields. Selecting values for "Days", "Start Time", "End Time", "Course Title" and "Instructor" will result in longer search time. You can select multiple values for the field "Subject Area", by holding down the control (Ctrl) key and selecting the required values.

Class Schedule - Search by Term

Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the "Search Now" button to search for classes matching your criteria.

Search Now
for selected course/classes.

Reset Form
to original settings.

Term:
Fall 2022 : 08/22/22 to 12/10/22

Class Status:
Open/Available

Session:
All Sessions

Credit Type:
All Types

Campus:
Any Campus

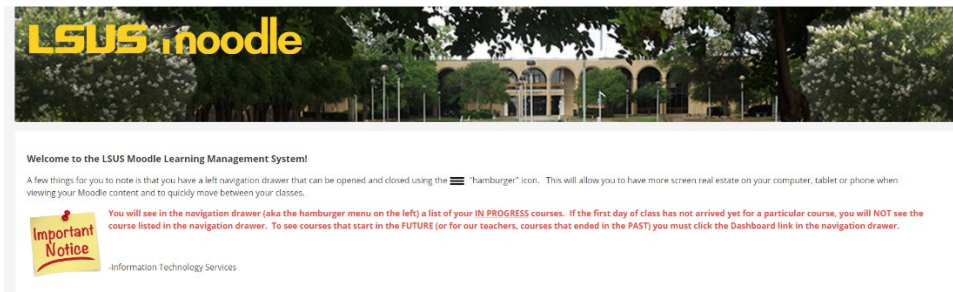
Course ID:

Tip: Type MATH instead of MATH 121, to find all courses starting with "MATH".

10

Finding Courses and Materials

Moodle is LSU Shreveport's Learning Management System and serves as the virtual classroom. It allows teachers and students to share messages, assignments, quizzes and more. Students are added to each registered course prior to the start of the session. Course materials can be accessed in the Moodle course for each class. Moodle can be found on the LSUS home page via the Quicklinks dropdown menu.



Monitoring Program Progress

MHA students are encouraged to access their degree audit in order to monitor their progress throughout the program. To view the degree audit:

1. Follow Steps 1-4 from the "Register for Courses" section.
2. Select **Advising** on the top left of the page.
3. Select **Degree Audit** from the drop-down menu.
4. Students should ensure that information is correct on the degree audit. If a student opts to change a major and enroll in the MBA Program, please contact your MHA Program Coordinator, Matt Vines, via email with a student ID number and she will provide you with instructions on how to do that.

Student Information

Welcome Matt Vines

Please enter a Student ID or the students Last Name / First Name to select a student to view.

Select a Student	
Enter Student ID: <input type="text"/>	Select
OR	
Enter Student Last Name: <input type="text"/>	Search
and First Name (optional): <input type="text"/>	

Student Details	Quick Links
Student ID: [REDACTED]	Advising Summary
Student Name: [REDACTED]	Class Schedule
Date of Birth: [REDACTED]	Comments
Mailing Address: [REDACTED]	Degree Audit
Home Phone: [REDACTED]	GPA Calculator
Cell Phone: [REDACTED]	Holds and Overrides
Electronic Disbursement: Please Complete	Registration History
	Registration Information
	Student Degree Progress
	Student Term Record
	View Tests and Placement
	View Transcript
	Wait List Notification
	Email Notifications
	Pilot Transfer Tables (new win)
	Pilot Transfer Tables

A Member of the LSU System
LSUS is an Equal Opportunity Educator and Employer

Louisiana State University Shreveport
One University Place
Shreveport, LA 71115
(800) 228-5957 (318) 797-5000