NEW LSUS MBA ORIENTATION AND CURRICULUM PLANNING MATERIALS
Folks:

This is a little detailed so please read very carefully. This will be your first exam as an MBA student!! (Just kidding)

I. Background:

1. First, you should have received by mail your Student # and PIN. Please email me at bbigler@lsus.edu if you did not get it or misplaced it.

2. You all have chosen one of four MBA Specialization and on Concentration:
   a. General MBA
   b. Family Business
   c. Finance Specialization
   d. Finance Concentration
   e. Human Resources Management

3. We also have four kinds students with respect to Foundation courses: 1. Those who do have an undergraduate degree in business and have taken undergraduate Accounting and Corporate Finance (BADM 700) and undergraduate Economics and Statistics (BADM 701) and earned at least a C in those courses and who are waived. 2. Those who do have an undergraduate degree in business but who lack one or more of those course and therefore must take either BADM 700 or BADM 701 or both. 3. Those who do not have an undergraduate degree in business and who have not taken the courses and must take two foundation or “leveling” courses first. Finally 4. Those who do not have an undergraduate degree in business but who have otherwise taken the undergraduate courses with a C or better and can be waived out of one or both of:

   BADM 700: Accounting and Finance
   BADM 701: Statistics and Economics

We are required by our AACSB accreditation to check all transcripts.
These courses are basic introductions to the topics and will get you ready to take the respective Core, and in some cases, Elective courses.
II. Instructions:

Attached are:

- **A Degree Plan and Course Schedule** Three, one for each Emphasis, for those students *with an undergraduate degree in business and do not need to take BADM 700 and BADM 701*
- Three, one for each Emphasis, for students *without an undergraduate degree in business or who otherwise need to take BADM 700 and BADM 701*. As I state above, you will want to take these two Foundation courses first. They “unlock” you taking:

- **BADM 700** – ACCT 701, FIN 701, FIN 710, FIN 720, MADM 760
- **BADM 701** – ISDS 702, FIN 701, ECON 705, FIN 720 MADM 760

Notice you can take MKT 701, MADM 720, MADM 750, MADM 751, MADM 701, and ISDS 705 without having taken BADM 700 or BADM 701 although in normal circumstances you will want to take BADM 700 and BADM 701 first upon entering the MBA if you need to take them.

**Select the one document that represents your Specialization or Emphasis choice and undergraduate degree status. Keep this as this will be your Course Plan and Sequence for your entire MBA Curriculum.**

1. **A Word document with a simple List of Courses for Each Specialization or Emphasis.** This is the same information as in your Degree Plan and Course Schedule, just in a different format that is easier to read

2. **A Word document listing the courses we are offering Spring A and Spring B of a given year or Summer A, Summer B and Fall A and Fall B of a given year.** The link you received with your Admissions email will have all current documents.

Students who are working full time will should take only one course per 7 week Session, although you can try to take two if you are very organized. **However, the 7 Week Sessions are very accelerated.** If you are in doubt, only schedule one course per session until you feel you can handle two. Students who are not working full time will usually want to
two courses per session or take as many as they can to graduate earlier if you read very fast, but also remember how accelerated the 7 Week Sessions are. However, the flexibility of our program allows you to take as many or few depending on your circumstances. The fewer you take though the longer to graduation.

So, with your Degree Plan and Course Schedule in hand, choose which course(s) you would like to take for Spring A and B 2015. You will only be charged for the courses you will be taking each session.

Now go to www.lsus.edu and then to myLSUS (discussed below) and logon at the Current Student section and then into myLSUS using your logon information. You will register yourself for the course(s) you want to take. When you do this, this will populate Tuition Due, also in your myLSUS.

3. A Caveat – PLEASE READ

If you have been out of school for a while (say more than seven years) you might wait to take ISDS 702 and FIN 701 and even BADM 701 a little later in your program. You certainly want to consider this if you feel you are not strong in a quantitative courses. These courses are very demanding and the 7 weeks are very accelerated.

A. Instructions and Screen Shots For You To Register for Your Chosen Classes

When beginning to schedule your classes, you first need to log on to MY LSUS, located under the current students tab at www.lsus.edu. Once you get to the login page, login with your student ID and PIN that you received from the admissions department.
Once On MY LSUS, you need to look on the left side of the page for Add/Drop Classes. This is where you will be able to add classes or drop them before the deadline.

Once you have clicked through to the next page, you need to make sure that your name and your ID is present at the top of the page. Under that, you will see a drop down menu with each semester that is coming up. Each semester currently is not broken down into quarters as of yet, but you will need to choose the semester according to when the quarter starts. Example: If a class starts May 11th, this would be in the summer session. You would choose summer under the drop down menu.
Once you have chosen the appropriate semester, you have two options to add your classes. The first option is to search by course ID. This is the name of the class, EX. ECON 705. The second option is searching by reference number. Before the session begins, you will be sent the upcoming courses, along with their reference numbers. You can plug up to 5 of those in this second option and add to cart.
Once you have added your classes, below is what your schedule will look like. You need to make sure that you are in the right section for your program (EX. Current MBA Vs. AP MBA.) In fact the Word doc with the Courses Offered have the different Reference Numbers listed and if you were to put a wrong reference in you will get an error message. If so just change to the appropriate reference number.

Before your registration is complete, you must view your fees and your schedule. This will be located on the bottom of your newly added classes. If you do not do this, your classes will be dropped.

Your Registration is not complete until you select View/Print Schedule and Fees below. NOTE: Please print your schedule for fee information and then select Pay Your Fees below.

To complete an anonymous advising survey, log into Moodle and click the survey link under "My Courses." Students completing the survey before Friday, May 11, will be entered into a drawing to win one of fifteen prizes.

We will be doing away with most paper files. You can make sure you have signed up for the correct classes by going to Degree Audit in your myLSUS. After each Session, your grades will be posted there as well. Thus you can audit what you have taken and what have to take left.
B. Instructions With Screen Shots to Go to Your Degree Audit

First, login to MYLSUS with your student ID and PIN that you received from admissions.

Once on MYLSUS, look for the drop down menu titled “advising” on the top left of the page. When dropped down, look for “display degree audit”. This will take you to your degree audit where you can see how long you have left in the program or any additional classes you may need to take.
Once on the Degree Audit, you need to make sure your information on the page is correct before moving on. Once you have done that you can see the program you are in, any past programs you entered, any programs you have completed and you are able to see if your classes will be able to go to another degree through the degree shop option.
III. myLSUS and Moodle:

You find both of these at the www.lsus.edu homepage, under Current Students at the very top of the homepage.

1. myLSUS – this is your eyes into the university as a student. As discussed above your myLSUS is used for a lot of thing. You can also view your class schedule, transcripts and the like. You log on using your Student # and PIN

2. Moodle is our online Learning Management System. Some of you may have used Blackboard, eCollege and the like in your undergraduate work. They are all similar. When you have paid for your classes, you find Moodle also at www.lsus.edu and log into
Moodle using your Student # and PIN (just as you did for myLSUS) and the courses you have paid for will be populated there.

With our move to 100% Online, almost all of the Course Shells will look the same in Moodle. Each professor or instructor will Orient you to their particular course that you are taking.

3. **Finding Course Books and Materials** – we have had a challenge with students who have been admitted close to the start of a session getting their books and other materials in time before the start of these very accelerated 7 week sessions. You cannot get access to your courses in Moodle until you pay for the course(s). But you can find out what is required far in advance by going to myLSUS and this time do not log in. Go to Public Access and then Courses Schedules. Type in your course name(s) in one or more of the ten slots and press Enter. You will see the courses. Look for an Hour Glass and click on it. In the middle is something like Review Course Materials and you can order your books and/or other materials early so that you can be ready for the first week of these very accelerated sessions.

**IV. Academic Honesty:**

We take Academic Honesty very seriously at LSUS and in the MBA program. We will have more information on this when the Virtual Orientation is ready, but suffice to say here, when in doubt about using citations, paraphrasing from other published work, whether exams are open book and notes and the like, please ask your professor or instructor for clarification.

**V. Communicating With Me**

As I am very busy with administrative work, research and teaching with a great assistant I can only use for 33% of her time, the best way to contact me is through email:

`bbigler@lsus.edu`

Thanks very much for helping me organize my work. Unless I am on vacation or sick, I will get back with you usually in less than one hour. Also in the documents repository link there is a FAQ document that can help with typical questions.
VI. Financial Aid

It is very important to follow the following steps for financial aid approval. If you do not follow these steps BEFORE the beginning of the semester, you will run the risk of getting all of your classes dropped for non-payment. If you are dropped for non-payment, we will be unable to place you back in classes due to the quick turnaround for the program. It is your responsibility to make sure your finances are in order before the semester starts.

Step 1:

You will need to login to My LSUS and go under the financial aid tab on the top of the page. You will then need to select Financial Aid Approval.
Step 2:

Once you have selected financial aid approval, you will be redirected to the approval page. You first need to make sure your information is stated on the top of the page. The semester starting soonest will be located on the bottom of the list. If there is aid that needs to be accepted, you will see a drop down menu in the accepted column. You need to change that to yes and then save changes. If you do not do this, your aid will be held and your classes will remain unpaid.

If you are having any problems with financial aid, please contact them at 318-797-5363.

WE VERY MUCH LOOK FORWARD TO WORKING WITH YOU THROUGH YOUR MBA PROGRAM