Graduate Business Student

Onboarding Guide

2022-2023

Version dated January 18th, 2023

NEWLY ADMITTED STUDENT CHECKLIST

The below steps will help you get started as a Graduate Business Student with Rowan University. You may have already completed some of these steps, but please be sure to review each section carefully.

Accept your Offer of Admission: Matriculation Agreement

- ☐ Confirm your intent to join your Rowan Program become a matriculated student.
    a. Log in to the admissions portal where you applied to the program and sign your Matriculation Agreement.
    b. Your records will be updated over the next few business days.

Rowan Account Activation & Student Email

- ☐ Enroll in Duo (two-factor authentication adding a second layer of security to **Rowan** Network accounts).
    a. Go to duo.rowan.edu and click "I don't know my Rowan Network Username/Password"
    b. Confirm your identity by entering the requested information.
        i. Note: If you do not have a Social Security number on file with Rowan University, enter your Banner ID in the Social Security number field.
    c. Click "Validate"
    d. Create a six-digit Duo Portal Security PIN.
    e. Click "Register New Device".
    f. For help, see the Duo: Enroll in Two Factor Authentication article.

- ☐ Activate your Rowan Network Account.
    a. If this is your first time activating a Rowan network account, select "I need to set or reset my password" to create your Rowan Network Account password.
    b. Contact the Rowan IRT Support Department if you are unable to set up your Rowan Network Account.

- ☐ After your Rowan Network Account has been successfully activated, log in to your Rowan email account.
    a. Per Rowan policy, all official University correspondence is sent to your Rowan email address only.
    b. Students can set up an auto-forward to send their Rowan @students.rowan.edu (Gmail) address to a personal email account.

- ☐ Access Rowan Self-Service Banner
    a. Please utilize these Rowan IRT Login Instructions to access Self-Service Banner
    b. Rowan Self-Service Banner is where you will register for classes, view your schedule, pay your term bill, access your financial aid and all other necessary aspects of being a student at Rowan.

Before Starting Classes: Important Items to Review

- ☐ Make sure your Financial Aid is in order (if applicable)
    a. For more details and the most up-to-date information about financial aid, please visit the Financial Aid Office website or email the Financial Aid Office: financialaid@rowan.edu.
    b. Sign up for eRefund direct deposit!
        i. The Office of the Bursar requires students who expect to receive a refund to enroll in our eRefund service. eRefunds are sent electronically via direct deposit to a designated personal checking or savings account. For more information on eRefunds and how to enroll, please visit the Bursar's website.

- ☐ Make sure you meet all health form requirements
    a. Detailed information (including deadlines) and forms can be found on the Wellness Center Website.
    b. **Failure to meet these requirements may result in a financial penalty and/or a registration hold on the student's account.**
        i. Immunization forms are required for ALL degree-seeking students at Rowan University, including online-only students.
    c. You can reach the Health and Wellness Center at wellnesscenter@rowan.edu or 856-256-4333 for more information.

- ☐ See if the Student Health Insurance Waiver applies to you
    a. Matriculated, full-time Rowan students who wish to waive the University health insurance coverage must follow these instructions before classes begin.
    b. New Jersey state law requires all matriculated, full-time students to have health insurance (either privately or through the University).
    c. The University will automatically bill any student who does not complete the waiver process.

- ☐ Notify Accessibility Services (If Applicable)
    a. Accommodations for all Rowan courses are approved on a case-by-case basis according to the student's disability and documentation.

- ☐ Get Your RowanCard (Optional)
    a. Information on how to receive your RowanCard can be found at the RowanCard ID Production webpage.
    b. RowanCards allow students to use various services on campus such as printing, the RowanBucks program, meal plans, etc.
    c. RowanCards for online-only students are also encouraged and will be mailed to students after the end of the official drop/add period.

Meet with an Advisor, Get Registered for Classes & Start Networking

- ☐ **Once you have reviewed Sections 1-3, email our Graduate Business Programs Academic Advisor at GraduateBusinessStudies@rowan.edu with your name and contact information to schedule a virtual appointment or phone call.**

- ☐ Register for Classes - Review the following sections in this Handbook for details:
    a. Planning Your Graduate Studies
    b. Registration Tips and Support (Notably, please review How to Use Section Tally)

- ☐ Pay Your Bill
    a. Term bills are typically generated one month prior to that semester starting (i.e. August for Fall semesters, December for Spring semesters, etc.)
    b. Term bills can be accessed through the ePay Center, found under the Bursar tab in Self-Service Banner.
    c. NOTE: No bill will be mailed before classes begin; therefore, students must check their self-service account regularly and make payment arrangements in a timely manner.

PLANNING YOUR GRADUATE BUSINESS STUDIES

MBA Time to Completion

The Rowan University Master of Business Administration program consists of 36 graduate credits with 18 required credits (8 courses) and 18 elective or concentration credits (6 courses). The 6 elective courses allow the individual student to tailor the academic program to meet their specific career development needs and interests.

The time to completion for the MBA program is flexible and varies depending on student preference (and foundation courses completed prior to starting the MBA). Many students are working full-time jobs and pursuing coursework part-time, which typically results in a two-to-three-year time period for MBA degree completion. Some students pursue MBA courses full-time, and time to completion ranges from one year (Fall, Spring, and Summer study) to two years (typically Fall and Spring study only, sometimes includes Summer).

The maximum time to completion allowed is six years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

Certificate (COGS and CAGS) Time to Completion

The Rowan University COGS and CAGS vary in the number of courses required for each (see details on the Certificate of Graduate Study Program site), and each is flexible in terms of time to completion.

Students pursuing COGS and CAGS typically are working full-time and pursue coursework part-time. Most students complete the COGS and CAGS within two years of study.

The maximum time to completion allowed is seven years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

MS Finance Time to Completion

The Rowan University Master of Science in Finance program consists of 10 graduate classes. This is a part-time only program. All courses are offered in the online format; occasionally some courses are offered face-to-face on the main Glassboro campus and online students are eligible to enroll if interested.

The time to completion is flexible, although most students complete the degree in two years by pursuing two courses each semester over five semesters (Fall Year 1, Spring Year 1, Summer Year 1, Fall Year 2, and Spring Year 2). The sequencing of courses requires adherence to prerequisites, so students should work with the Graduate Business Studies Office for course schedule planning.

The maximum time to completion allowed is seven years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

Importance of Registering for Classes Early

Course registration opens within the same months every academic year.

- **Fall** semester registration typically opens towards the end of March
- **Spring** semester registration typically opens towards the end of October
- **Summer** registration typically opens towards the end of February

We recommend all students schedule academic advising appointments with the Office of Graduate Business Studies **PRIOR** to registration opening for the semester which you would like to take courses.

REGISTRATION TIPS AND SUPPORT

Section Tally – Navigation Basics

Section Tally is a tool organized by term and includes all Rowan course offerings. Section Tally lists all registration-related information for each course including start and end dates, meeting days, times, location, mode of delivery (hybrid, online, etc.) instructor, prerequisites/restrictions, and whether or not there is any space available in the class.

For detailed instructions (including screenshots) on navigating Section Tally, please review the Section Tally Quick Guide.

Registration Support

Follow these Registration Instructions to register yourself for classes after meeting with your advisor.

If you have registration holds (e.g. GPA Requirement, Degree Pending, Foundation Course Requirements) then you must send an email to GraduateBusinessStudies@rowan.edu for assistance.

For any technical issues with course registration (e.g. Prerequisite Errors), please contact the Office of Graduate Business Studies at GraduateBusinessStudies@rowan.edu.

Learning How to Take Online Courses at Rowan

Rowan University offers *ONL 00100* - ***Rowan Online Immersion*** as a zero-credit, zero-cost course.

The course will take approximately 2 hours and can be completed at the student's own pace (does not require the student to be online at a specific date or time).

Key topics covered include:

- What to expect in a Rowan Online or Hybrid course.
- Technology and support overview.
- Important policies and resources.

Students are not required to complete ONL 00100, but it can be very helpful for learning the Canvas platform. For more frequently asked questions see the Rowan Online Immersion Course guide.

PROGRAM CURRICULUM

Below, you will find the curriculum for the MBA program, Certificate Programs (Business COGS, Accounting COGS, etc.). Please find the Program you were admitted to, and review that section.

MBA Program Requirements

The Master of Business Administration (MBA) program provides contemporary graduate business education to professionals from diverse fields and academic backgrounds. The program prepares students as team leaders and team players with effective interpersonal, verbal, and written communication and group process skills. The MBA curriculum emphasizes critical thinking, quantitative analysis and computing applications, and the technological and international nature of business.

Important Note: *The MBA Program Curriculum has gone through a substantial refresh beginning in Fall 2021. All students that are taking or have taken MBA coursework prior to Fall 2021 will need to meet with the MBA Academic Advisor to discuss remaining requirements for degree completion.*

MBA: Areas of Concentration

The MBA program consists of 36 graduate credits with 18 credits required and 18 credits of elective or concentration courses for students pursuing a one or two areas of concentration. One concentration is equal to 9 credits in the subject area, so students are eligible to pursue one area of concentration (9 credits) and 3 general elective courses (9 credits), or two concentrations (18 credits total; 9 credits in each subject area).

MBA Foundation Courses

- A grade of "C" or higher is required in each foundation course.
- Refer to your official Admissions Decision Letter for your specific foundation requirements.
- For more on foundation course requirements and options, review the Foundation Fact Sheet

1. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04.101 Macroeconomics and ECON 04.102 Microeconomics
2. ACC 03405 Foundations of Accounting **OR** both ACC 03.210 Principles of Accounting I (Financial Accounting) and ACC 03.211 Principles of Accounting II (Cost Accounting)
3. MATH 03125 Calculus: Techniques and Applications
4. STAT 02260 Statistics I
5. MKT 09200 Principles of Marketing
6. MGT 06305 Operations Management (Prerequisites: MATH 03.125, STAT 02.260); must be from a 4-year college/university.
7. FIN 04300 Principles of Finance (Prerequisites: MATH 03.125, STAT 02.260, ECON 04.101 & 04.102, ACC 03.210 & ACC 03.211); must be from a 4-year college/university if not from Sophia.org.

MBA Core and Concentration/Electives

- A grade of "C" or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

1. MGT 06515 Employee Engagement and Performance (1.5 credits)
2. MGT 06567 Responsible Leadership: Aligning the Interests of Stakeholders, Profit, and Planet (1.5 credits)
3. MIS 02501 Information Systems for Managers (1.5 credits)
4. MKT 09511 Marketing Management (1.5 credits) (Prerequisites: MKT 09200)

5. ACC 03500 Managerial Accounting (3 credits) (Prerequisites: ACC 03210 and ACC 03211)
6. MGT 07550 Operations Analytics (3 credits) (Prerequisites: MATH 03125, STAT 02260, MGT 06305)
7. FIN 04500 Financial Decision Making (3 credits) (Prerequisites: ECON 04303, MATH 03125, STAT 02260, FIN 04.300, ACC 03.500)
8. MGT 06629 Managing Organizational Strategy (3 credits) (Corequisites: FIN 04500, MGT 07550, MGT 06515, MGT 06567, MKT 09511)
9. Graduate-level business concentration elective (3 credits)
10. Graduate-level business concentration elective (3 credits)
11. Graduate-level business concentration elective (3 credits)
12. Graduate-level general business elective or concentration course (3 credits)
13. Graduate-level general business elective or concentration course (3 credits)
14. Graduate-level general business elective or concentration course (3 credits)

Note: The courses listed above are tentative and subject to change.

MBA Options – General vs. Concentration

Students in the MBA program have a choice of whether to pursue one MBA concentration, or two concentrations.

While the decision on one or two concentrations, and which concentration(s), does not need to be made during the first semester of study, it's ideal to consider it as soon as possible to incorporate these courses in planning towards the overall pathway towards graduation.

MBA Concentration Options

MBA students can choose from among the following concentrations:

- Accounting
- Cannabis Commercialization
- Data Analytics
- Entrepreneurship
- Finance
- HR Management
- Management
- Management Information Systems
- Organizational Leadership
- Supply Chain and Logistical Systems
- Sustainable Business

Refer to the webpage for Rohrer College of Business Graduate Concentration to review requirements and options.

Elective options are subject to availability in each course format and will be determined on a semester-by-semester basis.

Declaring a Concentration

Completing a concentration within an MBA degree may provide a competitive advantage in the job market for students who have a clear preference for a specific business discipline. It communicates to prospective employers that the graduate has an interest in and has completed advanced course work in a specific area of business.

Certificate Program Requirements

The Office of Graduate Business Studies offers a variety of graduate-level certificates for students who are ultimately interested in the MBA program, as well as advanced certificates for MBA graduates looking to broaden their knowledge base.

The Certificate of Graduate Study (COGS) programs provide graduate course exposure to students who are ultimately interested in pursuing an MBA degree. The pursuit of a COGS allows students to gain business expertise for career purposes, as well as an opportunity for aspirational applicants to take several classes before they apply to the MBA Program.

Completion of a Certificate of Advanced Graduate Study (CAGS) will allow MBA graduates to prepare themselves for opportunities in a rapidly changing workplace by pursuing advanced graduate coursework related to their current or targeted career paths. *To be eligible, students must have already completed an MBA at Rowan or another AACSB-accredited business program.*

Business Certificate of Graduate Study (COGS)

The Business COGS is the most popular certificate program and provides graduate course exposure to students who are ultimately interested in pursuing an MBA degree. The Business COGS requires the completion of 5 graduate course (9 credits).

Upon completion of the Business COGS with a cumulative GPA of 3.5+, the student will be eligible as a qualified candidate for the MBA program with a GMAT waiver and a simplified, streamlined, no-fee application.

All Business COGS courses with grades of C or better are eligible to satisfy degree requirements towards the MBA.

For more on foundation course requirements and options, review the Foundation Fact Sheet.

Foundation Courses

- A grade of "C" or higher is required in each foundation course.
- Refer to your official Admissions Decision Letter for your specific Foundation requirements.
- For more on foundation course requirements and options, review the Foundation Fact Sheet.

1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
2. MKT 09200 Principles of Marketing

Required Courses

- A grade of "C" or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

1. ACC 03500 Managerial Accounting (Prerequisites: ACC 03210 and ACC 03211)
2. MGT 06567 Responsible Leadership: Aligning the Interests of Stakeholders, Profit and Planet (1.5 credits)
3. MGT 06515 Employee Engagement and Performance (1.5 credits)
4. MIS 02501 Information Systems for Managers (1.5 credits)
5. MKT 09511 Marketing Management Fundamentals (1.5 credits)

Finance Certificate of Graduate Study (COGS)

The Finance COGS offers the opportunity to pursue quantitative and analytical concepts and tools that are valuable in corporate, non-profit, and personal finance settings. Students who wish to later pursue the MS Finance or MBA programs at Rowan may have all COGS credits transferred into one of these degree programs. The Finance COGS requires the completion of 4 courses (12 credits).

Upon completion of the COGS with a cumulative GPA of 3.5+, the student will be eligible as a qualified candidate for the MSF or MBA program with a GMAT waiver and a simplified, streamlined, no-fee application.

All COGS courses with grades of C or better are eligible to satisfy degree requirements towards the MSF or MBA.

Foundation Courses

- A grade of "C" or higher is required in each foundation course.
- Refer to your official Admissions Decision Letter for your specific Foundation requirements.
- For more on foundation course requirements and options, review the Foundation Fact Sheet.

1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
2. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04101 Macroeconomics and ECON 04102 Microeconomics
3. STAT 02260 Statistics I
4. MATH 03125 Calculus: Techniques and Applications
5. FIN 04300 Principles of Finance (Prerequisites: MATH 03125, STAT 02260, ECON 04101 & 04102, ACC 03210 & ACC 03211); must be from a 4-year college/university if not completed on Sophia.org.

Required Courses

- Requires completion of 4 graduate courses (12 credits) in Finance.
- A grade of "C" or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

Below are options for satisfying the 12 required credits:

1. FIN 04505 Advanced Financial Planning
2. FIN 04540 Financial Institutions Management
3. FIN 04511 Quantitative Methods in Finance
4. ACC 03510 Financial Statement Analysis (Prerequisites: ACC 03405 or ACC 03210 and ACC 03211)
5. FIN 04500 Financial Decision Making (Prerequisites: ACC 03500 or ACC 03510)
6. FIN 04600 Investment Analysis and Portfolio Management
7. FIN 04560 Fixed Income Securities
8. FIN 04520 Financial Modeling (Prerequisites: FIN04.511)
9. FIN 04530 Multinational Financial Management (Prerequisites: FIN04.500)
10. FIN 04518 Derivative Securities & Financial Risk Management (Prerequisites: FIN04600)
11. FIN04512 Capital Budgeting (Prerequisites: FIN 04500)
12. FIN 04516 Issues in Finance
13. FIN 04510 Independent Study - Finance

For more on foundation course requirements and options, review the Foundation Fact Sheet.

Additional Certificates of Graduate Study

Accounting Certificate of Graduate Study (COGS)

4 courses from appropriate graduate-level Accounting courses. For details, visit the Accounting Certificate of Graduate Study webpage.

Cannabis Commercialization Certificate of Graduate Study (COGS)

3 courses from appropriate graduate-level Cannabis Commercialization courses. For details, visit the Cannabis Commercialization Certificate of Graduate Study webpage.

Corporate Entrepreneurship Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the Entrepreneurship Certificates of Graduate Study webpage.

Data Analytics Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Data Analytics courses. For details, visit the Data Analytics Certificate of Graduate Study webpage.

Human Resources Management Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level HR Management courses. For details, visit the HR Management Certificate of Graduate Study webpage.

Leading Innovative Organizations Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the Entrepreneurship Certificates of Graduate Study webpage.

Management Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Management courses. For details, visit the Management Certificate of Graduate Study webpage.

Management Information Systems/MIS Certificate of Graduate Study (COGS)

4 courses selected from appropriate graduate-level Management Information Systems courses. For details, visit the Management Information Systems/MIS Certificate of Graduate Study webpage.

Organizational Leadership Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Organizational Leadership courses. For details, visit the Organizational Leadership Certificate of Graduate Study webpage.

Supply Chain & Logistical Systems Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Supply Chain & Logistical Systems courses. For details, visit the Supply Chain & Logistical Systems Certificate of Graduate Study webpage.

Sustainable Business Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Sustainable Business courses. For details, visit the Sustainable Business Certificate of Graduate Study webpage.

Technology and Innovation Certificate of Graduate Study (COGS)

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the Entrepreneurship Certificates of Graduate Study webpage.

MS Finance Program Requirements

The Rowan University Master of Science in Finance is a rigorous online program that combines quantitative techniques with practical experience. This program is designed to prepare students for financial analyst and financial planner positions in corporations and financial institutions. Rowan's M.S. in Finance program will help prepare students for the Chartered Financial Analyst (CFA) and Certified Financial Planner (CFP) exams, the premier certifications in the finance field.

The MS in Finance requires a total of 10 graduate courses for program completion. *Note: 1 course is equal to 3 semester hours.*

Foundation Courses

- A grade of "C" or higher is required in each foundation course.
- Refer to your official Admissions Decision Letter for your specific foundation requirements.
- For more on foundation course requirements and options, review the Foundation Fact Sheet.

1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
2. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04101 Macroeconomics and ECON 04102 Microeconomics
3. STAT 02260 Statistics I
4. MATH 03125 Calculus: Techniques and Applications
5. FIN 04300 Principles of Finance (Prerequisites: MATH 03125, STAT 02260, ECON 04101 & 04102, ACC 03210 & ACC 03211); must be from a 4-year college/university if not taken on Sophia.org.

Required Courses

- A grade of "C" or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

1. FIN 04505 Advanced Financial Planning
2. FIN 04540 Financial Institutions Management
3. FIN 04511 Quantitative Methods in Finance
4. ACC 03510 Financial Statement Analysis (Prerequisites: ACC 03.405 or ACC 03.210 and ACC 03.211)
5. FIN 04500 Financial Decision Making (Prerequisites: ACC 03500 or ACC 03.510)
6. FIN 04600 Investment Analysis and Portfolio Management
7. FIN 04560 Fixed Income Securities
8. FIN 04520 Financial Modeling (Prerequisites: FIN 04511)
9. FIN 04530 Multinational Financial Management (Prerequisites: FIN 04500)
10. FIN 04518 Derivative Securities & Financial Risk Management (Prerequisites: FIN 04600)
    Note: The courses listed above are tentative and subject to change.

Certificates of Advanced Graduate Study

Accounting Certificate of Advanced Graduate Study (CAGS)

3 courses selected from appropriate advanced graduate-level Accounting courses. For details, visit the Accounting Certificate of Advanced Graduate Study webpage.

Management Information Systems/MIS Certificate of Advanced Graduate Study (CAGS)

3 courses selected from appropriate advanced graduate-level Management Information Systems courses. For details, visit the Management Information Systems Certificate of Advanced Graduate Study webpage.

Finance Certificate of Advanced Graduate Study (CAGS)

3 courses selected from appropriate advanced graduate-level Finance courses. For details, visit the Finance Certificate of Advanced Graduate Study webpage.

Management Certificate of Advanced Graduate Study (CAGS)

3 courses selected from appropriate advanced graduate-level Management courses. For details, visit the Management Certificate of Advanced Graduate Study webpage.