The information contained in this handbook reflects policies and procedures as of July 2015. The Simon School and the University of Rochester reserve the right to make changes affecting policies, procedures, curricula or other matters described in this publication at any time, including corrections to any errors that might be contained within.

The material enclosed should not be published or distributed outside the University of Rochester.
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1. MISSION, PHILOSOPHY AND GOALS

**Mission**
The mission of the Simon Graduate School of Business is to be a recognized leader in the creation and dissemination of an integrated body of knowledge that has significant impact on managerial education and practice. We focus on recruiting and teaching outstanding individuals who are prepared to excel in a dynamic and internationally competitive marketplace through the value added provided by our education.

**Philosophy**
The hallmark of a Simon School education is its proven analytical framework for solving problems. With economics as a discipline for integrating knowledge across functions and for understanding human behavior, Simon students learn a coherent, scientific way to analyze management problems.

This powerful perspective enables students to break away from narrow functional views of their jobs and organizations. In today’s flatter organizations and more entrepreneurial enterprises, Simon students excel because they understand the interplay of individuals, organizations and markets and how to exploit that understanding to enhance firm performance in today’s global environment. Complementing the analytical skills, the School promotes leadership, communication and teamwork through a combination of classroom activities and structured experiences.

This integrated approach to management is made possible by the School’s small size and a collegial faculty that is not bound by departmental or functional constraints in their teaching or research.

**Goals**
In order to fulfill the mission, the School has identified a set of specific goals:

- The Simon School aggressively seeks to further its recognition and reputation among business leaders, the corporate community and academia. This will result in improved student recruitment, provide additional research opportunities for faculty and enhance placement opportunities for all our students.

- The Simon School seeks continual improvement in the quality of its programs and teaching – graduating exemplary individuals who excel in managerial or educational positions worldwide.
• The Simon School must attract, maintain and nurture an outstanding faculty. Since the faculty is critical to achieving the mission of the School, they must be encouraged and provided resources to develop important and relevant scientific research that advances both the understanding and the practice of management. To accomplish this, the School must foster and reward creative risk-taking by the faculty in their research and their development of educational initiatives and encourage efforts to communicate their research beyond the academic community.

• The faculty and the student body must remain of a size that maintains and promotes the collegial and integrated approach to management education and research.

• Given the globalization of business and business education, the Simon School must attract an internationally diverse student body of the highest quality in both its Masters and Ph.D. programs. Students are expected to excel academically as well as in terms of the experience they bring to the School and their prospects for success in their chosen endeavors.

• The Simon School seeks to provide an environment that promotes the professional development of students, faculty and staff.

• The School actively involves its interested communities (i.e., students, alumni, friends, etc.) in its efforts to improve the quality and the recognition of its programs.
2. ACADEMIC STANDARDS

Significance of Academic Integrity
As an educational institution, the Simon Graduate School of Business has a significant commitment to maintain its credibility in the marketplace. Because a graduate degree is an intangible asset, both faculty and students have strong incentives to assure potential employers and prospective students of the quality of the Simon degree. Further, honest behavior enhances the quality and fairness of the educational experience for all of those earning that degree. Therefore, it is an individual and a collective responsibility of the members of the Simon community to participate actively in maintaining the highest standards of honesty and integrity by promoting adherence to the Code of Academic Integrity.

Code of Academic Integrity
Every Simon student is expected to be completely honest in all academic matters. Simon students will not in any way misrepresent their academic work or attempt to advance their academic position through fraudulent or unauthorized means. No Simon student will be involved knowingly with another student’s violation of this standard of honest behavior.

A violation of the Simon School Code of Academic Integrity includes, but is not limited to, the following: cheating (including unauthorized cooperation or the use of unauthorized material in preparing an assignment to be graded); plagiarism (representing the work of others as your own); submitting altered exams for re-grading; gaining unauthorized access to exam questions or content prior to the examination; using, without authorization, the same material in preparing assignments in two separate courses; use of text or graphics from internet/website sources without specific reference and lying to instructors or school administrators. Knowingly permitting dishonest behavior such as plagiarism or copying from another’s work is also a violation.

Maintaining academic integrity is a joint responsibility of students, faculty, and staff. Failure to report direct knowledge or evidence of a violation injures the entire Simon community. Negative consequences of known but unreported violations include lower class morale, lower school reputation, and lower degree value. Thus, all members of the Simon community have an obligation to one another to report Code violations.

A proven violation of the Code can lead to a failing grade on an assignment or project, course failure, suspension and/or dismissal from the program. Additional sanctions may include ineligibility to serve in student leadership positions or to participate in international exchange programs. See the policy chapter on disciplinary action for a description of the process for handling an alleged violation of the Code of Academic Integrity.
Infrastructure Supporting the M.B.A., M.S. and Ph.D. Programs
In addition to the administrative and staff support of the academic programs, an ad hoc committee appointed by the Dean nominates faculty and administrators to committees relevant to the M.S./M.B.A. and Ph.D. programs.

Academic Standards Committee
Chair: Greg Shaffer
The Administrative Committee monitors the academic progress of all M.B.A. and M.S. students, quarterly. The committee is comprised of faculty with ex-officio counsel provided by deans and the Executive Director for Student Services. The purpose of the committee is to assist students who are having academic difficulties and to identify students who have little chance of graduating, so that they do not expend their time and resources unnecessarily.

To this end, the committee identifies students whose record up to that point indicates that they may have difficulty meeting the graduation requirements, and provides guidance to those students. In extreme situations the committee may dismiss students from the program.
Formally, these actions are taken by the Chair of the Committee upon the recommendation of the committee.

Academic Integrity Committee
Chair: Professor Harry Groenevelt
The Committee convenes as needed to review policies and procedures associated with the Code of Academic Integrity. Members of the Committee also serve along with students on an Academic Honesty Hearing Board that is formed in the event of a disputed allegation of a Code violation.

Graduate Curriculum Committee
Chair: Professor Phil Lederer
The Graduate Curriculum Committee is responsible for monitoring and evaluating the Simon M.B.A. program and making recommendations to the faculty for changes in the curriculum. The committee draws on internal and external resources to access the effectiveness of our curriculum and to recommend enhancements aimed at further improving the value of the Simon degree.

Ph.D. Committee
Chair: Professor Ron Kaniel
The Ph.D. Program at the Simon School is a premier program among those that offer a doctoral degree in business administration. Placement of graduates is exceptional. Many senior professors at top schools such as at Harvard University, Wharton, MIT, Michigan and others did their research and received their Ph.D. degrees from the Simon School/University of Rochester. You can find out more information about this program at http://www.simon.rochester.edu/programs/phd/index.aspx
Grading System
The University’s grading system and grade points for graduate students are listed below:

<table>
<thead>
<tr>
<th>GRADE POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Poor</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrew</td>
</tr>
<tr>
<td>WE</td>
<td></td>
<td>Withdrew while failing</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>No grade reported</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory (courses graded on a pass/fail basis)</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
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Students must earn a cumulative grade point average (GPA) of at least 3.0 by the end of their program of study in order to graduate from the Simon School. In addition, to qualify for financial aid for their second year of study, students must earn a GPA of at least 3.0 by the end of the third quarter of their first year.

Official transcripts provided by the University Registrar’s Office do not calculate quarterly and cumulative GPAs. However, students may view or print unofficial transcripts through Simon Exchange. These transcripts contain Simon School courses only. They do not reflect other courses you have taken at the University of Rochester.

Grades of “N”: An “N” grade may be reported when a professor has no record of a student’s attendance, when the student has failed to appear for the final exam or when the student has not turned in required assignments. This is considered to be a temporary grade.

Grades of “E”: If a student receives a grade of “E” in a course, he or she will not earn credit for that course. The failing grade will be included in the calculation of the GPA until the course is retaken. If the course is retaken, only the second grade will be included in the GPA calculation. Students may retake a course only once. Note that the failing grade will remain on the student’s transcript even when that course is repeated.
Grades of “I”: A grade of “I” is assigned by mutual agreement between the instructor and the student. A student will be allowed to receive an Incomplete in a course when two conditions exist:

- the majority of work in the course has been completed;
- the student is absolutely unable to complete the course because of circumstances beyond his/her control.

To receive an Incomplete, the student and the instructor must sign a contract detailing a plan for completing the course. The Incomplete Grade Form must be filed with the Simon School Registrar no later than the last day of classes of the quarter in which the Incomplete is assigned. The contract must state what work remains to be done and a timetable for course completion. Course work for grades of “I” must be finished within one year of receiving the initial grade. Requests for grades of Incomplete filed after the last day of classes will be denied.

When the student determines which class they wish to take to complete the coursework for their incomplete grade they should fill out a Repeat Form for Incomplete Grade. This form is on the Simon School Registrar’s Office website.

Once the instructor determines that the contract is fulfilled, the instructor submits a Change of Grade form to the Registrar’s Office to replace the “I” with the grade earned by the student. If the Simon School Registrar’s Office does not receive a Change of Grade form within one year of the date the Incomplete was assigned, the grade of “I” is changed to “E.”

Grades of “I” are granted at the discretion of the instructor. If a request for an “I” grade is denied, the student can still withdraw from the course on or before the last day of classes with the approval of the instructor. A grade of “WE” (withdrew while failing) may be given if a student’s performance is unsatisfactory at the time of withdrawal.

For Ph.D. students who receive a grade of “C” in each of two courses, or for eight hours of work toward the degree “will thereby have raised the question of the adequacy of his or her academic performance. In those circumstances the student’s record must be reviewed by the faculty director of graduate programs in consultation with the student and the program director.” (1)

(1) Regulations and University Policies Concerning Graduate Studies (www.rochester.edu/GradBulletin/ and click on regulations)
**Course Audits**
Generally, students are allowed to audit Simon School courses outside of core/concentration requirements. Course requirements (e.g., assignments, exams and class participation) for an audited course are determined by the individual course instructor. Students who successfully complete an audited course will receive the grade “AU.” No letter grades are given in audited courses and no credit will be awarded for audited courses. If a student drops from an audited course, the course is removed from the transcript. Ph.D. students are not allowed to audit courses.

There is a fee for auditing a course and no refund is given for dropping an audited course. Take 21/22 vouchers cannot be used to audit courses. Should a non-matriculated student taking a course as “AU” wish to matriculate, s/he would be required to repeat the previously audited course for credit. *Students may not change from audit to credit or credit to audit after the second week of classes.*

**Grading Policy (revised March 6, 2015)**
The Simon Business School requests each faculty member not exceed a 3.5 average GPA for each graduate business course taught in a given quarter. A faculty member teaching multiple sections of a course in a given quarter may pool all sections when computing the average GPA for the course. This grading policy will be applied consistently across Simon’s core and elective courses as well as across our full-time MBA, part-time MBA, MS, and EMBA programs. Faculty unable to fulfill this request must seek approval of the Senior Associate Dean of Faculty and Research prior to the grade submission deadline.

The new grading policy replaces the old system that imposed program-specific restrictions on the grade distribution, specifying the maximum percent of A grades, the minimum percent of grades below B, and a median grade not exceeding B+.

**Grade Changes**
If it becomes necessary to change a grade after it has been reported to the Registrar, the instructor can request a Grade Change form and submit the revised grade to the Registrar’s Office. The Senior Associate Dean for Faculty must approve the grade change before the new grade can be posted. Requests to change a grade (either for the course or an exam) will not be considered if they are made more than 6 weeks after the instructor submits the final grades to the Registrar’s Office.

**Repeating Courses**
Students may be advised to repeat courses in an effort to improve their academic record. Other students may elect to repeat courses to better their understanding and recorded performance in a given course. A student who repeats a course should understand that repeating a course in which s/he earned a grade of “C” or better replaces the grade but *does not increase the total number of credit hours earned;* the course is only counted once. In addition, the second grade (not necessarily the better grade) is used in computing the grade point average. *Both courses and their respective grades appear on the transcript* but only the repeated course is calculated in the
grade point average. *Students may retake a course only once and students are responsible for full payment of all repeated courses; scholarship awards will not be applied to repeated courses. Students must complete the Course Repeat Form to repeat a course.*

**Student Inability to Complete Course Assignments/Exams**
All students are required to take course exams when scheduled and turn in course assignments when they are due. If circumstances arise such that a student cannot meet a deadline, s/he must receive permission for an extension from the instructor before the deadline to avoid receiving zero credit (e.g., exam failure).

**Grade Posting**
Faculty members are required to submit grades for summer, fall, and winter quarters, to the Registrar’s Office within six days after the final exam, or six days after the last class if there is no exam. In the spring quarter, faculty must turn in their grades within four days of the exam for cohort courses, and 48 hours for all other courses. Students may not request their grades from Simon staff, faculty or faculty assistants. Students may access their grades through the Student Information System or Student Access. These links can be found on the Registrar’s Office Website.
4. ACADEMIC PERFORMANCE

**Dean’s List**
The Simon School maintains a Dean’s List for M.B.A./M.S. students at the beginning of each quarter to recognize students who have achieved academic excellence in the preceding quarter in the program. Full-time students taking nine credit hours or more with grade point averages of 3.7 or higher for that quarter are notified by letter that they have been placed on the list. Part-time students, who have completed 9 or more credit hours as a matriculated student during the academic year, are evaluated once a year. This occurs after the spring quarter for the preceding four quarters. They are then notified by letter that they have been placed on the list for the previous academic year.

Successful completion of all courses taken during the quarter is required in order to be recognized on the Dean’s List. Any “N” or “I” grades on the student's transcript must be completed satisfactorily.

**Beta Gamma Sigma**
Beta Gamma Sigma is a national honor society in business and management. Membership is limited to those in the upper 20 percent of the M.B.A. class of institutions accredited by the Association to Advance Collegiate Schools of Business International. Election to the University of Rochester chapter of Beta Gamma Sigma takes place in the winter and spring quarters of a student’s final year of study. Those admitted are recognized formally at the Commencement ceremonies in June. Ph.D. graduates are elected in the spring.

**Awards and Prizes**
Outstanding students at Simon are recognized at various times throughout the academic year for achievement or service. The faculty makes some decisions while the Dean decides other prizes after nominations are received. Award winners for the academic year are announced at the Transitions ceremonies and Commencement.

**Academic Difficulties**
The Academic Standards Committee monitors the academic progress of all M.B.A./M.S. students quarterly. The committee is comprised of faculty with ex-officio counsel provided by deans and the Executive Director, Student Services. The purpose of the committee is to assist students who are having academic difficulties, and to identify students who have little chance of graduating so that they do not expend their time and resources unnecessarily.

To this end, the committee meets quarterly and identifies students whose record, up to that point, indicates that they may have difficulty meeting the graduation requirement of a cumulative grade point average of 3.0 and less than 20 percent of grades of C or E, and provides guidance to those students. A student having academic difficulties meet with their Advisor in Student Services, for advice on understanding the problem and developing strategies for improving her or his grades. The
Chair of the Academic Standards Committee may provide additional assistance in more serious cases. Students at or near part-time students) who clearly have no chance of eventually meeting the graduation requirements will be dismissed from the program. In the past, students with a cumulative grade point average of 2.85 or below at this point in the program have been dropped.

Students with cumulative grade point averages above 2.95 have generally been allowed to continue into the second half of the program. Cases in between are handled on an individual basis.

Simon student clubs and organizations and may not participate in the International Exchange Program.

**Process for Dismissal on Academic Grounds**

Students face the possibility of dismissal from the program if their academic performance indicates that they are not likely to satisfy graduation requirements. At least one quarter prior to dismissal, students who are having academic difficulties are notified in writing that their matriculation is in jeopardy. The letter is written by the Chair of the Administrative Committee according to the recommendation of the Administrative Committee.

While it is the responsibility of the student to improve academic performance, the Student Services office is available to provide advice on strategies and resources for improving performance.

**Appeals**

A student who is dismissed from either the M.B.A. or M.S. program on academic grounds has the right to appeal the decision of the Administrative Committee. An appeal is intended to provide an opportunity to consider overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be another review of the facts of the case already considered. The only grounds on which an appeal can be made are:

1) To consider new information sufficient to alter the decision that was not available at the time of the committee’s decision, or

2) To determine whether errors substantive enough to affect the decision were made during the committee’s review of the case.

The appeal must be made in writing to the Associate Dean for the program. The letter should state the grounds on which an appeal is made and what the student believes supports an appeal on those grounds. The Administrative Committee will provide the dean with the information on which it based its decision. In addition, it will review and, if necessary, comment on the letter of appeal. The dean may consult with anyone he or she feels is pertinent to, or would be
helpful in determining, the appeal. The dean will provide a written decision to the student appealing the dismissal.
5. DEGREE REQUIREMENTS

Graduation Requirements
Please refer to the Course Catalog for degree requirements. The following requirements must be met to receive an M.B.A. degree:

- Successful completion of no fewer than the following number of credit hours:
  - 67 hours for full-time students, and 64 hours for part-time students;
- Must pass minimum of 20 (3 credit hour) courses;
- Cumulative grade point average of 3.0 or higher;
- Grades of “C” in no more than 20 percent of hours;
- Student is in good standing;
- No outstanding balance due the University Bursar’s Office.

Please refer to the Course Catalog for degree requirements. The following requirements must be met for the Ph.D. degree:

- Successful completion of 90 credits (60 credits with a Masters degree);
- Passing Core, Major and Minor exams;
- Approval of First- and Second-Year Research papers;
- Approval for Advancement to Candidacy;
- Passing a Thesis Proposal and Thesis Defense;
- No outstanding balance due the University Bursar’s Office.

Please refer to the Course Catalog for degree requirements. The following requirements must be met to receive an M.S. degree:

- Cumulative grade point average of 3.0 or higher;
- Student is in good standing;
- No outstanding balance due the University Bursar’s Office.

Students have seven years from the date they begin their studies at the Simon School to complete all requirements for graduation. The seven-year period commences during the quarter when the first class is taken, whether or not the student has yet matriculated. Thus, students who begin their program on a non-matriculated part-time basis have seven years from their first class at Simon to finish their degree. Extenuating circumstances may prevent a student from completing their studies within seven years (e.g., multi-year overseas assignment). In these rare cases, a student may request an extension beyond seven years. Requests of this nature should be directed to the Faculty Director of Graduate Programs and include both an explanation for the delay and a proposal for degree completion.
**Dates of Awarding Degrees**
The Simon School graduates M.B.A./M.S. students three times a year. Students who complete requirements for their degree at the end of the summer quarter will have their degrees awarded in October of that year. Students who complete requirements for their degree at the end of the fall quarter will have their degree awarded the following March, and those completing their degree requirements at the end of winter or spring quarters will have their degree awarded in June.

Ph.D. students who complete requirements are awarded their degree in October, March or June.

**Graduating Student Information**
Students must complete online graduation surveys which can be found on the Registrar’s Office website prior to graduation. Information regarding these surveys will be sent by e-mail to students. Students who graduate at the end of summer (August) may participate in the previous June Commencement ceremony and your name will be listed in the Commencement booklet. For example, If you graduate at the end of summer quarter, August 2015, you may participate in the June, 2015 Commencement ceremony.
6. PROGRAM REQUIREMENTS

Concentration Requirements
Concentrations are not required for the M.B.A. degree. For those students electing to fulfill concentrations, a complete listing of requirements can be found in the Course Catalog.

Ph.D. course requirements are contained in the Ph.D. catalog on the Simon website.

Course Prerequisites
One of the distinguishing features of Simon M.B.A/M.S. programs is their highly integrated nature. Faculty builds on the core curriculum in the development of their courses. Therefore, it is recommended that some courses be taken in sequence. Please consult the Course Catalog for a listing of prerequisites and/or co-requisites provided at the end of each course description.

Reduced Course Load
It is possible for full-time M.B.A. students to reduce their course load below three courses for one quarter in their second year if they wish to devote more time to the job search or other matters. Doing this for one quarter will not affect a student’s scholarship or status as a full-time student. This reduction of course load is only permitted once and students must contact their advisor in Student Services for permission. Any further reductions would result in a change of status and a reduction of scholarship aid. International students should check with the International Services Office (ISO) before reducing their academic course load.

Course Overloads
Students who wish to register for more than four courses must seek approval from their Academic Advisor in Student Services before registration. Approval is granted on an individual basis subject to prior academic performance. First-year students may not overload in the first quarters of study. Course Overload forms are located on the Registrar’s Office website.

Schedule Planning
M.B.A students are advised to begin planning their program early, prior to registration for the winter quarter. To assist students in selecting a concentration, Academic Advisors are available in the Student Services office and information sessions are held. Faculty in the different concentration areas and Simon student clubs jointly sponsor these sessions periodically to assist students in selecting their concentration.

Students who are undecided on career options are encouraged to explore possibilities with the Career Management Center in conjunction with their program planning. Faculty and the Student Services Office are also available to discuss concentrations and career implications.
Once a concentration or desired set of courses is chosen, students should check in the Course Catalog to determine course sequencing. Some courses have required or recommended prerequisites. Next, students should check course availability on the Course Offerings for the upcoming academic year, a tentative schedule of all courses. Because not all courses are offered each quarter, and because course offerings sometimes change, students should have contingency plans.

When it is time to construct a plan and contingency plans, students should consult the following:

* Course Catalog - listing of concentration requirements and course descriptions;
* Course Schedule - for the coming quarter(s);
* Course Offerings - tentative schedule of course offerings for the coming year.

**Ph.D. Program Requirements**
The Ph.D. Program at the Simon Graduate School of Business is designed to equip students with the necessary analytical skills to carry out high-quality teaching and research in various fields of management. The most common fields for major are Accounting, Competitive and Organizational Strategy, Finance, Marketing, Computers and Information Systems, and Operations Management. Regardless of the major, all students start with the first year, called the *core* building a firm foundation of mathematics, statistics and economics. While the majority of the courses are taken in common by all the incoming students, there is some specialization. This specialization gets more intense in the second year when the students concentrate on their major and minor fields of study. The common major and minor combinations are shown in the table below.

<table>
<thead>
<tr>
<th>Major Field</th>
<th>Minor Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>• Finance&lt;br&gt;• Competitive and Organizational Strategy</td>
</tr>
<tr>
<td>Competitive and Organizational Strategy</td>
<td>• Accounting&lt;br&gt;• Applied Statistics&lt;br&gt;• Finance Macroeconomics</td>
</tr>
<tr>
<td>Computers and Information System</td>
<td>• Applied Economics&lt;br&gt;• Management Science&lt;br&gt;• Operations Management</td>
</tr>
<tr>
<td>Finance</td>
<td>• Accounting&lt;br&gt;• Applied Statistics&lt;br&gt;• Competitive and Organizational Strategy&lt;br&gt;• Macroeconomics</td>
</tr>
<tr>
<td>Marketing</td>
<td>• Applied Statistics&lt;br&gt;• Competitive and Organizational Strategy</td>
</tr>
<tr>
<td>Operations Management</td>
<td>• Applied Economics&lt;br&gt;• Computers and Information Systems</td>
</tr>
</tbody>
</table>
The other thrust of the training is to provide the students with a considerable breadth of experience in relevant, related fields. For this reason, students are required to take courses from areas other than their minor and major. This is usually done in second and later years.

**Course Plan Years 1 & 2**

Ph.D. students come to the Simon School with widely varying academic backgrounds. Because training in mathematics and statistics is necessary for all course work at the Simon School, we offer three courses -- Mathematical Techniques in Economics (AEC 505), Linear Algebra and Programming (MSM 502) and Fundamentals of Economics (AEC 504) -- starting in early-July, before regular first-year classes begin. First-year fellowship aid begins in July.

All first-year students take a sequence of courses in probability theory and statistics, mathematics, economics, and econometrics. We therefore require all doctoral students including those majoring in functional areas, such as Accounting, Marketing, or Operations Management, to obtain this background. A grade of B or better in all core courses is required.

The mathematics sequence consists of MTH265H Real Analysis, and MSM522 Optimization. This prepares the students to think in an analytical and rigorous way and understand the basics of optimization that underlies much of managerial science.

The economics core sequence consists of the following courses: Advanced Price Theory I (Microeconomics), II (Game Theory), and III (Industrial Economics). While these courses are taught at a graduate level, they are complete and accessible even to students with no or only a rudimentary background in economics theory.

The econometric sequence is also designed for a ground up introduction to the topic. It starts at a basic level with ECO 483 / 484 Introduction to Math Statistics and Econometrics and leads into ECO 485 which is a graduate level course in econometrics.

Students will take some of the courses at the Simon School and some courses at other departments of the University. The combined schedule is shown in the table below.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>AEC 511 Advanced Price Theory I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter</td>
<td>AEC 512 Advanced Price Theory II</td>
</tr>
<tr>
<td></td>
<td>MSM522 Optimization Winter Slot*</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>AEC 513 Advanced Price Theory III</td>
</tr>
<tr>
<td></td>
<td>Spring Slot 1*</td>
</tr>
<tr>
<td></td>
<td>Spring Slot 2*</td>
</tr>
<tr>
<td></td>
<td>Spring Slot 3*</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>ECO 483/484 Intro Math Stats/Econometrics</td>
</tr>
<tr>
<td></td>
<td>MTH 265H Real Analysis **</td>
</tr>
<tr>
<td></td>
<td>Fall Slot*</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>ECO 485 Econometrics***</td>
</tr>
</tbody>
</table>

* The choice of courses in these slots depends on the major. See below for details.

** Required for Students who did not take AEC 505 in Zoreth Summer.

*** Students intending to major in CIS or OMG may defer this course until second year.

In addition to these basic sequences, students will also take some additional foundational courses that depend on their area of major. These fill up the ’slots’ listed in the table above. These additional courses are shown in the table below.
Slot | ACC/FIN | CIS/OMG | CIS/OMG
---|---|---|---
Fall | **FIN 505** Th. of Finance | BST401 Intro to Prob | ST401 Intro to Prob
Spring 1 | **ACC 511** Empirical Acc. Research or **FIN 532** Adv. Topics in Cap. Mkts. | MSM 535 Integer Programming | MKT 431 Consumer Behavior
Spring 2 | Consult Advisor | MSM 505 Th. of Prob. and Stochastic Proc. II | MKT 513 Marketing Seminar
Spring 3 | Consult Advisor | Consult Advisor | MKT 402 Marketing Management

For undergraduate and graduate courses outside the Simon School, course descriptions can be found in the Official Bulletin Undergraduate Studies or the Graduate Studies Official Bulletin, University of Rochester; for 400-level Simon School courses, see the Simon Information Guide for 500-level course descriptions on the web site. Unless otherwise noted, all quarter courses are three credit hours and semester courses are four credit hours.

**Core Examination**
The Core Examinations, given in June of the first year, are an important part of an ongoing evaluation process to assess the learning and suitability of Ph.D. students to the program. The Core Exams are based on the material presented in certain core courses. Passing the Core Examination represents the first major accomplishment for Ph.D. students.

**The Second Year: Depth**
Every doctoral student at the William E. Simon Graduate School of Business Administration has declared a major and minor field of study by the end of the second year. To prevent over-specialization, certain major/minor combinations are not possible, either because they are offered as minor fields only, or are specifically not allowed. Specific requirements for students who wish to major or minor in these areas, and a list of suggested courses to be taken in preparation for the Core and Qualifying Examinations, are given in the Field Descriptions section. To major in any field, students are expected to write a Second-Year Paper acceptable to two faculty members.

**Admission to Candidacy**
Students spend most of their third year preparing to meet the requirements for Admission to Candidacy. At the University of Rochester, as at most universities, Ph.D. students do not officially become Ph.D. Candidates until a set of Qualifying Examinations has been passed. These examinations test student’s preparation in the chosen fields of specialization. The full set of requirements for a student to become a Ph.D. Candidate is:

- Passing the first-year Core Examination;
- Completing an acceptable First-Year Paper (ACC & FIN majors);
- Passing Qualifying Examinations in both Major and Minor fields;
- Completing an acceptable Second-Year Paper;
- Successful completion of 90 credits
- Receiving a recommendation from the faculty in the Major field area.
Qualifying Examinations
In the summer of the second year or the fall of the third year, Qualifying Examinations are written. The examining committee, however, may substitute an oral examination, and students may also petition the committee for this option. Alternatively, the examining group may select a research examination, and students may petition for this option as well. In some cases, an area may require appropriate course work at the Simon School instead of a Qualifying Examination in the Minor field. A student may also petition the examining committee for this option. The courses listed under Field Descriptions are intended to give students guidance in preparing for the Qualifying Examination, but do not actually have to be taken for credit. Furthermore, qualifiers usually demand a level of understanding beyond that which is necessary to pass the courses on the suggested list.

First-Year Paper
By the fall of the second year, students majoring in Accounting or Finance are expected to complete an original research paper that is acceptable to one faculty member. The First-Year Paper encourages students to think about research early and gives them a chance to demonstrate their abilities in a non-examination environment. The paper should demonstrate a grasp of the methods required to do serious research.

Second-Year Paper
By the fall of the third year, all students are expected to complete an original research paper which is acceptable to two Simon School faculty members. While we hope that some papers will be of publishable quality, we do not expect that they all will be. The paper should demonstrate enough research potential to make completion of an acceptable thesis likely.

Recommendation by Faculty in Major Field
The final decision regarding Candidacy is made by the Area Coordinator in the student’s Major field, after consultation with the faculty in the area. This group makes the decision because it ultimately accepts the responsibility of supervising the student’s dissertation. Students must demonstrate in examinations, course work, and research papers that they merit the commitment in time and resources that Admission to Candidacy entails.

Course Plan Years 3 & 4
The Third Year: Breadth
Early in the third year of study, successful students will have reached Candidacy. They must then find an acceptable thesis topic. Success at this stage, more than at any other, determines how quickly they can complete the Program. Students who have a well-defined thesis topic (perhaps partially developed in their Second-Year Paper) can propose in the third year and defend their dissertation by the end of the fourth year. Most students, however, use much of the third year in search of a topic and spend a fourth year at the Simon School researching and developing it for a thesis proposal.
Ph.D. Seminars & Workshops
The Ph.D. Program is structured so that students gain experience early in presenting their own research in a workshop environment. All third- and fourth-year doctoral students are expected to make a presentation at least once a year in one of the Ph.D. Seminars or Workshops (AEC 510, CIS 52123, MKT 501, OMG 52123, STR 501). Third-year students generally present either their Second-Year Paper or other ideas for a thesis. Fourth-year students are expected to present material from their thesis research. These seminars/workshops provide students with the opportunity to obtain feedback from their peers and faculty.

The Fourth Year: Dissertation
In an effort to encourage creativity and cross-disciplinary thinking, we have no formal rules regarding appropriate thesis topics. Recent areas of research interest of some faculty and Ph.D. students are included in the Field Descriptions.

Thesis Proposal Seminar
An important milestone in thesis preparation comes when students give a Thesis Proposal Seminar. This occurs only after a committee, made up of the students advisor and two other faculty members, agrees that a suitable topic has been chosen and that a substantial amount of work on the order of 35 to 50 percent of total research to be conducted has been completed. Students typically have their problems well structured, present at least partial solutions to them and, when appropriate, discuss preliminary empirical results.

The primary purpose of the Thesis Proposal Seminar is to allow all interested faculty to judge the merits of the proposed topic and the approach students plan to use. The Seminar can also provide students with an opportunity to receive helpful suggestions from faculty and other graduate students. They also provide first- and second-year students with very useful experience. By attending such seminars, and hearing accompanying faculty discussion, students learn first-hand a portion of what is involved in writing a dissertation. A proposal seminar must be given by the end of the fourth year in the program. If a student fails a proposal, a retake may be permitted.

Thesis Contract
One attractive feature of the Thesis Proposal Seminar is that it provides students with a Thesis Contract. This contract details what must be done in order to complete the thesis. In writing this contract, faculty invest significant resources and are required to think carefully about how a student’s research can best be brought to fruition.

Thesis Defense
The majority of our students propose a thesis, go on the job market and begin work, and then return shortly thereafter to present a seminar for faculty and students in which they defend their completed dissertation. The thesis committee and a Reader and Chair from outside the Simon School question the presenter and request any necessary corrections. A vote is then taken by the faculty concerned in a closed session on the merits of the thesis. The result is communicated to the student, and a recommendation for the thesis acceptance by the
University Council on Graduate Studies and by the Trustees of the University is made. Upon
the vote of the Trustees, candidates are granted the degree Doctor of Philosophy in Business
Administration.
7. PROGRAM PLANNING

Concentrations
Although not required, most MBA students opt for at least one concentration and, in many cases, two. Concentrations permit students to develop expertise in the following areas:

- Accounting and Information Systems (AIS)
- Business Environment and Public Policy (BPP)
- Business Systems Consulting
- Competitive and Organizational Strategy (STR)
- Pricing Track
- Computers and Information Systems (CIS)
- Corporate Accounting (ACC)
- Entrepreneurship (ENT)
- Finance (FIN)
- Health Sciences Management (HSM)
- International Management (ITL/ITLE)
- Marketing (MKT)
  - Brand Management Track (5 courses)
  - Pricing Track (6 courses)
- Operations Management
- Public Accounting (CPA)

Major concentrations offered in PhD Program (ACC, CIS, STR, FIN, MKT, and OMG)
Outlines for each concentration’s requirements can be found in the Simon Management Programs Information Guide and the PhD Program Catalog or online at www.simon.rochester.edu Students’ programs will be audited for concentration fulfillment upon program completion.

Joint/Specialized Degrees
Joint degree study is offered in the following area:

- MD/MBA

Please refer to the Simon School Information Guide for further information and contacts.

Additional Degree Offerings
Master of Science in Business Administration programs are offered with concentrations in Business Analytics, Information Systems Management, Manufacturing Management, Service Management, Medical Management, Marketing, Pricing. In addition a Master of Science in Finance, Master of Science in Accountancy, and Master of Science in Management are also available.
Students who begin one program and wish to change to another program (i.e., begin in the MS and decide to pursue an MBA), must obtain the approval of the person responsible for admissions in the receiving program. The director of the program they are exiting should also be notified of the proposed switch. A student may be asked to complete a new application. Admissions authority for various degree programs rests with the following individuals:

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS, MBA Program</td>
<td>Rebekah Lewin</td>
</tr>
<tr>
<td>Executive MBA Program</td>
<td>Carin Conlon</td>
</tr>
<tr>
<td>PhD Program</td>
<td>Ron Kaniel</td>
</tr>
</tbody>
</table>

**International Exchange Programs**

The Simon Business School offers International Exchange Programs to provide experience abroad to second year MBA students anticipating careers with an international focus. Students who participate in the program can receive up to nine hours of credit toward their Simon M.B.A. program.

The Simon School has formed agreements with nine well-regarded graduate business programs in other countries: Universidad del CEMA, in Buenos Aires, Argentina; Australian Graduate School of Management, the University of Sydney and New South Wales, Australia; Katholieke Universiteit, Faculty of Business and Economics in Leuven, Belgium; Antai College of Economics and Management, Shanghai Jiao Tong University, in Shanghai, China; Aalto University Executive Education, in Helsinki, Finland; WHU Otto Beisheim School of Management, in Vallendar Germany; IPADE Business School, Universidad Panamericana, Monterrey or Mexico City, Mexico; Graduate School of International Management, the International University of Japan in Niigata, Japan; and the BI Norwegian Business School, in Oslo, Norway.

Students whose GPA is 3.0 or higher may apply to spend one quarter of their second year at one of the Simon partner schools. Students on academic probation or whose GPA is below 3.0 are not eligible to participate in the international exchange program.

Students will take classes with native students as well as students from around the world. The program provides the opportunity to live and study in a foreign country, to further develop language skills and to increase students’ multicultural awareness.

Information briefings are held for students interested in exchange programs. The program is open to students after completion of the first year. Catalogs on all partner programs are available in the Student Services Office.

Students may travel on exchange in the fall, winter or spring term of their second year. Students may choose to go on exchange during the summer between the first and second year, as well. For those partner schools not on the quarter system, the summer or fall terms provide the only options for participation. While students may complete degree requirements on
exchange, students may not participate on exchange following graduation nor use the Take 21/22 option for exchange.

Students may petition to receive transfer credit from an approved Simon International Exchange Program. A maximum of three courses or nine credit hours may be approved for enrollment and transfer.

In order to receive credit for course work taken through the Simon International Exchange Program:

* The courses must be taken while the student is matriculated in the Simon School;
* The courses must be taken at the graduate level;
* The courses cannot have been used to meet the requirements of another degree program;
* The student must receive a grade of “B” or better to receive transfer credit for the course;
* Students cannot receive transfer credit for core courses.

All courses must be approved before departure (or once the schedule for partner school is available). In general, courses transferred count as unrestricted electives. For a course to substitute for a specific Simon School course or fulfill concentration requirements, the approval of the respective area coordinator is required. Note that grades for courses completed on exchange are not calculated into a student’s cumulative GPA.

Students apply to participate in the International Exchange Program by submitting an application to the Student Services Office in the spring quarter of their first year of study. Once accepted to the program, students must then complete a Petition for the Transfer of Courses form for each course with a course syllabus for each course to be transferred. Courses must be approved prior to the student’s departure (or once the schedule for partner school is available). This request should include whether the student plans to transfer six or nine credit hours toward his/her degree. The student should request the Simon School Registrar’s Office to register him/her for GBA 492 (International Exchange Programs) for six credit hours, or GBA 493 (International Exchange Programs) for nine credit hours. Upon completion of the exchange, students must provide an official transcript showing the courses and grades to the Registrar’s Office before credit can be awarded. Students returning from exchange should be in contact with the Registrar’s Office to make sure the transcript has been received and the credit posted. Please contact Andrew Aboussleman, Simon Student Services (andrew.aboussleman@simon.rochester.edu) for further information.
Class Cohorts
Integral to the first-year full-time M.B.A. experience is the concept of class cohorts and student teams. Members of the fall cohorts are expected to complete all required core classes together. Members of the January cohort are required to complete the first two quarters together.

Assignment of Student Teams
Each cohort is divided into student teams. Normally assigned in groupings of five members, these teams are formulated intentionally to include varied skill sets and experiences. It is common for a team to include students with diverse professional experience varying in functional area and industry experience as well as varied academic training and cultural experiences. The fundamental challenge of the team is to build on these experiences and skills and harness the talents of each member of the team. Assigned teams are reconfigured each quarter. This process allows students the opportunity to have a wider variety of team experiences and teaches more about team process.

Operating in a team requires classmates from diverse professional, cultural and national backgrounds to function together as a unit. This provides a unique opportunity to share experiences, proficiencies and perspectives. Teams provide the framework to hone management skills and to encourage responsibility among team members while building interpersonal and team skills.

The School provides significant support to teams. During Orientation, students are introduced to strategies for working in groups in sessions on teamwork and communication. The Coach Program is in place to provide ongoing assistance to full-time students throughout their first year.

Coach Program
Established in 1996, the Coach Program matches each first-year student team with a second-year student who serves as the team’s coach. The coach is trained to offer advice on team dynamics. Coach leaders, chosen by a faculty adviser from the second-year class, select the coaches and are primarily responsible for administration of the Coach Program. The leaders report to the faculty adviser and they work with Simon School staff. The leaders and the faculty adviser jointly monitor all aspects of the program throughout the academic year. The goal is to continuously improve and develop the Coach Program through input from teams, coaches, faculty, staff and corporate representatives.

What is the role of a coach? The role of the coach is to facilitate the team concept that is integrated into the School’s curriculum. Coaches observe and provide feedback on processes related to the first-year experience at Simon, including team meetings, assignments and
projects, and recommend strategies for improving team dynamics. They also share information on internship search, course selection and school activities. The strength of the program lies in the interaction and involvement of the coach with the student team. The coach must build a relationship with the team from a standpoint of a knowledgeable peer and not a dominant superior.

The obligations of a coach include:
* Attend first-year team meetings each quarter as designated by coach leaders with the objective of studying group processes and team dynamics;
* Participate in all coach meetings and training seminars that the coach leaders schedule;
* Document and submit team assessment reports outlining specific perceived group problems when due;
* Critically evaluate team members’ performances by compiling peer evaluations from other group members;
* Meet with individual team members to discuss strengths and areas for improvement;
* Provide ongoing feedback to the team members on their development and improvement during the entire first-year experience.

Coach Leaders evaluate coaches based on their performance with respect to the above requirements and on feedback from their team members.

**Grading and Team Projects**
In core courses, students’ grades are determined by a combination of individual performance on exams and sometimes homework, joint work with teammates on homework and/or projects and class participation. Individual faculty determines the weighting of these different factors in grades.

In many of the core courses, faculty design projects for students to complete as teams. One objective of team projects is to provide substantive assignments that allow for learning about the subject area and learning about the process of collaborative professional teamwork. In order to provide incentives for the entire team to participate and become knowledgeable about the project, project-related questions are often placed on examinations. Team projects/homework should be completed within your assigned team. Collaboration with members of other teams is not allowed unless approved by the professor. Unauthorized collaboration with other students would constitute a breach of the Simon School Code of Academic Integrity.

**Peer and Team Evaluation**
To provide additional incentives for all team members to participate fully in team assignments, some faculty use peer evaluations as a factor in determining students’ grades.

**Process for Seeking Assistance with Team Dynamics**
If team problems develop, the following steps are recommended:
• Talk about the problem within the team;
• Use teamwork tools provided during Orientation;
• Consult with the team’s coach;
• Give the coach an opportunity to brainstorm with coach leaders;
• Discuss the matter with the Executive Director, Student Services;
• After exhausting earlier steps, solicit counsel from Faculty Director of Graduate Programs.

*As a matter of policy, it is only in the most unusual of circumstances that assigned teams are reconfigured.*
9. EXAMINATIONS

Examination Policy
Exams are administered during pre-determined exam periods known to students at registration. More than two final exams on one day is considered a hardship. The Registrar’s Office will notify the faculty involved to work out an alternative exam time. *Students should not make travel plans during exam periods as faculty members are under no obligation to offer midterm and final exams outside scheduled times.*

In the event a faculty member chooses to allow an exam outside the scheduled time due to extenuating circumstances, the student must notify the Associate Dean for Faculty in writing of the request for an alternative exam time. The request must be approved by the Associate Dean in order for the change to occur.

Re-grading of Exams
Under certain conditions, some faculty may permit students to submit an examination for re-grading. Students are advised that *exams submitted for re-grading must not be altered in any way from the original examination.* Any alteration can result in charges of academic dishonesty, which can bear serious penalties including dismissal from the program. Many faculty members photocopy exams before returning them to students in order to detect alterations.

Faculty are under no obligation to re-grade exams. Students are advised that faculty may have certain re-grade policies that may include, among other specifics, a time frame for submitting re-grade requests or a point system or other procedure for determining when and if to accept a re-grade request.

Privacy of Exams
Assignments, projects, and exams are often returned to students via their mail folders. Faculty and staff are committed to maintaining students’ privacy regarding exam grades. Faculty members may elect to use a cover sheet with their exams. The cover sheet may contain options regarding the distribution of your exam and the level of confidentiality you desire.

Computer Use in Exams
Faculty teaching core courses in the full-time M.B.A. program may require students to use a laptop computer in exams and in lab sessions. These requirements will be announced on the first day of class and disclosed in the syllabus. It is the responsibility of each student, not the Simon School, to arrange for laptop use to meet the coursework requirements; the School will not supply laptops or computers to students without access to one. Consequently, the faculty recommends that full-time M.B.A. students purchase a laptop for personal use. This policy regarding the use of laptops on exams does not apply to part-time students.
10. CONDUCT AND EXPECTATIONS

Etiquette
In the classroom, students are expected to demonstrate the same professional behavior that they would in a business setting. This includes, but is not limited to, timely arrival, notifying faculty in advance of any planned absence, informing the faculty member of the reason for any unplanned absence and active but non-monopolizing participation in classroom discussion. It is important to know that some faculty adjusts grades based on attendance and/or class participation. Out of courtesy to others, students should enter or exit the classroom quietly from the back of the room if class is in session. Care should be taken not to disrupt the class by picking up class notes or otherwise creating a disturbance. In addition, each student should obtain only one course curriculum packet per course. If a student elects to drop a course, the class materials should be returned to the appropriate faculty assistant.

Students are expected to either turn off cellular phones and beepers or turn their devices to a non-audible notification when in class or attending presentations. Students are also discouraged from using their laptops while in class or attending presentations unless its use is required.

The same courtesies extend to your interactions outside the classroom. It is expected that you will be on time to team meetings and that you will notify your teammates if you plan to be away. Similarly, timely arrival at other scheduled Simon activities, especially those involving guest speakers, is expected. In addition, students are reminded to reply to invitations from faculty, deans and staff when requested.

Simon Expectations
Students are expected to approach their graduate business studies as a professional endeavor. Please remember that you are now a member of the Simon School community. The image you project reflects on the School and impacts the value of your degree. We appreciate your efforts, now and in the future, and expect each student to join the faculty and staff in our commitment to bringing continued excellence to the Simon School.

Dress Code
The Simon School sponsors many functions that require business attire. Students will be notified in advance if business attire is required. Business attire normally means suits for the men and suits or professional dresses for the women. Other functions might indicate business casual attire. Overly casual clothes such as jeans, shorts and sandals are discouraged for business casual functions. For in-class presentations, business attire is expected.

Name Cards
It is expected that students will display a name card during class to identify themselves and facilitate discussion. The name cards assist the professors and students in learning students’ names.

**Smoke-Free Policy**
The University of Rochester maintains a smoke-free environment within all campus buildings. In order to smoke, it is necessary to go outside. **Individuals who wish to smoke must do so at least 30 feet away from entrances, air intakes and not smoke in places non-smokers must cross.**

**Designated Smoking Areas:**
- **Schlegel 1st Floor Patio,** located outside of the Student Commons (Schlegel Room 105): The patio is accessible via the Student Commons south emergency exit door between 7:00 a.m. and 11:00 p.m. daily.

Please note that smoking is not allowed at any of the entrances (including under the overhang in the doorway leading to the Schlegel 1st Floor Patio and the Gleason 4th Floor patio), and vestibules to Schlegel, Gleason or Carol G. Simon Halls.

**Alcohol Regulations**
New York State law prohibits the serving of alcohol to individuals actually or apparently under the age of 21, to intoxicated individuals or to individuals who are known to become habitually intoxicated. It is illegal for individuals under the age of 21 to possess alcoholic beverages with the intent to consume such beverages.

**Serving Alcohol**
Serving of alcoholic beverages must be coordinated through University-approved caterers only. Clubs interested in having alcohol served at an event should discuss their needs with the Student Services Office well in advance of the anticipated event. **For the most current list of University approved caterers, please visit the Environmental Health and Safety website at:** [http://www.safety.rochester.edu/sanit/approved.html](http://www.safety.rochester.edu/sanit/approved.html)

It takes caterers approximately three weeks to obtain the appropriate permits required to serve alcohol on campus, so please plan accordingly.

**On-Campus Outdoor Events**
Outdoor events can be held on campus in designated areas with approved caterer’s only. Temporary food applications to the UR Sanitarians office, propane permits and Fire Marshall Inspection must be obtained in advance. Contact Student Services for event registration and further details.

**University Standards of Conduct**
The University has established standards of conduct for maintaining public order and an appropriate learning environment on University campuses and other property. No member or
guest of the University community may engage in unlawful or disruptive behavior on University premises, including but not limited to the following:

- The unlawful possession and use of controlled substances (drugs);
- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance;
- Obstruction or disruption of teaching or other University activities;
- Prevention of free movement, such as pedestrian or vehicular movement;
- Possession or use of firearms and explosives; dangerous, destructive, or noxious chemicals; or any dangerous or apparently dangerous weapons, other than as allowed by law and University regulation;
- Detention, physical abuse or conduct that threatens bodily harm or endangers the health of any person;
- Intentional damage or theft of University property or the property of any member of the University community;
- Entry into living quarters, private offices or working areas of another person without express or implied permission of that person or of an authorized University official; or invasion of the privacy of records, data or communications belonging to individuals, to the University or to others.

Violators of these standards are subject to disciplinary action. The University also reserves the right to discipline unlawful or disruptive conduct that occurs off campus if the conduct is associated with a University activity or raises considerable concerns of a threat to the safety or welfare of the University community. Refer to the Regulations and University Policies Concerning Graduate Studies Guide for more information.

Policy Against Discrimination and Harassment

With one of the most diverse student bodies of all the top business schools, we understand the value that all aspects of diversity within the student experience - diversity of geographic backgrounds, cultures, genders, races, ethnicities, academic and work experiences - bring to your learning environment.

Students as well as faculty and staff are entitled to equal opportunity, equitable access and equal treatment in University programs and activities. The University prohibits discrimination against and harassment of individuals or groups of people on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, and sexual orientation or any other status protected by law. These are considered “protected statuses.”

If you believe you have been discriminated against or harassed due to your protected status or your actual or perceived affiliation with someone who has a protected status, you have choices about how to respond. It is important that you choose the resolution process that feels comfortable to you and that you believe is likely to result in a positive outcome. An often effective first response is to respectfully ask the person to stop the behavior. You could also ask a counselor in Simon’s Student Services Office, the University’s Title IX Coordinator or a University Intercessor to explain the various formal and information options for investigating and resolving the situation.

For detailed information about your options, including the process for filing a formal complaint, please visit the Equal Opportunity Compliance website at http://www.rochester.edu/eoc/HarassmentDiscrimination.html or contact Morgan Levy, Equal
Opportunity Compliance Director and Title IX Coordinator, by phone at 585-275-7814 or e-mail at Morgan.Levy@rochester.edu.

**Religious Observance**
As provided in the New York Education Law Section 224-a, students who choose not to register for classes, attend classes or take exams on certain days because of their religious beliefs will be given another opportunity to register for classes or to make up the work requirements or exams they miss, without penalties or additional fees.

**Student Absence**
Attendance policies are left to the professor. Typically, in many large lecture courses, no attempt is made to track attendance. In courses where class participation plays a role in the grade, even if there is no formal attendance policy, absences are likely to reduce the student’s class participation grade.

Attendance in class is expected. If you find that you must be absent from class, you should notify your professor. The professor will find this information useful in determining how an absence will affect your grade.

A student in the M.S. or M.B.A. program who expects to be absent for any length of time should discuss the absence with the Student Services office, as it relates to missed work and impact on their team.

**Medical Leave of Absence**
Students who need to go on a medical leave of absence must submit a request in writing to the Director, Student Services or the Ph.D. Office. The request then goes to University Health Service (UHS) for review. The Director of UHS will make a recommendation to the School regarding the appropriateness of allowing the student to take a medical leave of absence. The recommendation will be based on the seriousness of the health problem and the extent to which the health problem has interfered with the student’s coursework. Contemporaneous evidence of both is required.

The School will make the decision concerning the leave request and will inform the student of that decision, including the effective date of the leave and any other conditions attached to it that are deemed appropriate to the circumstances of the particular case. Except in unusual situations, the petition to go on leave for medical reasons must be initiated by the student before the end of the term in question.

Students who wish to return from a medical leave of absence must notify the Executive Director, Student Services or the Ph.D. Office who will ask UHS to review relevant health-related information. The Director of UHS will make a recommendation regarding the appropriateness of allowing the student to return from medical leave of absence. The recommendation will be based on evidence that the condition that required the leave is under sufficient control to allow the student to make a successful return.
The School will consider the recommendation and whether any conditions imposed on the leave have been met and will inform the student of its decision. Except in unusual situations, the petition to return from medical leave of absence must be initiated by the student at least two and preferably three months before the expected date of return.

Students must register for “GBA 985: leave of absence” each term they are in this category. It should be noted that registration of “985: leave of absence” does count toward the degree time limit.

**University Operations in Adverse Weather and Similar Emergencies**
The presumption is always that University/School activities and services will go forward on schedule. It is the policy of the University, in general, to remain in operation despite adverse weather conditions, transportation or utility problems or similar interruptions. Should extremely severe weather force the cancellation of classes and/or the closing of the School, make-up classes will usually be scheduled for the first Saturday after such closing/cancellation.

Recorded announcements will be available and updated frequently on the University of Rochester Information Line where they may be heard any time by dialing 275-6111. In addition, the Simon School has an information line in place to notify those interested in specific Simon emergency closing information. Call 275-5082 when you are unsure about how the weather or another emergency may affect the Simon School schedule.
For assistance with registration, please review the Registration Information Guide and Registration Procedures on the Registrar’s office website.

Currently enrolled Simon students may register online for classes through the Student Information System on Simon Exchange, the central web portal used by the Simon community. Students will receive registration instructions through their Simon e-mail account prior to the start of registration each quarter. Matriculated students, depending on the program, may be pre-registered for classes by the Registrar's Office.

- If you drop a course after the add/drop period, you will receive a grade of "W" for the course and will be refunded according to the Refund Schedule.
- If you wish to register for a Take 21/22 course, you must complete the Take 21/22 Voucher Form.

First time non-matriculated graduate students must attend the Part-Time Registration session which is offered fall, winter, spring and summer quarters at the Simon School before taking classes.

Undergraduate Semester Courses
The Simon School offers 100 and 200 level undergraduate courses. These courses are offered in the fall and spring semesters and appear in the University's course schedule. Undergraduate students may register for these classes by following the College's registration procedures. These courses are not available to Simon graduate students.

Executive MBA Courses
The Simon School offers an Executive MBA program and an International Executive MBA program in Bern, Switzerland. Students who wish to register for these courses should consult with the Executive MBA Office located in 204 Schlegel Hall or by calling (585) 275-3439.

Ph.D. Courses
The Simon School offers 500 level Ph.D. (doctoral level) courses. Students who wish to register for these courses should consult with the Simon Ph.D. Office located in 4-345 Carol Simon Hall or by calling (585) 275-2959.

Simon School Alumni
Simon alumni who wish to return to the Simon School to register for classes are advised to consult with Students Services located in 202 Schlegel Hall or by calling (585) 275-8163.

Non-Simon School Alumni
Non-Simon alumni who wish to register for classes are advised to consult with the Simon School Admissions Office located in 305 Schlegel Hall or by calling (585) 275-3533. Non-Simon alumni who wish to take courses to transfer back to another University are also advised to consult with the Simon School Admissions Office.

Matriculated MBA or MS Simon students who wish to register for graduate courses at the University of Rochester
• Consult with the Simon Student Services Office to confirm the class will count towards your degree requirements if you are taking the class for that purpose. If approved, they will give you a course substitution form to complete.
• Complete the Simon add/drop form and obtain the instructor's approval.
• Return the add/drop form and the course substitution form to the Simon Registrar's Office for processing. These courses will be entered in the ISIS student records system.
• U of R courses will not appear on your Simon unofficial transcript only on your official transcript.

Matriculated MBA or MS Simon students who wish to register for Simon PhD courses
• Your Area Coordinator and the Senior Associate Dean must approve your request and sign the course substitution form.
• Complete the add/drop form.
• Return the add/drop form and the course substitution form to the Simon Registrar's Office for processing.
• Simon PhD courses will appear on your Simon unofficial transcript and official transcript.

Simon 400 level master's graduate courses are not available to University of Rochester undergraduate students. University of Rochester graduate and PhD students who wish to register for Simon graduate or PhD classes must complete the Simon School add/drop form and secure the signature of the professor. Return the form to the Simon School Registrar's Office.

Immunization Requirements
Students will not be allowed to register for classes if they have not submitted a complete Health History Form to the University Health Service and received the required immunizations. New York State law requires college students to be immunized against measles, mumps, and rubella. The law applies to all full and part-time students born on or after January 1, 1957. Students will be withdrawn from classes if immunization requirements are not met.

Outstanding Financial Obligation
Students will not be allowed to register if they have not submitted a University payment Agreement form to the Bursar online at https://secure1.rochester.edu/bursar/payment/login/php. Transcripts and diplomas may not be released unless all financial obligations to the University have been fulfilled according to an agreement with the Office of the Bursar.

Non-Matriculated Students
Students who are interested in the M.B.A. program may register for courses on a non-matriculated basis if s/he has completed a bachelor’s degree. Non-matriculated students may take the following courses in the evening session:
- STR 401: Managerial Economics
- GBA 411: Framing and Analyzing Business Problems 1;

And any 2 of the following area-specific core classes:
- ACC 401: Corporate Financial Accounting
- CIS 401: Information Systems for Management
- FIN 402: Capital Budgeting and Corporate Objectives
- MKT 402: Marketing Management
- OMG 402: Operations Management
NOTE: It is highly recommended that students take GBA 411 and STR 401 prior to taking the area-specific core courses.

Non-matriculated students are limited to taking four of the courses listed above. A fifth course may only be taken after being admitted into the program.

The criteria for admission to the M.B.A./M.S. Program is the same for full-time and part-time students and is based on a completed application, which requires three original essays, two letters of recommendation, transcripts of all college work and the results of the Graduate Management Admissions Test (GMAT). Students who earn a cumulative grade point average of 3.2 or higher in the four courses taken as a non-matriculated student will not be required to take the GMAT. Grades from any course taken as a non-matriculated student automatically become part of the application and are entered on the student’s academic record.

A Simon School catalog and application may be obtained from the M.B.A. Admissions Office (Schlegel 305), or by calling 275-3533 or 275-3534 or online at www.simon.rochester.edu. Any student who has additional questions or who would like to schedule an informational interview should contact Admissions at 275-3533 or 275-3534.

**Late Registration**

Students who register late must submit payment in full at the time of registration. You may make your payment by personal check, MasterCard, Visa or Discover. All payments must be made in U.S. dollars to ensure proper crediting of the student’s account. Students are encouraged to register early to ensure enrollment in the course(s) of their choice.

**Payment Agreements**

All students are required to submit a Payment Agreement prior to registration for classes. The payment agreement is submitted online: www.rochester.edu/adminfinance/bursar. If you do not know your NetID, click on “What is NetID?/Help”. On the next screen you will be prompted to set up your NetID.

When prompted, please indicate that you are a matriculated student. Please note that you must complete a payment agreement even if you are receiving a tuition benefit as a University employee. In the last field, “Electronic Signature”, please type your full name.

The student may change their payment option or billing address at any time by submitting a new payment agreement online. These requests must come from the student. The student is responsible for notifying the Bursar’s Office if the billing address changes.

Students are responsible for viewing their billing statement online each month and will not receive a statement in the mail. Electronic billing is the official method of billing. Paper bills will not be sent.
Payment Options
The University offers Graduate students two options for payment of tuition and fees for each quarter:

1. **Single Payment Option:** Due dates are October 10 for the fall quarter, February 10 for the winter quarter, April 10 for the spring quarter, and July 10 for the summer quarter. **Note:** for students who start the fall quarter in August, the due date will be September 10.

2. **Two Payment Option:** Due dates are October 10 and November 10 for the fall quarter, February 10 and March 10 for the winter quarter, April 10 and May 10 for the spring quarter, and July 10 and August 10 for the summer quarter. **Note:** for students who start the fall quarter in August, you will pay in 3 installments due September 10, October 10 and November 10.

3. **Employer Sponsored Payment Plan (ESP)** – students must submit a completed ESP form for each quarter of attendance to the Bursar’s Office by the first week of class.

4. **Direct Billing Authorization** – students must submit a completed DIRECT BILLING AUTHORIZATION form for each quarter of attendance to the Bursar’s Office, by the first week of class.

   To print Direct Billing and Employer Sponsored Payment Plan (ESP) forms, go to: [http://www.rochester.edu/adminfinance/bursar/simonforms.htm](http://www.rochester.edu/adminfinance/bursar/simonforms.htm)

Billing Statement
The student billing statement can be viewed online from your student portal: [http://my.rochester.edu](http://my.rochester.edu). Once you log in, click on UR ePAY on the left. Students receive an e-mail each month when the new billing statement is available. Students are encouraged to pay their bill online using UR ePAY. Our vendor accepts electronic check payments, credit card payments, or wire transfer via peerTransfer (a trusted source for sending wire transfers). Please note: the vendor will charge a non-refundable 2.75% service fee for any credit card payments. There is no charge for electronic check payments. Additionally, payments made via an online bill payment service (other than UR ePAY) are converted to a paper check when submitted to the University. Please allow extra time for processing. All check payments must be in U.S. dollars and drawn on a U.S. bank. Students may also pay via wire transfer using peerTransfer.

Student Refunds
If you are expecting to receive a refund of the proceeds of your student loan(s), you will need to contact the Bursar’s Office each quarter to request a refund check. You will not be eligible to receive a refund until you have completed the promissory note(s), entrance counseling and have submitted all documents required by Financial Aid. Once all financial aid has been credited to your student account you may request a refund.

Please be advised that refunds are not issued until the start of classes each quarter, and that the processing time for refund checks is 7-10 days. If the credit balance on a student account is the result, in part, of an overpayment by credit card, the Bursar’s Office reserves the right to
issue a refund check or credit the credit card account. Student loans are generally issued in three disbursements.

You may contact the Bursar’s Office in one of the following ways:

- Stop by our office, 330 Meliora Hall, between 9:00 a.m. and 4:30 p.m., weekdays
- Call our office: 585-275-3931
- E-mail our office: bursar@admin.rochester.edu

If you are contacting our office via e-mail, please provide your URID and a mailing address or let us know if you wish to pick up your refund check.

Past Due Balances
Any prior balance due to the University should be paid immediately. Students who are determined by the Bursar’s Offices to have a past due balance will not be able to register for the next semester until the balance is paid in full.

Activity Fee
The Activity Fee covers a variety of expenses related to a diverse set of student activities. These include support for the Graduate Business Council, student clubs, photocopying of course material, software licenses, cap and gown rental for graduation, university charges for student activities, etc. Several years ago the Simon School decided to fund these activities through a single fee rather than individual charges as we used to do and some other schools continue to do. Full-time students are charged $175 per quarter in which they are registered, even if they are not resident in Rochester. (Examples include: GBA 490 American Business Practice, GBA 491 Reading Course and GBA 492/493 International Exchange Programs). Part-time students are charged $55 per quarter.

The actual expenses for the 2015-16 academic year amount to more than $175 per quarter for full-time students and more than $55 per quarter for part-time students, as itemized below:

- The School will provide over $60,000 to the GBC this academic year;
- Caps and gowns cost $52 per rental. It is estimated that 300 will be rented for a total of $15,600;
- Photocopy charges have been estimated as follows: 400 pages per student per course at $.03 per copy or $12 per course. Given that the School has 400 full-time and 225 full-time equivalent part-time students, a cost of $75,000 is derived based on an average of ten courses per student per year.
**Bursar Hold Information**

University policy requires that students be current in payment of all tuition and fees prior to registration for each academic term. Simon students who have a past-due balance will not be pre-registered for the next term or allowed to register online. University policy also requires all students to submit a payment agreement prior to registration. If you have a past-due balance, you may settle your account with the Bursar's Office, 330 Meliora Hall, 585-275-3931.
Take 21/22 Courses
Matriculated Simon School M.B.A. students are allowed to take up to two courses beyond the required 20 three-credit or four-credit courses needed for degree completion, free of charge, subject to certain guidelines. Students must have met all graduation requirements before this option can be utilized although the last required class(es) can be taken concurrently with the 21st and/or 22nd free class. Any questions regarding enrollment eligibility should be directed to the Registrar.

Guidelines for use of Take 21/22 Voucher:
* The course(s) can be taken no earlier than the quarter prior to your graduation and no later than one year or four quarters after graduation;
* Transferred or retaken courses or courses for which you received a non passing grade cannot be included in the 20 course requirement for the Take 21/22;
* Take 21/22 vouchers cannot be used to audit a course or retake a course to improve a grade;
* The grade you receive will be included in your cumulative grade point average;
* If you withdraw after the second week of classes, a grade of "W" or "WE" will appear on your official transcript;
* If a course is oversubscribed, students using a Take 21/22 voucher will have the lowest priority;
* You must present your Take 21/22 voucher when you register for the class, or within the first two weeks of the quarter. Vouchers submitted after that time cannot be considered;
* Take 21/22 vouchers are only valid for Simon School courses;
* Take 21/22 courses may be counted toward concentration requirements;
* Take 21/22 courses may be used to maintain full-time status;
* MGC classes – Communicating Business Decisions – do not count toward your 20 course requirement;
* You must have a cumulative GPA of 3.0 or above.

Note: Take 21/22 courses DO NOT count toward financial aid eligibility. Please have the Office of Student Financial Assistance sign your Take 21/22 form to confirm that your loan(s) will not be affected.

Take 21/22 vouchers are located on the Registrar’s Office website under forms http://www.simon.rochester.edu/why-choose-simon/registrar/forms/index.aspx and must be submitted to the Registrar’s Office for processing.
Transfer Credit
Masters students may petition to receive transfer credit for graduate courses taken at other universities. A maximum of three courses or nine credit hours may be approved for transfer into the M.B.A. program and two courses or six credit hours for the M.S. program. This includes courses taken on International Exchange. The appropriate Faculty Area Coordinator and the Faculty Director of Graduate Programs must approve all graduate courses taken outside of the Simon School for transfer credit. Any student seeking to transfer coursework into Simon programs from other schools or from other divisions of the University should obtain approval for transfer of course credits before registering for courses or s/he bears the risk that the course will not be approved for transfer credit. The procedure is as follows:

* All requests for transfer of course credit must be made in writing;
* Obtain a Petition for Transfer Credit form from the Registrar’s Office website under forms;
* Complete the form and attach transcript, catalog description for the transferring course and syllabus or detailed class outline. Using the description of Simon School courses found in the current Course Catalog, indicate specifically which Simon course is comparable to the transferring course or whether you are requesting to transfer it in as a general elective;
* Submit completed materials to the Assistant to the Faculty Director of Graduate Programs, located in Carol Simon Hall (CCS2-211D). Those students going on the International Exchange Program should submit their materials to the Student Services Office;
* The Faculty Director of Graduate Programs will then review the form to verify that the course meets the criteria, and will consult with the Area Coordinator. Once the Area Coordinator has made a determination, the Faculty Director of Graduate Programs will review and make a final decision on the petition;
* Incomplete petitions will be returned without being reviewed.

Guidelines for transfer credit approval are as follows:
- Full-time students are not eligible to transfer 401 level courses;
- Courses may have been used to satisfy the requirements for another degree;
- Courses must be at the graduate level;
- A grade of “B” or better must be received;
- Courses must have been completed within the past five years.

To secure transfer credit for an approved course, students should arrange to have the following forwarded to the Simon School Registrar’s Office by the last day of final exams for the quarter in which you expect to graduate:

* an official transcript showing the grade and course credits received;
* a $600 transfer fee for each course taken outside the University of Rochester.

Due to the integrative nature of the cohort system, no transfer credit is granted to full-time M.B.A. students for core courses. Only part-time M.B.A. students may petition to transfer core courses using the procedure outlined above. Grades for transferred courses are not calculated.
in a student’s cumulative grade point average. Grades earned as part of an approved University of Rochester/Simon School joint degree program are included in the grade point average.

**Conditions where courses cannot be transferred:**

* Undergraduate courses other than foreign language coursework;
* Courses counting toward another degree;
* Courses taken more than five years prior to Simon School matriculation;
* Grades lower than a “B”;
* Courses above the maximum allowed for transfer (three courses/nine credit hours toward the M.B.A. or two courses/six credit hours toward the M.S. degree).

**Course Waivers**

Part-time M.B.A. students who have passed the CPA examination may petition to have ACC 401, Corporate Financial Accounting, waived. Students should submit a letter requesting waiver of ACC 401 along with a photocopy of their license as documentation to the Assistant to the Faculty Director of Graduate Programs in Carol Simon Hall (CS2-211D). If approved, such students will be required to replace the course with an accounting elective. As electives carry three credits and ACC 401 is a four-credit course, students in this situation will graduate upon completion of 63. For part-time students only, waivers for other core courses are reviewed on an individual basis.

**Foreign Language Study**

Decisions regarding transfer credit for foreign language studies for M.B.A. students are made on a case-by-case basis. In general, students are expected to satisfactorily complete two or three courses (six to nine credit hours) of language study in exchange for a maximum of three credit hours approved toward the Simon School degree. The courses may either partially fulfill the requirements of the concentration in International Management or count as an unrestricted elective. The following criteria will apply to all requests:

* The language courses must be completed during the time the student is matriculated at the Simon School;
* The language courses cannot be taken in a language the student has previously “mastered” in another program or school, or in a student’s native tongue. Similarly, English courses are not permitted;
* Foreign language courses may be taken at the undergraduate or graduate level;
* The courses cannot be used to meet the requirements of another degree program;
* The student must receive a grade of “B” or better in each course.

*Grades for transferred foreign language courses are not calculated into a student’s cumulative GPA.*
Students should request approval to transfer foreign language credit by completing a Petition for Transfer of Courses and submitting it to the Assistant to the Faculty Director of Graduate Programs. This should be done prior to taking the courses. Upon completion of the courses, the student must provide an official transcript showing the courses and grades. Transfer credit for foreign language will appear on the Simon School transcript as GBA 494 – Foreign Language Transfer Credit. It is important to recognize that foreign language courses offered by the University are taught on the semester system, not the quarter system. This means that classes at the University will begin and end on a different schedule than at Simon.

**Master Reading Courses (GBA491 or 591)**

Students may register for a Reading Course (Independent Study) by filling out a Master Reading Course GBA491 form or PhD Reading Course GBA 591 form. Forms can be found on the Registrar’s Office website under forms. Students must submit a GBA491 or 591 form which outlines the complete course synopsis and has been signed by the supervising professor. Students should not attempt to register for this class online. Students are still responsible for the activity fee when taking this course and you cannot use a paid project or Internship as the proposed curriculum for a Master Reading Course.

Please note: Master Reading Courses may only be taken as electives and no more than two Reading Courses may be taken as credit toward an MBA degree.

**Reading Course Grades**

Reading courses may be graded on a pass/fail basis or with a letter grade. The decision for grading rests with the professor overseeing the course.

**Internship for International Students (GBA 490 American Business Practice)**

International M.B.A. students in F-1 and J-1 status who wish to participate in a paid internship after receiving a job offer letter from an employer must apply for work permission from the International Services Office (ISO) in 213 Morey Hall. Eligibility guidelines are set by Immigration.

F-1 students must be enrolled full-time (nine credits per quarter) for one academic year (three quarters) to be eligible to work off campus in the United States using Curricular Practical Training (CPT). Students who meet this requirement and receive a written job offer may apply for CPT. Students should go to the ISO to verify their eligibility.

1. Student completes the CPT and GBA490 American Business Practice forms and attaches offer letter.

2. Student takes the form to Student Services and the Sr. Associate Dean Ronald Goettler for approval signatures on the CPT form.

3. Student takes the signed CPT form and GBA490 form to the Simon Registrar’s Office so you can be registered.

4. Student takes the completed CPT and GBA490 forms to ISO for processing.
There is no fee for this one credit course. However, you will be billed the mandatory activity fee. ISO will then authorize the employment once proper documentation is provided. CEIS Internships or those through other affiliated employers with the University are in a special category of “F-1 on campus employment at an off campus location” and are also authorized by ISO. These internships do not require the academic year in status to be eligible.

J-1 students must use some of their 18 months of academic training to be authorized for an internship. Work permission must be authorized by your J-1 sponsor for all on campus and off campus employment before beginning work. Registering for GBA 490 is optional for J-1 internships. At the end of the Internship, student must submit the written paper to Kari Zollweg, C2-202F.

Unpaid Internship for Domestic and International Students (GBA490E Integrating Business Theory and Practice)

Students may register for GBA490E if they are an international or domestic MBA student who wishes to participate in an unpaid internship during summer quarter. This form can be found on the Registrar’s Office Website under forms.

- If you are an international student who has already taken three quarters of classes at Simon (including ELUSC), you must fill out CPT paperwork instead of this form.
- You must have a letter from the company stating the terms of employment.
- Meet with a Career Management Center counselor to have your offer reviewed.
- Meet with Student Services to confirm academic eligibility.
- At the end of the Internship, student must submit the written paper to Kari Zollweg C2-202F. The paper will be reviewed by a Simon faculty member who will assign a pass/fail grade for graduation. Kari will send you an e-mail detailing the requirements.
- Students must register for this unpaid Internship (GBA490E) before the end of the Summer Quarter add/drop period.
- You will not be charged for the one credit GBA490E Integrating Business Theory and Practice course but students will be billed the Mandatory Activity fee for summer quarter.

Unauthorized Course Attendance (for credit or audit)

Students are required to be registered for courses they wish to attend, whether taken for credit or audit. Students are not to attend courses for which they are not registered. After the second week of classes, students who are attending class, but not registered, will be charged the audit fee.

Adding and Dropping Courses
Students may add or drop courses until the end of the second week of classes through the online registration system. Go to the Simon School Registrar’s Office website at: http://www.simon.rochester.edu/why-choose-simon/registrar/index.aspx and select “Register for classes online” below Registration.

**Withdraw From a Course**
If contemplating withdrawing from a course after the second week, please complete the Course Withdraw form with the instructor’s approval signature and return it to the Simon School Registrar’s Office for processing. **All withdraws submitted after the second week of classes will be refunded based on the current Refund Schedule.**

Instructors may assign a grade of “W” (withdrew) or “WE” (withdrew while failing) for courses dropped after the second week of classes.

Ph.D. students must submit course change requests to the Ph.D. Office for approval. Contact the Ph.D. Office at 275-2959 if you have any questions about registration.
13. STUDENT STATUS

Enrollment Verification
Verification of enrollment for matriculated and non-matriculated Simon students are based on the following each quarter:

- Full-time = 9 or more credit hours
  For Fall Quarter - Students registered for courses in the Pre-Fall and Fall Term terms will be considered full-time if they register for at least 12 credit hours combined in the two Fall terms. Students registered for courses in Fall term are considered full time if they are registered for at least 9 credit hours.
- Half-time = 6-8 credit hours
- Part-time = 5 or less credit hours

Students needing verification or confirmation of their enrollment status for loans, health insurance, or scholarships, may request an Enrollment Verification through the National Student Clearinghouse. Visit the University Registrar’s Office web site for further information at http://www.rochester.edu/registrar/verifications.html

Change of Student Status
M.B.A./M.S. students may request a change of status from part-time to full-time or from full-time to part-time. A change of status from full-time to part-time will usually be granted. Students should be aware of conditions surrounding such a change from full-time to part-time:

- Student will lose all merit-based tuition benefits awarded through the Simon School;
- Student will still be responsible for satisfactorily completing the Business Communication sequence if they have not completed the core courses as a full-time cohort student;
- Student will also lose all University medical coverage;
- International students must contact the International Services Office (ISO) prior to making a change to determine how a change of status might affect their visa.

A change of status from part-time to full-time will usually be granted if the student is in good academic standing at the Simon School. Note that full-time students are required to pay at least the mandatory portion of the University’s Health Fee and that the activity fee for full-time students is higher than the fee for part-time students. Also, enroll in or waive health insurance. Part-time students who switch to full-time status prior to the completion of the core will be required to take the Business Communication Sequence. Part-time students who register for nine or more credit hours for two or more consecutive quarters are automatically assessed the mandatory health fee and full-time activity fee.

M.S. to M.B.A. Student Status
A full-time MS student must petition in writing by **November 30th** to Andrew Brayda, in the MBA Admissions office, to request consideration for a change of program from MS to MBA (effective at the completion of the MS program). The petition should include information on why the student wishes to transition to the MBA program, short-term career interests, and expected graduation date. Students are evaluated on the strength of their previously submitted MS application, their Simon School academic performance, and are reviewed with all applicants to the MBA program for that year. MS students must hold a minimum 3.1 GPA in completed Simon School courses to receive admission consideration, and if admitted, must maintain this GPA through any remaining MS classes. While additional course requirements vary by MS program, a minimum of an additional 30 credits/10 courses must be completed to obtain an MBA.

**Continuous Enrollment**
Students must maintain continuous enrollment to obtain their degree. Full-time M.B.A./M.S. and Ph.D. students must register for the fall, winter and spring quarters to maintain continuous enrollment; they need not register for the summer quarter. Part-time students must register for a total of three courses every four quarters to be continuously enrolled. Students must be either continuously enrolled or on a leave of absence to be considered in good standing.

**Leave of Absence**
M.B.A./M.S. students who are unable to maintain continuous enrollment may remain matriculated in the degree program by taking a leave of absence. Students considering a leave of absence are encouraged to first consult with their Academic Advisor in Student Services. To apply for a leave of absence, students must register for GBA 985 (Leave of Absence) by completing the Leave of Absence Form, which includes the reason for the request and the expected duration of the leave, and submit it to the Registrar’s Office for processing. Students may request a leave of one term up to a maximum of three terms (one academic year). Scholarships should not be affected if the student is on an approved leave of absence and is expected to return within one academic year. International students must have the permission of the ISO prior to applying for a leave of absence. Students who have not maintained continuous enrollment will not be allowed to register for courses until the continuous enrollment requirement is satisfied. Students failing to register for three consecutive quarters will be withdrawn from the program.

**Withdrawal from School**
At Simon, students, faculty and staff work in partnership. When a student contemplates leaving the program for any reason, that departure has an effect on everyone related to that student. Before a student may withdraw from either the M.B.A. or M.S. program, we require that the student meet with a member of the administration. This person will discuss with the student the reason for the withdrawal and determine if the factors necessitating the withdrawal could be changed. If after discussion, a student still wishes to withdraw from the program, the Withdraw from Program Form must be completed and submitted it to the Registrar’s Office for processing. Students withdrawing from the Simon School are subject to the refund policy which is available on the Registrar’s website. Students enrolled in the M.S. Medical Management program must consult with the Director of the Program.
Family Educational Rights and Privacy Act
The Simon Graduate School of Business, as part of the University of Rochester, complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA, students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. Requests to inspect or review records should be addressed to the Registrar, or to the appropriate administrator responsible for the records, and will be honored within 45 days. Any student questioning the accuracy of any record may state his or her objection in writing to the University administrator responsible for the record, who will notify the student of their decision within 45 days of receiving the objection. Final review of any decision will be by the appropriate dean who, if requested by the student, will appoint a hearing committee of two faculty members and one staff member to investigate and make recommendations. Students concerned with the University’s compliance with FERPA have the right to file complaints with the U.S. Department of Education’s Family Compliance Office.

FERPA further requires, again with certain limited exceptions, that the student’s consent must be obtained before disclosing any personally identifiable information in the student’s education records. One such exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interests, on a “need-to-know” basis, as determined by the administrator responsible for the file. A “school official” includes: anyone employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); any person or company acting on behalf of the University (such as an attorney, auditor, or collection agent); any member of the Board of Trustees or other governance/advisory body; and any student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Other exceptions are described in the FERPA statute and regulations 34 C.F.R. Part 99.

The University considers the following to be directory information: name, campus address, e-mail address, home address, telephone number, date and place of birth, academic fields of study, dates of attendance, current enrollment (full or part-time), photographs, participation in recognized activities and sports, degrees and awards, most previous educational institution attended, and other similar information. The University may publicize or respond to requests for such information at its discretion. However, the use of records for commercial or political purposes is prohibited unless approved by the appropriate Dean.
**Updating Student Information**
Students may change their address online through the Student Information System. International students on F-1 visa must notify the Registrar’s Office and International Service Office (ISO) within 10 days of moving to a new address.

**Change of Name**
Students who change their names must complete the Change of Name Form and submit an acceptable form of proof of the name change to the Registrar’s Office to change your name in the Student Records System. Acceptable forms of proof include an original birth certificate, court order, driver’s license, marriage certificate, or passport documents.

International students must notify the Registrar’s Office and the International Service Office (ISO), and submit one of the acceptable forms of proof (above).
Process for Handling an Alleged Violation of Academic Integrity

Any suspected incident of academic dishonesty should be reported immediately to the course instructor, the Executive Director, Student Services, or the Chair of the Academic Honesty Committee. If discovered by or reported to the course instructor, the instructor should report the incident to the Chair of the Academic Honesty Committee.

The accused student will be informed of the complaint and of student rights under University standard policies. The student will also be asked to write a letter responding to the complaint. The incident will be investigated by the instructor and the Chair of the Academic Honesty Committee. If the student denies violating the Academic Integrity Code, and if investigation does not reveal substantial evidence supporting the allegation, the complaint will be dismissed.

If the accused student admits violation of the Academic Integrity Code, the student may waive a formal hearing and accept a sanction determined by consultation among the course instructor, the Chair of the Academic Honesty Committee, and the Senior Associate Dean for Faculty and Research.

If the accused student denies the alleged violation but substantial evidence supports the allegation, or if the student admits violation but does not accept the proposed sanction, then there will be a formal hearing of the complaint by an Academic Honesty Hearing Board (which includes 2-3 students, 3-4 faculty members, and the Executive Director, Student Services, ex officio). In the hearing the accused student will have the opportunity to examine and offer evidence, question and present witnesses, and make a summary statement. If the hearing board finds the student guilty it will recommend a sanction. This sanction will supersede any previously proposed. Sanctions can range from failure of an assignment to dismissal from the School.

Details regarding hearing procedures are available from the Executive Director, Student Services. The accused student is encouraged to discuss the proceedings throughout the process. The Executive Director, Student Services will always act as an impartial party and does not vote at the hearing.

A report of the hearing, including any recommended sanction, will be sent to the Simon School Dean. The Dean then may add comments on the report before sending it to the University Dean of Graduate Studies who will issue the final decision and sanction. The student may appeal the final decision and sanction to the University Provost. The decision of the University Provost is final.

Copyright Policy
It is a violation of copyright law to copy copyrighted material, such as Harvard Business School cases or computer software, without permission and payment of associated fees. Cases and software used in the M.B.A. or M.S. classes will be sold to the students by the UR Bookstore, and it is the responsibility of the University Bookstore to ensure that adequate supplies of these materials are available for sale to Simon students.

**Non-Academic Misconduct**
All graduate students enrolled at the University of Rochester must adhere to the standards of conduct set forth in the bulletin *Regulations and University Policies Concerning Graduate Study* (refer to [www.rochester.edu/GradBulletin/](http://www.rochester.edu/GradBulletin/) and click on regulations.) Students are reminded to follow these rules of conduct in all their endeavors as a Simon student, *even beyond the School’s boundaries*. Any case of non-academic misconduct will be addressed at the University level according to the provisions outlined in the *Regulations and University Policies Concerning Graduate Studies*. These bulletins are located in the Graduate Studies Office, Wallis Hall, Room 257. Copies are also available in the Student Services Office (Schlegel 202).
15. FINANCIAL AID

**Merit-Based Financial Aid**
The Simon School awards and administers merit-based financial aid in the form of scholarships to entering full-time MBA and MS students. Merit-based financial aid is available to part-time students studying in the Professional Accelerated MBA program (PMBA).

**Scholarships**
A scholarship is a tuition-waiver credit and, under current Federal tax law, is not taxable. A scholarship is applied on a pro-rated basis – refer to your scholarship offer letter for details on the allocation of the award. Students should think of scholarships as a partial credit of tuition charges each quarter. Scholarships are not increased or re-allocated across quarters for those who extend or decrease the time required to complete their degree. Scholarships do not apply to review courses, the ELUSC program, or courses that must be retaken, nor do they apply to fees (e.g., activity fees, transfer credit fees, etc.) or audited courses.

Scholarships awarded to entering MBA students are automatically renewed at the same level for the second year if the student has achieved a GPA of 3.0 or better in the first year of the program. Students with a GPA of less than 3.0 will have their aid diminished, completely or in part, depending on the level of aid and the student’s academic performance. Once aid is decreased, it remains at that level for the second year of the program. *No new scholarships are awarded once a student has enrolled. No increases in scholarships are made after a student has enrolled.*

*Scholarships only apply to courses taken at the Simon School. They do not cover the expense of courses taken at other colleges within the University or at other universities for transfer credit.*

**Financial Aid**
The Financial Aid Office provides assistance to graduate students who are interested in obtaining federal and/or alternative loans to help fund their education.

**Who is Eligible:** To be eligible for federal loans, students must be either a U.S. citizen or a permanent resident, matriculated into a degree-seeking program, and enrolled for at least 6 credit hours per term. Students who are international, registered for less than 6 credit hours, or are non-matriculated should contact the Financial Aid Office to discuss alternative loan options with their financial aid counselor.

Graduate students who are applying for federal aid must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The University of Rochester’s school code is 002894.
Students **must** complete all application materials for both federal and alternative loans each academic year.

**Types of Aid**

**Federal Direct Loans:** Graduate students may borrow up to a maximum of $20,500 per academic year through the Federal Direct Unsubsidized loan program. Unsubsidized loans have a 6.21% interest rate. The interest will begin to accrue on the loan once it has disbursed to the student’s account. The actual amount a student is eligible to borrow cannot exceed the University of Rochester’s cost of attendance minus any other assistance received (includes departmental awards and/or employer benefits).

**Federal Direct Graduate PLUS Loan:** The Graduate PLUS loan is based on credit-worthiness, which is determined by the federal government. There is a fixed interest rate of 7.21%. Students may defer payments while they are enrolled at least half-time. Applications can be submitted online with federal government at [www.studentloans.gov](http://www.studentloans.gov). Students must apply for the federal direct loans first before applying for the Graduate PLUS loan.

**Alternative Loan:** Students may opt for an alternative loan instead of the suggested federal loans. Please be aware that alternative loans are based upon credit-worthiness and have a variable interest rate, as determined by the individual lender. Students must complete an application and be approved by the lender before funds will disburse to their student account. Please be aware that a co-borrower may be required for some students.

For additional information on these loan options, please visit the Financial Aid Office’s website at [www.enrollment.rochester.edu/financialaid](http://www.enrollment.rochester.edu/financialaid).

**Keep in Mind**

**Take 21/22 and Vision Courses:** Our office will be notified of any Take 21/22 and/or VISION courses by the Simon School, but students are strongly encouraged to report this information to the Financial Aid Office as soon as possible and discuss the impact these courses could have on loan eligibility.

**Contact Information:**
Financial Aid Office  
Box 270261  
Rochester, NY 14627  
(585) 275.3226 or (800) 881.8234  
Fax: (585) 756.7664
16. STUDENT EMPLOYMENT

Assistantships
An assistantship is a stipend awarded in return for work performed at the Simon School. Assistantships are awarded to M.B.A. and Ph.D. students in the second year of the program.

Second-year M.B.A. academic assistantships are based solely on first-year academic performance and are awarded at the end of the first year. Academic assistantships normally involve grading and/or teaching assistance in graduate or undergraduate courses or course development work with a Simon School faculty member.

Expected time commitment for students with assistantships is an average of 10 hours per week while school is in session. Academic assistants are paid approximately $1,200 for each quarter or $1,600 for each undergraduate academic term in which they receive an assignment. Every effort will be made to assign academic assistantships in students’ areas of concentration or interest for as many quarters or semesters as possible. However, assignments are made in accordance with academic need and cannot be guaranteed every term. For information contact Sue Harris, Ph.D. Administrator, Carol Simon Hall, Room 4-345.

Assistantship checks are issued semi-monthly through the Finance and Operations Office in Carol Simon Hall, 2-217. Under current federal tax law, assistantships are taxable.

Employment Opportunities
While the Simon School cannot prohibit full-time students from working part-time to offset their expenses, students are discouraged from such activities in their first year of the M.B.A./M.S. and Ph.D. programs. The curriculum is designed to include substantial teamwork and the workload is heavy.

Simon School
Second-year students are sometimes able to secure work at the Simon School. Opportunities exist in many of the School’s administrative offices. Hourly grading assignments are offered as needed through Sue Harris, Ph.D. Administrator. Students are selected based on their performance in the course where grading assistance is required. Students might also locate work with Simon School professors in areas such as research and course development. These positions are usually reported on an hourly basis. The hours and rates are determined by the hiring party and are subject to University guidelines.

All students must be officially hired by the University of Rochester before beginning work. The office of Finance and Operations, Carol Simon Hall suite 2-217, will assist students in compiling the required paperwork to complete the hiring process.

University-Wide
The University’s Financial Aid Office, located in Wallis Hall, Room G13, is responsible for coordinating all hourly student employment within the University. They offer a variety of resources to assist current students who wish to work. The University employs over 2400 graduate and undergraduate students on the hourly payroll every year. Applicants for student employment opportunities must be registered full-time matriculated students. Position openings are accessible via the Internet at www.rochester.edu/careercenter/seo.

Students are eligible for off-campus employment; however, international students should first verify eligibility with the International Services Office (ISO). Students who wish to work only on a casual basis, or who wish to supplement their earnings through occasional extra employment, may register through Strong Staffing located at Brooks Landing, 910 Genesee Street, Suite 100 (275-6206).

Employment Opportunities for Spouses
Spouses of UR students seeking University employment should visit the Employment Services Division, Office of Human Resources located at Brooks Landing, 910 Genesee Street, Suite 100. University vacancies are on file in three-ring notebooks inside this office at the main reception desk, in the local newspapers and by the University of Rochester home page at www.rochester.edu selecting Working at the University, then Job Opportunities.

Employment Services Office hours are 8:00 a.m.-5:00 p.m., Monday - Friday. Information on applicant procedures is available by calling 275-2091. Career Development Services is a non-profit organization that partners with individuals and organizations to help them grow, change and succeed. A leader in career coaching, re-careering and job search strategies, Career Development Services provides assessments, coaching and counseling for individuals, services to achieve positive outcomes in workforce transitions, and a wide range of career management and consulting services to national corporations. For more information, call (585-244-0765) or visit them on the web at www.careerdev.org

Employment Limitations for International Students
International students in F-1 and J-1 status have restrictions on employment options both on and off campus. International students cannot work off campus without written permission from the ISO and/or the Department of Homeland Security. F-1 students may work on campus incident to their status up to 20 hours per week during the academic year and full-time during breaks and J-1’s may work on campus with written permission from their J-1 sponsors.

Employment applications, instructions and immigration advising on employment issues are available at the ISO. Before accepting any position, international students must contact the International Services Office in Morey Hall room 213 to determine eligibility and conditions for employment. F-2 dependents of international students are not allowed to accept employment while in F-2 status. J-2 dependents may apply for work permission under certain conditions. Please contact the ISO for additional information and assistance.
M.B.A. Programs Office
The M.B.A. Programs Office, located in Schlegel 305, is the primary resource for students with questions or concerns. The Faculty Director of Graduate Programs bears overall responsibility for the programs. In addition to the staff in the M.B.A. Programs Office, others within the School provide support to students. For questions about the following items, the individuals listed should be able to provide assistance.

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<thead>
<tr>
<th>Questions regarding…</th>
<th>Resource</th>
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<tr>
<td>Academic performance matters</td>
<td>Laura Gavigan, 202 Schlegel Hall, 275-8163</td>
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<tr>
<td>Clubs</td>
<td>Kristine Seewagen, 202 Schlegel Hall, 275-5866</td>
</tr>
<tr>
<td>Course schedule; Grid</td>
<td>Vicki Aspridy, 305 Schlegel Hall, 276-3419</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid, 124 Wallis Hall, 275-3226</td>
</tr>
<tr>
<td>Housing</td>
<td>Regina Elliott, 020 Gates Wing, SBA Hall, 275-5824</td>
</tr>
<tr>
<td>Ph.D. Program</td>
<td>Ron Kaniel, 3-312 Carol Simon Hall, 275-3827</td>
</tr>
<tr>
<td></td>
<td>Sue Harris, 4-345 Carol Simon Hall, 273-1671</td>
</tr>
<tr>
<td>Orientation</td>
<td>Laura Gavigan, 202 Schlegel Hall, 275-8163</td>
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<tr>
<td>Program planning</td>
<td>Laura Gavigan/Nate Kadar, 202 Schlegel Hall, 275-8163</td>
</tr>
<tr>
<td>Registration; Grades</td>
<td>Vicki Aspridy, 305 Schlegel Hall, 276-3419</td>
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<td></td>
<td>Amy McNiven, 305 Schlegel Hall, 275-8071</td>
</tr>
<tr>
<td>Academic Room reservations</td>
<td>Andrew Smagin, 305 Schlegel Hall, 275-0140</td>
</tr>
<tr>
<td>Transfer credits</td>
<td>Vicki Aspridy, 305 Schlegel Hall, 276-3419</td>
</tr>
<tr>
<td>Tutors</td>
<td>Laura Gavigan, 202 Schlegel Hall, 275-8163</td>
</tr>
<tr>
<td>Visa status</td>
<td>ISO Office, 209 Morey Hall, 275-2866</td>
</tr>
</tbody>
</table>

Simon School Advancement Office
2-306 Carol Simon Hall, 275-7563

By way of introduction, here are the four main terms we use for Simon’s graduates:
- Alumnus = male graduate, singular
- Alumna = female graduate, singular
- Alumni = plural for a group of male graduates or mixed gender graduates
- Alumnae = plural for a group of female graduates

The Simon School Advancement office is available to assist students in contacting alumni for networking purposes, as well as identifying potential alumni guest speakers for courses, panels and conferences. This office should be notified before an alumnus/alumna is invited to campus and before they are contacted for a gift or sponsorship.
Accessing the Alumni Database
The Simon School Advancement office maintains contact information for more than 14,000 domestic and international Simon alumni. Instructions for accessing the alumni database will be emailed to each student.

Please note that the data is only as good as what is provided to us by the alumni themselves. We offer the opportunity for them to make updates on a regular basis, via an online update form, a hard-copy form inserted in the fall issue of Simon Business, and by calling or e-mailing the office directly. If you find inaccurate information in the database or obtain updates via your outreach to alumni, please e-mail alumni@simon.rochester.edu so that we can make the necessary changes.

Some alumni request that they not be contacted by other alumni or students, which is another reason you may find missing information in the database. We can assist with additional questions about individuals on a case-by-case basis, once you’ve done initial research on your own. Also, kindly remember that it is best to schedule an appointment, as well as build in appropriate lead time, when asking for our help in planning an event or requesting a list.

<table>
<thead>
<tr>
<th>Office Staff Listing</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Jim Newton, Executive Director</td>
<td>273-1756</td>
</tr>
<tr>
<td>Kate Cutaia, Director of Development Programs</td>
<td>275-2495</td>
</tr>
<tr>
<td>Jeff Piscitelli, Director of Development</td>
<td>273-4888</td>
</tr>
<tr>
<td>Adam Gasiewicz, Assistant Director of Development</td>
<td>276-7337</td>
</tr>
<tr>
<td>Kelly Rains, Program Assistant</td>
<td>276-3848</td>
</tr>
<tr>
<td>Eleni Kiriakidis, Administrative Assistant</td>
<td>275-7563</td>
</tr>
</tbody>
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Career Management Center
The Career Management Center (CMC) offers a broad array of services to support the unique educational and professional/career development needs of the Simon School community. The services offered by the CMC are part of the student services package offered to matriculated students of the Simon School. A detailed description of these services appears later on in this handbook.
To arrange a one-on-one appointment with your CMC Consultant, please contact Ann Renica at 585-275-4881 or set up an appointment yourself using the online scheduling feature in SimonWorks.

Hours:
Fall, Winter and Spring Quarters
Monday-Friday
8:00 a.m. – 5:00 p.m.

Marketing and Communications
The objective of the Marketing and Communications team is to drive the marketing strategy, positioning, and branding of Simon Business School to ensure the School presents a clear and consistent message to all of its stakeholders and communicates the School’s unique competitive advantages. The group develops an integrated, effective, and coordinated approach to marketing and branding of the School to internal and external customers and partners by working closely with all areas of the School, including: Admissions, Advancement, Career Management, Executive Programs, Faculty, Full-Time and Part-Time MBA and MS programs, Information Technologies, NYC Programs, Student Services, and the PhD program.

Marketing and Communications ensures that consistent and unified communications and messaging are incorporated into all internal and external publications, online presence, and all other forms of communication about the School. In addition, the Marketing and Communications team works closely with students and other members of the Simon community to publicize the School’s news and distinctions to the corporate audience and worldwide media. In past years, student initiatives such as the Marketing Case Competition, Consulting Case Competition, and All Finance Conference have garnered mention in publications such as The Wall Street Journal and Bloomberg Businessweek. Students are invited to work with the Marketing and Communications department as contributing editors, writers, social media, or supply information on activities, projects, and internships that may be of interest to the media.

The Marketing and Communications team is also available to students for production assistance with student-published materials such as club brochures, pamphlets, newsletters, websites, etc. Student-designed materials, including apparel or communications, are to be reviewed and edited by Marketing and Communications for style, accuracy, and appropriateness, and require approval by the department prior to release.

Marketing and Communications is also responsible for ensuring a consistent use of the Simon Business School branding, including logo and visual identity, as well as advertising in national, international, online, and local media.

Students are invited to contribute any ideas or suggestions about Marketing and Communications to the Marketing and Communications Department, at 275-3736 or marketing@simon.rochester.edu, 2-341 Carol Simon Hall.

<table>
<thead>
<tr>
<th>Questions regarding…</th>
<th>Resource</th>
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<tbody>
<tr>
<td>Simon School marketing strategy and branding</td>
<td>Keir Meisner, 275-3735</td>
</tr>
<tr>
<td>Digital advertising</td>
<td>Nina Donohue, 273-2858</td>
</tr>
<tr>
<td>Social Media and Public Relations</td>
<td>Charla Kucko, 273-4806</td>
</tr>
<tr>
<td>Web training, web development for events and clubs, Internal and External Simon web presence</td>
<td>Denton Brown, 276-6058</td>
</tr>
<tr>
<td>Writing and Editing</td>
<td>Jim Ver Steeg, 276-3563</td>
</tr>
<tr>
<td>Web writing</td>
<td>Tho Nguyen, 276-7362</td>
</tr>
<tr>
<td>Viewbook and photo roster production; production assistance for student publications and print advertisements</td>
<td>Kimberly Flynn, 273-2899</td>
</tr>
<tr>
<td>Photographers for student events, Simon School or University logos, University seal</td>
<td>Kimberly Flynn, 273-2899</td>
</tr>
<tr>
<td>Department</td>
<td>Contact</td>
</tr>
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</tr>
<tr>
<td>Graphic Design</td>
<td>Andrew Trout, 275-6657</td>
</tr>
<tr>
<td></td>
<td>Tanya Harding, 275-7425</td>
</tr>
<tr>
<td>Merchandise</td>
<td>Tricia Monigle, 275-8184</td>
</tr>
</tbody>
</table>
**APPROVED SCHOOL LOGOS**
**USAGE AND GUIDELINES**


Any questions, contact the Marketing Department at marketing@simon.rochester.edu or call 275-3736.

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**OLD LOGOS – DO NOT USE**
**REPLACE IF ON DOCUMENTS**

- ![Very old logo using old shield](image)
- Uses "school of business" vs "business school"

**NEW AS OF OCTOBER 2013**
**ONLY USE THESE OPTIONS**

**PRIMARY**

- ![Primary logo](image)

**FORMAL – LIMITED USE**
**REQUEST FROM MARKETING – NOT ON DOWNLOAD PAGE**

- ![Formal logos](image)
- Uses "school of business" vs "business school"
Fatal to the Simon Logo
The following are examples of misuses of Simon's brand identity.

- Correct
- Faded
- Boxed in without space
- Tilted
- Stretched
- Cut off edges
- Compressed
- Shadow
- Dark logo on dark background

Styles and usage of the Simon Business School Logo
The following logo files exist in order to ensure Simon Business School's logo is reproduced well in a variety of situations, whether in print, on merchandise, or digitally.

- 2 color reversed
- 4 color reversed
- Reversed
- 1 color
- 2 color
- 4 color
18. ACADEMIC SUPPORT

Faculty Area Coordinators
Each academic area has a faculty member assigned to coordinate teaching and hiring and to provide students with information about the concentration. In the past, some of these individuals have worked with student clubs on curriculum-related presentations or forums. The Area Coordinators for the 2015-2016 academic year are:

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Room #</th>
<th>Phone #</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Wasley</td>
<td>CS3-160E</td>
<td>275-3362</td>
<td>ACC</td>
</tr>
<tr>
<td>Ron Hansen</td>
<td>CS3-110JE</td>
<td>275-2668</td>
<td>BPP, ITL</td>
</tr>
<tr>
<td>Gerald Wedig</td>
<td>CS3-160J</td>
<td>273-1647</td>
<td>HSM</td>
</tr>
<tr>
<td>Avi Seidmann</td>
<td>CS3-333C</td>
<td>275-5694</td>
<td>CIS, ECM, OMG</td>
</tr>
<tr>
<td>Duncan Moore</td>
<td>S248</td>
<td>275-5248</td>
<td>ENT</td>
</tr>
<tr>
<td>Jerold Warner</td>
<td>CS3-160H</td>
<td>275-2678</td>
<td>FIN</td>
</tr>
<tr>
<td>Dan Horsky</td>
<td>CS3-210</td>
<td>275-4483</td>
<td>MKT</td>
</tr>
<tr>
<td>Jim Brickley</td>
<td>CS3-160L</td>
<td>275-3433</td>
<td>STR</td>
</tr>
<tr>
<td>Rajiv Dewan</td>
<td>CS2-202E</td>
<td>275-3827</td>
<td>APS, GBA</td>
</tr>
<tr>
<td>John Long</td>
<td>CS3-208</td>
<td>275-3358</td>
<td>AEC</td>
</tr>
<tr>
<td>Tolga Tezcan</td>
<td>CS3-345</td>
<td>275-5105</td>
<td>MSM</td>
</tr>
</tbody>
</table>

Tutoring Services
In addition to consulting teaching assistants for help with coursework, some students elect to hire tutors. A list of tutors is available in the Student Services Office or online through Simon Exchange. Tutors are second-year M.B.A. students who provide academic assistance for a fee on an hourly basis. M.B.A. students must meet certain grade requirements to serve as tutors. As such, they are qualified to tutor in core and elective courses. Tutors generally charge $10-$15 per hour. Students are strongly encouraged to make use of tutoring services as soon as they determine the need for additional help.

It is the student’s responsibility to contract tutoring services. The Student Services office does not train or evaluate tutors. Should you encounter a problem with a tutor, however, please contact the Student Services Office.

Information Technologies
The Simon School Department of IT (SSIT), located on the 4th floor of Schlegel Hall, provides desktop computing, infrastructure, and audio-visual support for the entire Simon community. The SSIT Computing Center, also on the 4th floor of Schlegel Hall, provides more than 22 walk up computers with Internet access as well as ample laser printing and scanning stations.

The Department of IT, via the Computing Center, provides access to several commercial data services. Simon-specific data, including online registration and events calendars, are published
and maintained on "SimonExchange", the School’s web portal. For more information and resources, go to the "Information Technologies" section at 
http://simonexchange.rochester.edu/.

For Technical and/or Audio-Visual support, call 585-275-4407 or email support@simon.rochester.edu.

Should you have any questions, comments or concerns please feel free to contact the Simon School Help Desk at support@simon.rochester.edu or by phone at 275-4407.

Blackboard
Blackboard (http://my.rochester.edu), a web-based course management system, is used at the Simon School to provide online access to course work materials. Course web sites can be accessed by the course instructor and students enrolled in the class.

The course instructor will inform you if Blackboard is used and how it will be used. Not every Simon School course will use Blackboard.

Blackboard can be accessed using your NetID and NetPassword, once you have a Blackboard account. Your Blackboard account will be created and an email sent to your Simon email address after you are registered for classes. The email includes your NetID and a link to the NetID website at http://www.rochester.edu/it/netid where you can set your NetPassword. You will need your URID, the 8-digit university ID assigned to you by the University.

If you need to access UR ePay, to manage and arrange payment methods for your school bill, then your Blackboard account will be created prior to registration.

Business Research at the University of Rochester
The River Campus Libraries provide access to thousands of online journals and hundreds of online databases; these subscription-based resources provide an efficient way to get authoritative information you can use with confidence in your work. (That is, there is more to research than Google, believe it or not!) Personal assistance in using these resources is a top priority: email or phone the Outreach Librarian for Business to ask for assistance, or use the Schedule an Appointment link on the Business Resources page: http://libguides.lib.rochester.edu/bizguide - to set up an appointment for yourself or your team. For the Do-It-Yourselfers among you, the Business Resources guide also provides access to all the subscription databases organized by topic or material type, such as: company information, industry information, market research reports, analysts’ reports, and corporate financial data. Every course in Blackboard also has a “Library Resources” link, which will bring up a LibGuide created specifically for that class. Premier subscriptions available to you include Frost & Sullivan, IBISWorld Industry Reports, Mintel Oxygen, ThomsonOne, and Capital IQ (at selected workstations), and many more. The library also provides access to online databases of news, business trade publications, and scholarly business journals. Look for the names

If you are looking for spaces to think or work, please make the walk up the quad to Rush Rhees Library. There are two study lounges specifically for graduate students on the 2nd floor, plus an array of other spaces throughout the building. You are sure to find something that works for you. Friendly staff at the Q&i desk are there to answer any questions.

We are all delighted that you have chosen to pursue your business education at Simon, and are eager to help you make the most of your time here. Welcome!
19. SIMON FACILITIES

Contact: AJ Warner, Operations Facilitator, email: aj.warner@simon.rochester.edu, phone: 585-275-0328. Office: Schlegel Hall, Room 210

Study and Meeting Room Policies, Room Reservation Procedures, Building and Room Accessibility, ID Card Activation, Lost & Found, Posting Promotional Material and Facilities and Service Requests

Study and Meeting Room Policies
Study rooms, available for use by Simon students, are located on the first, third and fourth floors of Schlegel Hall and the first and third floors of Gleason Hall.

Large study rooms are designed for team meetings or group project work. During high demand or peak periods, students are encouraged to share study rooms or relinquish a large room if needed for team use. There are also rooms in the Business & Government Information Library, located in Rush Rhees Library room 208 for individual and group study, case preparation, and student team meetings.

Other areas available for studying on campus are the first floor of Rush Rhees Library, Gleason Library, the Arts & Arts History Library, Susan B. Anthony Hall cafeteria and the Computer Studies Library.

Students may not “reserve” study rooms by leaving their belongings unattended in the room.

Never leave personal belongings (especially laptops) unattended in study rooms. From time to time we experience thefts on our campus. While we try very hard to ensure a positive experience for all Simon students, we cannot prevent all instances of theft. Accordingly, we urge you to take care of your belongings to guard against loss. The School is unable to reimburse students for loss of stolen items. Renter’s or homeowner’s insurance are good options to provide this function. National Student Services, Inc. is another option for students to insure laptops and other electronics http://www.nssi.com.

Please report any suspicious incidents to staff or campus security at 275-3333. There is a phone located on the 1st floor of Schlegel hall Student Commons, room 105.

Room Reservation Procedures
Students may reserve Schlegel and Gleason Hall classrooms and conference rooms for organization meetings when they are not otherwise in use by working with Student Services to submit a request.

Room fees only apply to events not associated with the School. However, fees will be charged for events that require furniture moves and/or set ups (tables, chairs, etc.) and clean up. Should you need assistance with set-up issues please contact AJ Warner.
When not in use, students may use unoccupied classrooms for quiet individual study.
Building & Room Accessibility

Schlegel and Gleason Hall
Exterior building entrances are open daily between the hours of 6:00 a.m. to 9:00 p.m. during normal academic quarters. Hours are reduced during break periods and holidays. After-hours access (9:00 p.m. to 6:00 a.m.) is available to the Simon community with a University ID card only.

Carol G. Simon Hall
Exterior building entrances are open weekdays between the hours of 7:00 a.m. to 7:00 p.m. and locked during the weekend. After-hours and weekend appointments with professors should be made in advance. There is a telephone located at the main entrance to reach faculty after hours. Please call ahead for the operating hours of administrative departments within the school.

For safety reasons, please do not prop open any exterior or interior doors. Unauthorized individuals are not permitted to enter the building with you when you use your ID card to enter the building.

Room Schedules*
Please note that furniture should not be moved out of the room it is in.

Eisenberg Rotunda (Schlegel Room 206)
Open weekday’s 8:30 a.m.–5:00 p.m. unless it is scheduled for an event. After-hours access by reservation only

The following rooms are open 24/7 (unless scheduled for an event):

Farash Multi-Purpose Room (Gleason Room 218)
Davenport Hatch Conference Room (Gleason Room 244)
Reading Room (Gleason 243)
Student Lounge (Gleason Room 124)
Classrooms (Schlegel 102, 103, 107, 201, 207, 301, 309 & 407 and Gleason 118, 119, 120, 318/418)
Seminar Rooms (Gleason Rooms 125 & 335)
Student Commons (Schlegel Room 105)

* Hours of accessibility are subject to change due to events and school break periods.

ID Card Verification
To verify that your ID is readable after hours, swipe it slowly through the card reader at any of the card access locations. If the green light comes on your card is working. The door will unlock and you will be able to enter the building. If your card does not work please contact A.J. Warner at 275-0328 or by email at aj.warner@simon.rochester.edu
ID cards for non-matriculated Simon Students will be encoded into the building card access system approximately one week after registration of courses.

**Lockers**

As an enrolled full-time student you have the opportunity to obtain a locker in the 1st floor of Gleason/Schlegel which you may use to store your personal items. Please monitor your Simon email for your locker signup invitation. Lockers are selected on a first come first serve basis. You will need to complete the online-registration form and choose a locker. Once assigned, that locker will be yours until Commencement in June unless you will not be on campus for a semester or more. If you will not be on campus for a semester or more, you will need to notify simon.locker@simon.rochester.edu to relinquish your locker. If you fail to provide notification of your absence from the school, your items will be removed and donated to charity. We will not store your items for any reason. Further information will follow as you proceed through the registration process. If you experience any problems in the registration process, please email simon.locker@simon.rochester.edu.

**Facilities and Locker Maintenance Issues**

Facilities maintenance issues (housekeeping, electrical, plumbing, heating, air conditioning, lighting, etc.) can be emailed to AJ Warner at aj.warner@simon.rochester.edu. Please provide a detailed description of the problem and what building, room and/or area it is in.

When reporting a problem with a locker you will need to include your name, locker # and a detailed description of what the problem is.

**Lost & Found**

Lost and found is located in Schlegel 210. Inquiries can also be made by sending an email to AJ Warner.

Students who have lost their property on campus should also check with the Wilson Commons Information Desk at 585-275-5911 and University Security at 585-275-3333.

**Posting Promotional Material**

There are bulletin boards for posting promotional materials throughout Schlegel and Gleason Halls. Please do not post announcements on any glass, wooden, wallpapered or elevator wall. Glass doors especially pose a hazard as notices obstruct the view of those entering and exiting the building. Nothing should be posted on or in the Rotunda.

There are designated areas to post classified ads and upcoming event notices. Make sure postings are in their appropriate locations. All notices must be dated since the boards are cleared-off periodically. If you need assistance regarding a place for posting signs, hanging posters, notices, etc., call the Operations Facilitator at 585-275-0328.

**Facilities Service Requests**

Please feel free to report any maintenance issues by contacting AJ Warner at 275-0328 or by email at aj.warner@simon.rochester.edu
Health Care at the University of Rochester

Health Requirements

1.  Immunization Requirement – For all incoming students
All full-time and part-time matriculated students born on or after January 1, 1957, attending a college or university in New York State, must provide immunization information with verification from the student’s physician or an appropriate school official. Students must submit the documentation of their immunizations on the Health History Form. This form is due before the first day of classes. New York State Law mandates that students not in compliance with the requirements 30 – 45 days after the start of classes are to be withdrawn from school and required to leave campus. The list of required immunizations is included in the entering student packet sent by the University Health Service (UHS) and is available on the UHS web site at www.rochester.edu/uhs. Click on “Health History Form & Immunizations” in the pink Quick Links box on the UHS home page. For questions about the immunization requirement, write to hhf@uhs.rochester.edu for assistance.

2.  Online Health Insurance Process – For all full-time students
Every year all full-time students must complete the online Health Insurance Process to enroll in the University-sponsored health insurance offered through the University Health Service or to waive the health insurance with their own insurance plan. Students must complete the online insurance process by September 15 (January 30 for students beginning their studies in the winter term). Completing the online process by August 1 is recommended. The link to the online insurance process is located in the pink Quick Links box on the UHS web site at www.rochester.edu/uhs. Click on “Online Insurance Process.” On the next screen, click on Enroll/Waive in the column on the right. If you have questions about health insurance, check the UHS web site at www.rochester.edu/uhs or write to insurance@uhs.rochester.edu for assistance.

University Health Service (UHS)
For more information about UHS, check www.rochester.edu/uhs

The University Health Service (UHS) provides a full range of primary health care services, including preventive medical care, treatment for illnesses and injuries, management of ongoing medical problems, gynecological care, allergy injections and immunizations, and advice for any health concern. For the convenience of students, UHS has offices on the River Campus, in the Medical Center, and at the Eastman School of Music. Visits to UHS are by appointment. Students schedule appointments at UHS by calling 585-275-2662. The UHS clinical staff includes physicians who are specialists in internal medicine and family medicine, nurse practitioners, and registered nurses. Students are assigned a UHS physician or nurse practitioner as their primary health care provider (PCP) upon entering the university. Students are asked to schedule appointments with their PCP whenever possible.
Confidentiality: All visits to UHS are confidential. UHS will not share information about the fact or nature of a student’s visit to UHS without the student’s permission. Notification of others, including parents, friends, faculty members, is considered the student’s responsibility unless the condition is serious and the student is unable to assume responsibility for informing others.

Excuses for Missed Classes: The University Health Service (UHS) does not provide retroactive excuses for missed classes. Students who are seen at UHS for an illness or injury can ask for documentation that verifies the date of the student’s visit(s) to UHS without mention of the reason for the visit. If the student’s UHS provider determines the student should curtail activities in the coming days or weeks, the provider will give the student written instructions with specific recommendations. Documentation cannot be provided to students who were not seen at UHS for their illness or injury. Students are encouraged to make every effort to resolve health-related absences and issues by talking with the faculty directly.

Office Locations
University Health Service (UHS) (585) 275-2662
- **UHS River Campus Office**
  - **Location:** UHS Building, first floor (on the University of Rochester River Campus)
  - **Hours:** The UHS River Campus Office is open 7 days a week during the academic year. During summers and school vacations, the office is open weekdays. For specific hours, check the UHS web site at [http://www.rochester.edu/uhs/contact/LocationHours.html](http://www.rochester.edu/uhs/contact/LocationHours.html).

- **UHS Medical Center Office**
  - **Location:** 1-5077 in the Medical Center (at 250 Crittenden Boulevard)
  - **Hours:** The office is open weekdays throughout the year. For specific hours, check the UHS web site at [http://www.rochester.edu/uhs/contact/LocationHours.html](http://www.rochester.edu/uhs/contact/LocationHours.html).

University Counseling Center (UCC) (585) 275-3113
- **UCC River Campus Office**
  - **Location:** UHS Building, third floor (on the University of Rochester River Campus)
  - **Hours:** The office is open weekdays throughout the year. For specific hours, check the UCC web site at [http://www.rochester.edu/ucc/contact/index.html](http://www.rochester.edu/ucc/contact/index.html).

- **UCC Medical Center Office**
  - **Location:** 1-5077 in the Medical Center (at 250 Crittenden Boulevard)
  - **Hours:** A limited number of appointments are available at this office. To schedule an appointment, call 585-275-3113.

When UHS is Closed
UHS provides access to care 24 hours a day throughout the year. Whenever UHS offices are closed, a UHS physician is available by phone (585-275-2662) from home for urgent concerns that cannot wait until the offices re-open. The University Counseling Center (UCC) has a mental health professional on-call and available by phone (585-275-3113) whenever the office is closed. In an emergency on campus, call Public Safety at 585-275-3333 for immediate assistance. If you are off campus, call 911.
**About Emergency Rooms:** Please do not go to the emergency room of an area hospital unless you have called UHS first, you have been in a serious accident, or your situation is life-threatening. Visits to an emergency room are very expensive and are not covered by the mandatory health fee. Some health insurance plans require prior approval for visits to an emergency room for non-emergency situations. Call UHS at 585-275-2662. If you are calling after hours, the message on the phone will tell you how to reach the UHS physician on call.

**Paying for Health Care:**
All full-time students pay the mandatory health fee, which enrolls them in the Student Health Plan, a prepaid health care program for University of Rochester full-time students. The Student Health Plan has two parts:

**Mandatory Health Fee:** The mandatory health fee covers visits with the physicians, nurse practitioners, and registered nurses at the University Health Service (UHS) and time-limited individual and couples therapy and year-long group therapy at the University Counseling Center (UCC) from August 1 through July 31 as long as the student remains enrolled as a full-time student. The mandatory health fee is charged on the student’s tuition billing statement and cannot be waived.

**Health Insurance:** In addition to the mandatory health fee, all full-time students must have health insurance. Students can enroll in the University-sponsored health insurance offered through UHS, or they can remain on their own insurance or their parent’s or spouse’s insurance if their plan meets all of the University criteria for health insurance. The criteria are available on the UHS web site (www.rochester.edu/uhs). Click on “University Insurance Criteria” in the pink Quick Links box. Health insurance generally covers services such as hospitalization, surgical procedures, and diagnostic laboratory tests and x-rays; these services are not covered by the mandatory health fee. The specific benefits will depend on a student’s insurance plan.

Spouses, domestic partners, and dependent children of students who are enrolled in the University-sponsored insurance plan can also enroll in the plan. Spouses/domestic partners who are enrolled in the insurance plan also pay the mandatory health fee that covers their primary care visits to the University Health Service and time-limited therapy at the University Counseling Center. Check the UHS web site at http://www.rochester.edu/uhs/studentinsurance/HealthOptionsFamilies.html for the fees for a student’s family members.

If you have questions about health insurance, you can write to the UHS Insurance Advisors at insurance@uhs.rochester.edu for assistance.

**Important UHS Numbers:**
- Appointments, General Information, & Access to Care after hours ........... 585-275-2662 *
- Health Advice/Information ............ 585-275-1160
- UHS Insurance Office ............... 585-275-2637
21. CAMPUS SERVICES

DINING SERVICES

Location: Frederick Douglass Building, 309
Phone: 275-3975
Web site: www.rochester.edu/dining
Director: Cam Schauf

The University of Rochester offers a first class dining program with campus restaurants varied in style, menu, atmosphere, and hours of operation to meet the needs of a diverse campus community. We cater to a wide variety of dietary needs and choices including Kosher, Halal, gluten-free, vegan, and vegetarian meals and rely heavily on student input and feedback to keep our menus current and our patrons satisfied. Through high quality food and customer service, we are proud to deliver a unique combination of diversity and value for your dining dollar.

Residential Dining Centers
Danforth Dining Center - First Floor, Susan B. Anthony Hall: 5-3503
Our Fresh Food Company offers fresh, made-to-order options 7 days a week. At this residential, all-you-care-to-eat facility, each station features an inspired menu option that can be customized to your preference and provides access to specialty stations designed to satisfy unique dietary needs and preferences (vegan, vegetarian, made-without-gluten, Halal).

Douglass Dining Center - Second Floor, Frederick Douglass: 5-3978
Douglass Dining Center provides delicious options at every turn. Visit the Kosher deli for a specialty sandwich or grab a campus favorite from one of the eight unique stations.

Eastman Dining Center - Ground Floor, Eastman School of Music Campus - 4-1340
Our third residential dining location offers a full salad bar, deli, pizza station, grill, and specialty made-to-order items at our Eastman School of Music Campus.

Food Courts/Retail
The Commons Food Court – First Floor, Wilson Commons: 5-5260
This food court offers a variety of delicious choices for breakfast, lunch, and dinner. Choose from bagels, cut fruit, and breakfast sandwiches in the morning to exciting grilled selections, pizza, Freshens Burrito Bowl with internationally themed menu and over 36 fresh toppings, Panda Express Chinese options throughout the day. If you’re in a hurry, you could choose from a variety of quick to-go options including a fully stocked salad bar, sandwiches, soups, or desserts.

The Orchestra Pit – Ground Floor, Eastman School of Music Campus
This retail location offers a great selection of freshly prepared and to-go convenience items. Students can eat in or just pop in to grab a burger, bag of chips, or even fresh sushi.

Grab & Go - Fourth Floor, Frederick Douglass Building
Pressed for time around lunch? Pop into Grab & Go for a freshly prepared combo meal in exchange for your meal swipe or DB.

Coffee Shops
Starbucks – Third Floor, Wilson Commons: 6-4070
Need a pick-me-up on your way to class, or a place to meet with a study group? Check out Starbucks in Wilson Commons to grab a quick latte, hang out with friends over a mocha, or enjoy a breakfast sandwich or panini while you get some work done.

Connections – Rush Rhees Library: 6-4283
Located in Rush Rhees Library, this market and café is dedicated to sustainability. Enjoy locally grown and produced foods including soups, salads, sandwiches and baked goods along with Fair Trade coffee.

Pura Vida – Lobby of BME/Optics building
Specializing in serving 100% organic, Fair Trade, shade-grown coffee, you’ll be sure to enjoy a freshly brewed cup at Pura Vida. For a quick bite, a variety of baked goods and grab-and-go options are also available.

The Buzz – First Floor, Schlegel Hall
The Buzz at the Simon School features Finger Lakes coffee, espresso and specialty drinks but you’ll also find fresh soups, sandwiches, salads, breakfast items and an array of cold beverages.

The Cave – Basement, Eastman School of Music Campus
Enjoy local pastries and bread products, grab and go items, as well as organic, 100% shade grown coffee from Tiny Footprint. Each pound of coffee purchased, a tree is planted in Ecuador.

Convenience
The POD @ Hillside – First Floor, Susan B. Anthony
Convenience at your service, mornings through late night. Stop in for hot coffee, cold beverages, espresso, snacks, groceries, toiletries and much more!

The Southside Market - Ground Floor, de Kiewiet Tower
Another great spot for convenience items.

2013-2014 MEAL PLANS AND TERMINOLOGY

**Unlimited Plans**

The best value in dining, Unlimited Plans provide the user with unlimited access to our residential dining facilities in Danforth, Douglass and Eastman Dining Centers. The declining balance dollars that come with each plan can be used in any retail facility, cafes, or campus market. Unlimited Plans also come with seven Bonus Meals per semester which can be used for guests, eco-friendly to-go clamshell containers, or to gain entry into community meals sponsored by Dining Services and Student Activities.

**Pass Plans**

Pass Plans offer yet another opportunity to enjoy the best of both worlds with some additional flexibility. The passes may be used to swipe in for meals in the residential facilities with the benefit of additional declining balance dollars than the Unlimited plans. The Pass Plans also include 4 Bonus Meals.

**Declining Plans**

Declining Balance plans work just like a debit card and can be used at any dining location. The balance can be reloaded at any time during the semester and funds can roll over from the Fall semester to Spring semester but cannot be rolled over from year to year. Additional funds can be added online at my.rochester.edu or via cash, check, Visa, MasterCard, or Discover at the Customer Service Center in Susan B. Anthony Halls.

**What are my Choices?**

**River Campus**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Declining Balance / Semester</th>
<th>Total / Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meliora Unlimited Plan</td>
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<tr>
<td>Blue Unlimited Plan</td>
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<tr>
<td>150 Pass Plan</td>
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<tr>
<td>Plan Type</td>
<td>Declining Balance / Semester</td>
<td>Total / Semester</td>
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<tr>
<td>---------------------------</td>
<td>------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>125 Pass Plan</td>
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<tr>
<td>Option A Declining</td>
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<td>Option B Declining</td>
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<td>Option C Declining</td>
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<tr>
<td>Option D Declining</td>
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<tr>
<td>Commuter Declining</td>
<td>$258</td>
<td>$336</td>
</tr>
</tbody>
</table>

Meal Plan Requirements / Options

Requirements are assigned by residence hall. The minimum requirements are as follows:

- Students living in: Gilbert, Hoeing, Lovejoy (freshmen), Susan B. Anthony, Tiernan – **Blue Unlimited Pass Plan or 150 Pass Plan**.
- Students living in: ADP, Burton, Crosby, Fairchild, Kendrick, Lovejoy (upperclassmen), Munro, O’Brien, Psi U, Slater – **Blue Unlimited Pass Plan, 150 Pass Plan or Option A Declining Plan**.
- Students living in: Anderson, Chambers, Gale, Wilder – **Option C Declining Plan**.
- Students living in: DeKiewiet, Douglass Leadership House, Drama House, the Maisonettes, Riverview Apartments, Sig Ep, Valentine – **Option D Declining Plan**.

**Eastman Campus**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Total / Semester</th>
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<tbody>
<tr>
<td>Diamond Declining Balance Plan</td>
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<tr>
<td>Platinum Declining Balance Plan</td>
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<tr>
<td>Silver Declining Balance Plan</td>
<td>$1025</td>
</tr>
<tr>
<td>Commuter Declining Balance Plan</td>
<td>$579</td>
</tr>
</tbody>
</table>

Meal Plan Requirements / Options

 Resident Eastman School of Music Meal Plan requirements are assigned by class year. The minimum requirements are as follows:
• Freshmen: Have a minimum requirement of the **Diamond Declining Plan** for the fall semester.

• Sophomores & Juniors: Have a minimum requirement of the **Platinum Declining Plan**.

• Seniors & Graduate Students: Have a minimum requirement of the **Silver Declining Plan**.

**URos Account**
The URos Account may be used for purchases in the Corner Store, bookstores, the Common Market, Computer Sales, a variety of off-campus merchants, as well as vending, copy, and laundry machines. Students activate their account by indicating a per-semester deposit at the time they sign up for their dining plan or by making an initial deposit at the beginning of the academic year via cash, check, Visa, MasterCard, or Discover. All URos Account sales are subject to tax where applicable. You can make deposits to your URos Account at the Customer Service Center (Visa, MasterCard, Discover, cash or check). Deposits made by mail should be sent to Auxiliary Operations, SBA Halls-Customer Service Center, University of Rochester, P.O. Box 270319, Rochester, NY 14627-0319. Checks should be made payable to “University of Rochester.”

**Graphic/Media Support**
Students should discuss graphic needs with the Marketing & Communications Office at Simon prior to contracting with University services.

**Graphic Arts Service**
The Students' Association Graphic Art Suite is located at 103 Wilson Commons, and can be reached at (27)5.5941. The Graphic Artist provides a wide range of print services. These services include the creation of posters, fliers, pamphlets, digital graphics, tee shirts, banners, and booklets, as well as assistance with laminations, poster blow-ups, and display boards. There are reasonable fees associated for these services.

**Event Support Services** (Wilson Commons 201)
Event Support provides Audio/Visual support for events that take place in River Campus locations. Available services include audio systems, computer projection, lecterns and stage lighting. Event Support also provides furniture services within Wilson Commons. For more information please contact Lynn Stork, Melissa Widzinski, or Mark Romano at 585-275-2333.

**Transportation**

**SHUTTLES:**
The UR has a private company, First Transit in service to handle the red, blue and green and gold bus routes. These routes are free to anyone who is affiliated with the UR and has proper ID.

*The Red Line:* Runs regularly between Eastman and the UR.

*The Orange Line:* This services the Eastman, South Wedge, Monroe and Park Ave area.

*The Blue Line:* Runs primarily between the River Campus, Whipple Park, Towers, Southside and the Medical Center.

*The Green Line:* Runs several routes to various shopping destinations in the Rochester area. These routes are not serviced daily and run only on the days listed below.
- Wednesday is the Brooks Landing/Chili Wal-Mart route.
- Saturday there are two routes, the Public Market route and the Marketplace Mall / Wal-Mart route. (The Public Market runs only Spring & Fall)
- Sunday is the Pittsford Plaza route.

*The Gold Line:* Services the 19th Ward and Riverview Apartment shuttle

*The Gold Riverview Direct Line:* Direct service from Rush Rhee’s to the Riverview Housing

*The Silver Line:* Direct loop service from Park Lot to Rush Rhee’s during Fall and Spring semester.

The transportation department is responsible for these services. You can log onto the transportation web page at [www.rochester.edu/parking/shuttle.htm](http://www.rochester.edu/parking/shuttle.htm) to learn more. You can also pick up schedules from the Common Connection in Wilson Commons, at ITS, on the buses, and at Fauver Parking Office.

**CAR RENTAL:**
Enterprise car rental offers a special rate to University of Rochester staff and students. Some restrictions do apply. Visit [http://www.enterprise.com](http://www.enterprise.com) to find out more or contact Enterprise directly: You can also contact Emily Sagona at 585-235-2999.

**ZIP CAR:**
ZIPCAR is available here at the University of Rochester River Campus. This is another great program for those who qualify to use one of the four vehicles we have on site to get out and about in the Rochester area. To qualify, your student status will be confirmed and you must be at least 18 and have three years of driving experience with minimal or no points on your license. The hourly rate for vehicle rental is $7.00 per hour and includes all gas and insurance coverage. To find out more and apply for the UR discount membership rate of $35 go to [www.zipcar.com/rochester/apply/](http://www.zipcar.com/rochester/apply/)

**NOTE:** You will not see the option to select the $35 membership fee when completing your application until you actually enter the UR rate page. All information is verified here at the UR to confirm you are actually a current UR student. For this program you will need a valid credit card and a valid email address. Please note that the billing address for your credit card is where your ZIPCAR card will be sent.

**TAXI SERVICES:**
Parking and Transportation Services provides resources for getting around. One way to do that is with a discount taxi service provided by Marketplace Taxi. The new service is available to students who present their UR ID to the driver. Traveling to non-flat rate locations rates are 30% off the metered price not including the passenger load fee or fee for additional passengers. For more information about the services go to [www.rochester.edu/parking/assets/pdf/taxiflyer.pdf](http://www.rochester.edu/parking/assets/pdf/taxiflyer.pdf)

**WILSON COMMONS STUDENT ACTIVITIES**

**Location:** 201 Wilson Commons  
**Phone:** 275-9390  
**Web site:** [www.rochester.edu/college/wcsa](http://www.rochester.edu/college/wcsa)  
**Email:** sao@rochester.edu  
**Building Hours:** Monday - Friday 7:30am-1am  
Saturday 10am-1am  
Sunday 10am-1am  
**Directors:** Anne-Marie Algier, Associate Dean of Students, Director of Student Activities Laura Ballou, Assistant Dean of Sophomores, Director of Wilson Commons

Wilson Commons Student Activities fosters a vibrant, inclusive campus community, where ideas and activities develop and thrive.

We accomplish our mission by engaging students in creative programming and traditions, meaningful employment, experiential learning opportunities, and innovative services and facilities.

Through our partnerships and advocacy, we affirm students' educational goals and passions, the College's Communal Principles, and the University mission.

**PROGRAMS**

**Club Rochester**  
Club Rochester is a monthly happy hour held on campus at The Meliora for faculty, staff, and students. There are low cost alcoholic and non-alcoholic beverages and free appetizers. These events are often held prior to athletic events to encourage attendance and support UR teams.

**FACILITIES**  
The architectural firm of I.M. Pei designed Wilson Commons to have three of its walls and its ceiling made of 18,000 square feet of glass. Throughout its five levels, Wilson Commons provides space for meetings, special events, relaxation, recreation, and programs organized by student organizations, Wilson Commons Student Activities, and University departments. It serves as the home for several student organizations by providing office, work, and storage space.
SERVICES
For your convenience Wilson Commons provides many services important to the campus community. A variety of food and snack options, recreation, Advantage ATM, hair and tanning salon, graphic arts, reservations, event support and the campus information center are some of the services available.

**Common Connection** Located on the second floor of Wilson Commons at the entrance to the 201 Suite, this campus information center provides the University community with a number of valuable resources. Stop by for information about on- and off-campus events, for travel assistance (bus lines and van reservations), advice on what to do during a night on the town, how to access services in Wilson Commons or just to find that item you lost on campus. The Common Connection also has information on RED (Rochester Every Day, www.sa.rochester.edu/red) the student discount program.

**The Common Market** Located on the first floor of Wilson Commons, the Common Market is the place to go to satisfy those candy cravings. Also available at the Market is homemade fudge, tickets for events, and over-the-counter medicines.

**The Commons** Located on the ground floor, The Commons food court is a great place to eat from morning ‘til midnight. For breakfast, lunch, dinner, or late-night choose between Panda Express, The Common Grill, Pizza Pi, Zoca Mexican, and A New Leaf salad bar. If you’re on the go, grab a cup of hot soup, a sandwich, a beverage, or a fresh pre-packaged salad.

**Starbucks** Located on the third floor of Wilson Commons, Starbucks serves gourmet bakery items, coffee, tea, lattes, and iced beverages. Starbucks also features live weekly entertainment as part of the UR Concerts’ Friday Night Live series.

**The Graphic Arts Service** The in-house Graphic Artist is located on the ground floor and can assist you with posters, advertisements, banners, laminations, logos, brochures, and other marketing and publicity for your activities and programs.

**Reservation Services** The Reservationist is located in the 201 Suite and coordinates reservation requests for Wilson Commons and other non-academic spaces on campus.

**SA, Charter Buses, and Ticket Sales** The Transportation and Ticket Coordinator is located in the Ruth Merrill Center on the ground floor and can assist you with ticket sales for events. Andrea Walton can assist with chartering busses for events at 275-5953. Web access for charter requests: [http://rochester.edu/parking/options/request.html](http://rochester.edu/parking/options/request.html).

**The Hive Game Room and Blimpie Subs** Food, fun and games can be found on the ground floor of Wilson Commons. The Hive is home to Blimpie Subs and features a Kwikboost cellphone charging station, billiards, foosball, board games, a big screen television, Slushees, hot pretzels, popcorn, and arcade and video games. Purchase your “Hive Card” for special discounts!
Event Support Service Event Support is located in the 201Suite and provides lights, sound and other technical support for on-campus programs and events.

Mane Attraction Hair Salon This full service salon, on the 3rd floor of Wilson Commons, conveniently provides haircuts and styles, manicures, pedicures, massages, and salon products. Hosting all New York State licensed Cosmetologists, this salon is fully equipped to meet all you salon needs right on campus!

Hartnett Art Gallery Established in 1972, this unique triangular gallery on the 2nd floor has a rich exhibition history that includes student artists at the initial stages of their careers and artists who are internationally renowned.

COLLEGE COMMUNITY WEEKENDS AND CAMPUS TRADITIONS 2015-2016

Yellowjacket Weekend
Celebrate the beginning of the academic year with fun and exciting events including Activities Fair, a nationally known comedian, carnival games, rides, live bands, Hawaiian style luau, giveaways, movies, and more!

Meliora Weekend
Alumni, parents, and friends are invited to a spectacular weekend of speakers, performances, athletics, and more. Events include Mystic Midnight Madness, Acappella Jam, Dance 3 and Rochester Revue!

Winterfest Weekend
Get rid of the winter blahs with this weekend long celebration, featuring a comedian, Winter Wonderland, films, step show, live music, ice skating, giveaways, and other activities.

Springfest Weekend
Throwing away the winter blahs and celebrating the return of sunny weather to the UofR campus. Weekend starts with Dandelion Day on Friday and continues with lots of fun events to get out in the sunshine.

CAMPUS TRADITIONS

Tropicana
Celebrate Hispanic Heritage Month through performances, speakers and a dinner dance. The elegant dinner brings the campus together for a night of authentic Latino food and music. Sponsored by SALSA (Spanish and Latino Students Association).

Kwanzaa
Kwanzaa--or first fruits, is an African American holiday celebrating family, community and culture. Sponsored by The Black Student’s Union, this annual event brings the campus and greater Rochester community together for dinner and featured performances.

China Nite
An authentic Chinese dinner, followed by a show with music, dance, comedy and featured performances by students, staff and community members. Sponsored by Chinese Students Association.

Korea Night
Rounding out the festivities in March is Korea Night. This annual event features hilarious skits, great songs, and traditional dances. Sponsored by Korean American Students Association.

Mela
Mela is a cultural extravaganza that draws almost 1,000 people who enjoy student performances of singing, exotic melodies, powerful dances, and skits. Mela also includes a cultural dinner of authentic Indian food and a late night party. Sponsored by ADITI (Association for the Development of Interest in the Indian Subcontinent).

Relay for Life
From night until dawn hundreds of students, with their teams, fundraise for the American Cancer Society, participate in activities and ceremonies, and walk laps around a track, symbolizing that “the fight against cancer never sleeps.” This spring event brings the campus together to remember lost loved ones and to appreciate the survivors of cancer. Sponsored by Colleges Against Cancer.

Earth Fest
A celebration of creativity and life where community businesses, sustainable student projects, and educational activities are found all around campus. The program highlights the successes and struggles of environmental prosperity that impact all students, faculty, and staff. Sponsored by Grassroots.

Check out Campus Club Connection at ccc.rochester.edu, read the Campus Times, or stop by the Common Connection to find out information about concerts, speakers, and other events which will happen throughout the fall and spring semesters. Some are noted on the calendar pages in UR Here, and others will be advertised closer to the event. Eric Hutchinson, Girl Talk, Iron & Wine, Humans of New York creator Brandon Stanton, Bill Nye the Science Guy, LMFAO, Busta Rhymes, Nick Offerman, Craig Ferguson and Stephen Colbert have been here recently! Keep your eyes peeled for posters and get your tickets early.
The Department of Public Safety is comprised of approximately 150 full-time staff that provides uniformed patrol, investigative, crime prevention, victim assistance, and workplace violence services, and specialized programs tailored to specific campus needs. They respond to calls of any nature, including all campus emergencies -- fire, accidents, physical crimes and disturbances. Public Safety is a mixed force of sworn peace officers and public safety officers. Peace officers are able to make arrests due to the commission of a felony, misdemeanor, or other breach of peace based on probable cause, and can make mental health arrests - an authority that allows peace officers to intervene promptly in mental health emergencies. University peace officers carry batons and pepper foam as defensive weapons when dealing with potentially dangerous situations. They do not carry firearms

- All public safety officers are selected after a thorough investigation designed to choose individuals who are dedicated, sensitive, and display good communication skills. They hold a New York State license (requiring 32 hours of training) and receive an additional 560 hours of in-house basic training. Designated sworn peace officers complete at least 480 more hours of New York State certified instruction from the municipal public safety training center.
- Approximately 40 trained, part-time student aides assist our professional staff and work in selected areas of the campus and residence halls during the academic year. These students are in constant radio contact with us, should unauthorized persons or other conditions affecting general safety be discovered.

WE ARE IN THIS TOGETHER

Working together promotes awareness of the needs of one’s neighbors and fosters a sense of common purpose. The University is part of a larger, urban community in which crime is a constant reality. Maintaining a safe and secure community must be a cooperative undertaking. Public Safety staff alone cannot resolve every breach of good security practice.

A partnership is required. Here is what you can do:

- Attend at least one of the many personal safety seminars offered throughout the year and incorporate the ideas suggested into daily habits.
- Report hazards, keeping in mind the various means available to summon aid in an emergency.
- Pay attention to signs of possible risk and plan how to respond to these unexpected and unwanted situations.
• Remember, you are responsible for the actions of those you invite to campus while they are here. You can help by informing them of the University’s policies, rules, regulations and expectations for proper behavior.

The University of Rochester’s annual fire and safety reports include statistics for the previous three years concerning fire incidents and reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from, the University’s campuses. The reports also include institutional policies regarding campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy, titled Think Safe, by calling 275-3340, or view the contents by accessing the following web site: www.publicsafety.rochester.edu. Crime statistics can also be obtained from the Advisory Committee on Campus Safety by calling 275-7814, and from the United States Department of Education on the web at http://www.ope.ed.gov/security/.

The University of Rochester prohibits discrimination on the basis of sex, including acts of sexual harassment, sexual assault, dating and domestic violence and stalking. Information on the policies and procedures related to this prohibited behavior can be found online here: http://www.rochester.edu/eoc/index.html and by contacting Morgan Levy, the Title IX Coordinator for the University by phone at 275-7814 or via e-mail at Morgan.Levy@rochester.edu.

AUTHORITY

New York State Education Law requires the University to establish policies, regulations, and procedures for the maintenance of public order on its campuses and properties. These provisions are set forth in a “Standards of Conduct” statement adopted by the Board of Trustees on July 15, 1970, and published in the Faculty Handbook.

The Department of Public Safety is charged with providing general public safety services at the University, and takes steps to insure the maintenance of public order consistent with its mission. Peace Officer authority is outlined in the New York State Criminal Procedure Law, Article 2.10, Section 83.

Our department can communicate directly with the Rochester Police Department and other law enforcement agencies through the 911 Center and by direct radio contact with selected police units if a serious crime is committed in the University area. We have an excellent working relationship with area law enforcement agencies. Serving as the University’s liaison group, our staff works very closely, and is in regular contact with, these agencies. We routinely share information related to criminal activity. Criminal incidents and related information are recorded by us for statistical purposes.
Students, faculty, staff and visitors to the University are encouraged to report promptly criminal incidents, sexual offenses or other emergencies by following the procedures under “How to Report a Crime.” You can report an incident in person at any University Public Safety office. “Blue Light” emergency telephones, which are connected directly to the Public Safety Dispatcher, are located throughout the University.

HOW TO CONTACT PUBLIC SAFETY

The University maintains an extensive network of over 500 interior and exterior public access telephones. You can call the Public Safety Communications Center for assistance at any time of the day or night from any of these phones. Included are over 185 direct-dial Blue Light Emergency Phones.

- In an EMERGENCY, dial x13 from any University phone, including service phones located at building entrances, or dial #413 from AT&T or Verizon cell phones. Dial 275-3333 from any other phone. Or pick up a Blue Light Emergency Phone located along pedestrian pathways and parking areas, and you will be connected to one of our emergency dispatchers automatically. An officer will be sent to your location right away. Local police, fire or ambulance agencies will be notified as needed. [Currently, if you call 911 from within the University phone system, your exact location will not be displayed to the 911 system operator.]
- For non-emergencies, dial 275-3333. You may also use a Blue Light Emergency Phone.
- The Dispatcher will determine first that you are safe. Once that is known, you will be asked for your name and location, as well as descriptive information about the incident or event with which you are involved. This information will assist the responding officer(s), and other emergency responders.
- You may contact an on-duty supervisor 24 hours a day by calling 275-3333.

WHERE TO FIND PUBLIC SAFETY

Our administrative offices are located at the University Public Safety Center, 612 Wilson Boulevard. Office hours are 8:30am to 5:00pm weekdays. Call 275-3340 or 275-3437, fax 275-0344, or send email to PublicSafety@rochester.edu for more information. Our website is at www.publicsafety.rochester.edu.

HOW TO REPORT A CRIME

If you are a victim or a witness to a crime, we urge you to call University Public Safety immediately. If the crime is in progress or involves possible violence, call our emergency number, x13 or pick up any Blue Light Emergency Phone, or dial #413 from AT&T or Verizon cell phones in the Rochester area. If the crime involves property, but does not pose an immediate threat, call our non-emergency number, 275-3333.
After you report a crime, we can suggest where you may get follow-up assistance. These may include your insurance carrier, our crime prevention staff, the Office of the Dean of Students, a Human Resources staff member or other law enforcement contact. If you recall helpful information after filing the report, contact us as soon as possible. This may include new witnesses, a more precise description of identifying markings, the value of the property, or the recovery of missing or stolen property.

If a follow-up investigation is successful, we may need further assistance from you. For example, you may be asked to identify property or suspects, or be asked to testify at administrative or judicial hearings.

The Department of Public Safety is designated to be the primary receiver of reports of crimes, to make timely warnings of criminal activity to the community, and to disclose crime statistics annually.

If you are the victim of a crime or other misconduct on campus, but not wanting to pursue direct action within the University or criminal justice system, you may still want to consider making a confidential report. With your permission, we can prepare a report of the details of the incident without revealing your identity. The purpose of such a confidential report is to learn about the existence of a possible problem that would not be disclosed otherwise. The information can help put in place corrective measures to safeguard you and others in the future. Additionally, this information helps the University keep a more complete record of these incidents, assists with determining whether there’s a pattern, and serves as a basis for education or publicity campaigns to the campus community regarding potential issues of concern. Any incident reported in this manner will be included as a statistical tally only, as we include proxy reports for sexual offenses and other crimes in our annual Clery Act report.

You may also seek out other University resources to discuss your concerns, and disclose a criminal incident. These reports are required to be included as statistics in the annual report to our community. Campus Authorities with responsibility for campus activities who must report crime statistics the Department of Public Safety include but are not limited to:

- Title IX Coordinator
- Dean of Students for the colleges (RC, MC, ESM)
- Dean of Graduate Studies
- Director of Residential Life on River Campus and at the Eastman School of Music
- Associate Vice President for Facilities and Services
- Associate Vice President for Human Resources
- Director of Athletics and Recreation
- Director for the Center for Student Conflict Management
Counselors or pastoral staff, acting in a professional capacity, are exempt from reporting incidents in a timely manner. However, they are encouraged to provide general disclosure crime event attributes via our proxy or confidential report processes.

**CRIME PREVENTION AND VICTIM ASSISTANCE**

Through Student Orientation Programs, Parent Orientation Programs, service fairs, new employee orientations and individual residence hall floor presentations, crime prevention staff address thousands of students, parents, and employees on personal safety issues yearly. We respond to special requests from groups of staff members or students and present individualized workshops on topics of particular concern. We also distribute Safety Bulletins and conduct office/building safety surveys. We make available victim assistance support services for a crime against the person. Assistance may begin shortly after a crime is reported and may continue through the often confusing stages of the criminal justice process.

The University does not assume responsibility for property if it is lost or stolen. To protect your property, record any identifying marks or serial numbers on a list and keep it in a safe place. Items without serial numbers may be engraved with a unique number for identification purposes. We strongly urge you to check your family homeowner’s insurance policy and secure coverage if needed.

**PERSONAL SAFETY ESCORTS**

University Public Safety will arrange for an escort to and from University locations. We will choose the most efficient way to provide you with an escort based on our activity levels at the time. We acknowledge emergencies and other high priority non-emergency calls for services first, so there may be some delay in our response to your request. Please be patient. Your own safety is not worth sacrificing for a few extra minutes. We don’t provide escorts to off-campus locations. To request an escort, call 275-3333 or pick up a **Blue Light Emergency Phone**.

**HELP US HELP YOU**

The quality of our services is dependent on the feedback from those we serve. Our professional standards process helps us respond to complaints and concerns. We also wish to recognize instances where our staff have been especially helpful and exceeded your expectations in the services they have provided.

Our public safety officers’ relationships with our community are vital to achieving our overall mission of a safe and secure campus environment. All members of the community should expect to be treated in a courteous and professional manner by members of the department. We will not tolerate unprofessional or rude behavior or a substandard level of service.
During your time at the University it is possible you could be given directions, or be asked for information, by a Public Safety Officer or other University representative responding to a call for service involving an urgent matter, a crime, or a violation of University regulations. You may be asked to identify yourself and, subsequently, to produce your University issued identification card. Your ID card quickly verifies that you may have certain privileges not extended to those not affiliated with the University. You should carry your identification card at all times and must present it on request to any authorized representative.

If the officer is investigating a crime, complaint, or a violation of University rules and regulations, you should expect to be asked reasonable questions that will help determine the facts and circumstances of a situation or other inquiry. At some point, the officer should provide you with a brief explanation as to the reason for the request for information. Circumstances may require a quick verification of identity and affiliation before responding. However, the interaction should not end without the officer taking time to provide feedback or answer general questions.

SAFETY TIPS

- **STAY AWARE** of your surroundings. Keeping alert is your best defense.
- **INSTALL** a “Find My Phone” type app on your phone or computer
- **LET IT GO!** Property can be replaced, but you are one of a kind.
- **AS SOON AS IT IS SAFE TO DO SO**, call Public Safety from the nearest Blue Light Emergency Phone or dial x13 if on campus. If off campus, call the police by dialing 9-1-1 (Every minute counts!).

SECURITY PUBLIC SAFETY TELEPHONE NUMBERS TO REMEMBER

- **EMERGENCY** (from any University telephone) x13
- **EMERGENCY** (from any other phone) 275-3333
- **EMERGENCY** (from AT&T or Verizon cell phones) #413
- Non-emergencies 275-3333
- Administrative and Patrol Operations Staff 275-3436
- Lost/Found Property 275-2552
- Victim Assistance Coordinator 275-2090
- General Information (e-mail) PublicSafety@rochester.edu

For more information please visit: www.publicsafety.rochester.edu or like and follow us on Facebook and Twitter: http://www.facebook.com/univofrochdps and https://twitter.com/urdps
**Parking**
Parking for motor vehicles on the River Campus is by permit only. The fees vary from $5 ($3 after 4 p.m.) for daily permits to $28.00/month for lots at the perimeter of the River Campus. Free shuttle buses run between the vicinity of the River Campus, South Campus and the Medical Center. Graduate students who attend only evening classes (after 4pm) may obtain a permit for more central lots on the River Campus for a reduced fee. Permits for peripheral lots are valid in core parking areas of River Campus after 4:00 p.m. A permit is not required for University lots from 7:00 p.m. till 7:30 a.m. weekdays and on weekends. Parking office hours are Monday through Friday, 7:45 a.m. – 4:30 p.m. Any questions should be directed to the River Campus Parking Office, Fauver Stadium, at 585-275-3983.

**Bicycle Racks**
Bicycle racks are found at various locations across campus. The University encourages the use of bicycles by students, faculty and staff. Bicycles provide a practical and environmentally sound alternative form of transportation, provide good exercise, and help reduce parking problems on our campuses. However, bicycles being used or parked inappropriately can create serious safety problems. Bicycles parked or stored in buildings can impede access in emergency situations. They can also create hazards for people using stairs and corridors.

**Bicycle Guidelines:**
- Use of bicycle racks is the preferred parking practice.
- When riding on campus roadways and pathways, bicycles should be operated at a safe speed. Cyclists should yield the right of way to pedestrians and observe vehicle rules.
- Riding of bicycles in any building is prohibited.
- Parking bicycles in buildings is banned for building safety reasons. Violations may result in the placement of the bicycle in storage, without warning, by University Security. The University is not responsible for damage to the lock or bicycle that might occur in removal or storage.

Bicycles are not to be chained or otherwise attached to trees, handrails, light poles, fire hydrants or any structures if there is a safety or potential for property damage.

**Banking**
Branches of Chase Bank are located on the River Campus in the basement of Todd Union and at the Medical Center. Full-service banking is provided. One ATM is available at each site.

**River Campus/Todd Union**
Phone: 585-275-4560
Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.
Medical Center: G5100A & G5100B  260 Crittenden Blvd.
Phone: 585-242-0354
Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.

Other banks and their branches are listed in the Yellow Pages.

**Campus Mail Center**
**Location:** Lower Level of Todd Union
**Phone:** 275-3991
**Fax:** 271-4981

**Hours**
Open Monday - Friday 9:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.
(Note: Saturday hours are only in effect during the fall and spring semesters and when not preceded or followed by a University or Federal holiday on the same weekend.)

**Sending Outbound Letters and Packages**
The Campus Mail Center provides full domestic and international mail service thru USPS, UPS, Fed Ex and DHL. Students may send outbound mail and packages by visiting one of our customer service windows. Our professionally trained staff will guide you in finding the best rate and delivery times available using our automated comparison software. The Campus Mail Center sells postage, including rolls/book of stamps, cardboard/flat rate shipping boxes, as well as, common mailing services such as Insured, Certified, Priority, and Overnight. The Campus Mail Center accepts cash, URos and checks for payment on all services.

**Receiving Mail & Packages**
In order to receive mail and packages on campus, a student must have his/her own campus mail box (CMC box). Simon students may open their own campus mail box to receive personal mail and packages. Students are able to receive post office mail as well as any incoming packages from all the major carriers such as UPS, FedEx and DHL. Mail and packages of any size cannot be sent to individual residence hall rooms. Mail is delivered to students Monday through Friday, except on University holidays. When students receive a package or piece of special service mail, an e-mail is sent to their attention notifying them to stop by the package pick up area to retrieve their item. Students will need to present their University ID to pick up packages. Mail and packages are not delivered to the University on Saturdays or Federal holidays, except for Express Overnight deliveries.
Please note:
1. Stop by the Campus Mail Center to be assigned your CMC mail box.
2. Never send cash, or have cash sent, under any circumstances.
3. Tracking and insurance is recommended when mailing valuable and/or fragile items.
4. Mail may be sent to University offices and departments through intramural mail. Students who wish to use this service can pick up special intramural envelopes at any University office.

**Barnes & Noble at University of Rochester**

Required and recommended materials for Simon School courses are available at the Barnes & Noble bookstore at 1305 Mt. Hope Avenue. Textbooks may be available to purchase or rent as either printed books or digital content. Detailed course booklists, including options and prices, can be found through the “textbooks” link on the bookstore website.

**Website:**  [http://urochester.bkstore.com](http://urochester.bkstore.com)
**Phone Number:**  585-275-4012
**E-mail:**  bksurochester@bncollege.com

**Hours of Operation:**
- Monday- Friday  9:00 a.m. – 9:00 p.m.
- Saturday   10:00 a.m. – 9:00 p.m.
- Sunday   10:00 a.m. – 6:00 p.m.

**University IT Computer Sales**

University owned and operated since 1987, University IT Computer Sales is the University of Rochester’s technology store. They offer educationally discounted computer hardware and software, as well as an extensive line of computer accessories, audio/video equipment, video gaming products, dorm supplies and more. University IT Computer Sales has two store locations, on the River Campus at Rush Rhees Library (next to the University IT Center), and in the Medical Center (Room G7220B). Hours of operation: RRL 9:00 a.m. - 5:00 p.m. Monday through Friday, MC 9:00 a.m. - 4:00 p.m. Monday through Friday. For additional information and pricing, visit their Web site at [http://www.rochester.edu/it/css/](http://www.rochester.edu/it/css/) or call 585-275-8353.

**Medical Center Photography**

Medical Center Photography offers a variety of services to the University community including film sales, portrait photography, and group photography and passport photos.

**Location:**  Medical Center, Room G-8636
**Phone:**  585-275-5731
**Hours:**  Monday – Friday 8:30 a.m. – 4:30 p.m. (closed from noon – 1:00 p.m.)

**Athletics & Recreation**

**Location:**  Robert B. Goergen Athletic Center

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The Department of Athletics and Recreation believes that your Rochester experience should include many opportunities for you to develop a healthy lifestyle, exercise, have fun, socialize, be a member of a team, and foster school spirit.

We invite the student body to take part in our programming opportunities, to cheer on your varsity teams, or simply to find time to shoot some hoops, run on the treadmill, or swim a few laps in the pool.

FACILITIES: WHO TO CONTACT?

Associate Director: Kristine Shanley
Phone: 275-6277
E-mail: kshanley@sports.rochester.edu
Web site: www.rochester.edu/athletics

FACILITIES: WHAT’S AVAILABLE?
Whether you participate in intramural or recreational sports, the resources available are
- Fitness Center with strength training and cardio-vascular training equipment
- Aerobics Studio
- Aquatic Center
- Basketball and Volleyball Palestra with permanent seating for 2,000
- Field House with 14,000 square feet of synthetic playing surface and 200-meter indoor track
- Four gymnasium floors
- Multi-Activity Center
- Handball, racquetball, and squash courts
- Lighted 5,000-seat stadium with synthetic playing surface surrounded by 400-meter track
- 10 acres of lush green playing fields
- 6 outdoor tennis courts
- 4 indoor tennis courts
- Conference Meeting Room, Alumni Lounge, and Classroom
- 26 miles of jogging trails
- Ice Rink at Genesee Valley Park
- Public Golf Course at Genesee Valley Park
- 50-meter Outdoor Pool at Genesee Valley Park

FACILITIES: WHEN ARE WE OPEN?
During the Academic Year, the Goergen Athletic Center is open daily. Hours are reduced for reading days, exam weeks and holidays. Facility hours may vary due to special programming and varsity athletic contests. Please check the website for a complete schedule. www.rochester.edu/athletics

The Facility and Fitness Center
Monday – Thursday – 6:30am – 11pm
Friday 6:30 am – 8 pm
Saturday – 8am – 8pm
Sunday – 8am – 11pm

The Aquatic Center
Monday & Wednesday 6:30 am – 8:30 am, 11 am – 2 pm, 8:30 pm – 10 pm
Tuesday & Thursday 11 am – 1 pm, 4:30 pm – 6:30 pm
Friday 6:30 am-8:30 am, 11 am – 1 pm
Saturday & Sunday Noon – 3 pm
Sunday Splash 8:30 pm – 10 PM

FACILITIES: HOW DO YOU USE THEM?

• You must be a full-time matriculated University of Rochester undergraduate, graduate or R Club member with a valid UR ID to enter the Athletic Center; your valid UR ID Card is required to enter the athletic center;
• Leave your valuables in your room;
• Day-use lockers are available. Lockers are also available to rent for a nominal fee. Locker rentals are available at the Athletics and Recreation Information Desk;
• A guest of a UR student is welcome to visit the athletic center by purchasing a $3.00 guest pass. UR students must accompany your guest at all times;
• To reserve the indoor tennis, squash, or racquetball courts you will need to call Athletics and Recreation between the hours of 9:30 a.m. and 6:30 p.m.at 275-7643 and select Option 2 or by requesting an online reservation account by emailing rclub@sports.rochester.edu Reservations must be made one day in advance. Same day play is first come, first served.
• Open Recreation space is kept available throughout the day whenever possible. For a special event, you may reserve activity spaces if you are a recognized Student’s Association Club. Please contact our Reservations Office at 275-9465 at least three business days in advance. During the year the Department of Athletics and Recreation also extends the use of its facilities to the Rochester community for very special events such as high school championships and local youth group activities. Notifications are posted and may be confirmed by calling the Department of Athletics and Recreation Information Desk at 275-7643.

RECREATIONAL SPORTS: WHO TO CONTACT?

Associate Director: Jane Possee
The Recreational Sports Program offers opportunities to participate in Intramurals and Group Fitness Classes, Club Sports and Open Recreation. Approximately 3,500 students enjoy the multiple sports and activities in Intramurals. League play is available in traditional sports such as basketball, volleyball, floor hockey, soccer, flag football, and ultimate Frisbee. Intramural Sports also offers Group Fitness Classes. Club Sports are independent, student-directed, and governed sporting groups which are organized and operated under the joint auspices of the Department of Athletics and Recreation and the Office of Student Activities. Leadership, teamwork, competition, and fun add deep intrinsic value to this unique program. The Department also makes every effort to reserve Open Recreational Space for self-directed activity.

**INTERCOLLEGIATE SPORTS: WHO TO CONTACT?**

**Associate Director:** Andrea Golden  
**Phone:** 275-7209  
**E-mail:** andrea@sports.rochester.edu  
**Web site:** www.rochester.edu/athletics

Rochester is an NCAA Division III institution that offers 23 intercollegiate sports (11 for men, 12 for women). Nineteen of Rochester’s 23 intercollegiate sports will compete versus seven other leading private national universities (Brandeis, Carnegie-Mellon, Case Western Reserve, University of Chicago, Emory University, New York University, and Washington University) in the University Athletic Association (UAA). The University also belongs to the Liberty League, a group of twelve other select colleges (Bard, Clarkson, Hobart, Merchant Marine, RIT, RPI, St. Lawrence, Skidmore, Union, Vassar, William Smith, WPI). Rochester competes with championships in 12 Liberty League sports.

For complete intercollegiate schedules, go to [www.rochester.edu/athletics](http://www.rochester.edu/athletics). Please contact the head coach of each sport for further information:

<table>
<thead>
<tr>
<th>Sport:</th>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Jim Scheible, 275-4281</td>
<td>Luke Flockerzi, 275-4306</td>
</tr>
<tr>
<td>Soccer</td>
<td>Thomas Dardaganis, 276-5101</td>
<td>Chris Apple, 275-5630</td>
</tr>
<tr>
<td>Baseball (M)</td>
<td>Joe Reina, 275-6027</td>
<td></td>
</tr>
<tr>
<td>Crew (W)</td>
<td>John Gaskin, 275-5596</td>
<td></td>
</tr>
<tr>
<td>Field Hockey (W)</td>
<td>Wendy Andreatta, 275-4274</td>
<td></td>
</tr>
<tr>
<td>Football (M)</td>
<td>Scott Greene, 275-9458</td>
<td></td>
</tr>
<tr>
<td>Golf (M)</td>
<td>Dan Wesley, 275-7102</td>
<td></td>
</tr>
<tr>
<td>Lacrosse (W)</td>
<td>Sue Behme, 275-1030</td>
<td></td>
</tr>
<tr>
<td>Softball (W)</td>
<td>Margaret Yerdon-Grange, 275-9221</td>
<td></td>
</tr>
<tr>
<td>Squash (M)</td>
<td>Martin Heath, 273-5184</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT EMPLOYMENT: WHAT’S AVAILABLE WITHIN ATHLETICS AND RECREATION?

With so many events and activities happening, opportunities for student involvement through employment are readily available. The Department of Athletics and Recreation hires approximately 300 students in the areas of fitness monitors, intramural sports supervisors, aerobics instructors, student trainers, building managers, facility rental supervisors, and intercollegiate game management. Current certification in Adult CPR is required to be hired. Applications are available at the Department of Athletics and Recreation Information Desk or online at: http://www.rochester.edu/athletics/Staff/employment.php. College Work Study is highly recommended.

IMPORTANT NUMBERS:
Director of Athletics and Recreation 275-4301
Facility Hours/General Information 275-7643
Intramural Hotline 275-5454
Intramural Office 275-4303
Recreational Sports 275-6914
Intercollegiate Sports 275-7209
Business Office 275-5135
Reservations Office 275-9465
R Club Membership Office 275-6277

Housing
As a graduate student you have several housing options, including University graduate student housing, mixed student/employee housing or off-campus housing. The University Apartments Office can help students locate on-campus housing.

Location: 020 Gates Wing (Susan B. Anthony Hall)
Hours: 8:30 a.m.-5:00 p.m.
Phone: 585-275-5824
http://www.reslife.rochester.edu

University-Owned Housing
A wide range of University housing in areas near the River Campus is reserved for single and married graduate students. University shuttle buses serve all areas. The University Apartments Office assigns full-time graduate students to University apartments.
University Park is a complex of two-story garden apartments located south of campus. The apartments are quite spacious with plaster walls and hardwood flooring. Unfurnished studios, one and two-bedroom apartments are available. Parking is free and located close to the buildings.

Goler House is a thirteen-story apartment building with over 300 units, adjacent to the Medical Center. Goler House offers the option of both furnished studios, and furnished and unfurnished one and two-bedroom apartments. A main advantage of Goler is its proximity to the new College Town development which includes many stores and restaurants. Parking for Goler is in the Whipple Park Graduate Apartment complex with a 24 hour/7 day a week shuttle service. It is about a 5 minute shuttle ride between Goler and Whipple Park. Parking is free.

Whipple Park is an apartment complex with 32 buildings, located one mile from the River Campus. It consists of unfurnished two-bedroom garden apartments and two and three-bedroom townhouses, and is surrounded by a wooded area. Whipple Park is more park-like than other University-owned housing, is free from through traffic, and is especially nice for those with children. Parking is free and located close to the buildings.

**Off Campus Housing**
The Office for Off Campus Living (located in the Office for Residential Life and Housing Services) offers assistance with off campus housing, including helping students to locate suitable rental property in the Rochester area. The office has local maps, university shuttle and Rochester Transit bus schedules, and telephones for inquiring about properties. The City of Rochester has a wide range of rental housing types in many price ranges throughout Rochester neighborhoods.

Location: 020 Gates Wing (Susan B. Anthony Hall)
Hours: 8:30 a.m.-5:00 p.m. (Academic Year)
8:00 a.m. to 4:30 pm (summer hours)
Phone: 585-275-1081
Email: offcampus@reslife.rochester.edu
Website http://www.rochester.edu/reslife/non/index.html

The Office for Off Campus Living operates a rental property listing service exclusively designed for the University community, the Off Campus Connection:
http://www.rochester.edu/reslife/non/index.html

The Office for Off Campus Living may serve as a source of information but it may not function as a realtor or rental agent. The individual renter must make the choice of housing independently and business arrangements are his/her own responsibility.
24. CULTURAL RESOURCES AND SERVICES

Interfaith Chapel
The University does not have one religious affiliation, but many and has made a commitment to religious diversity dating back to the founding of the Interfaith Chapel in 1970. The chaplains’ offices, located in the chapel, offer students a variety of opportunities for religious worship, meditation, study, social service, personal counseling, and cultural and social events. Roman Catholic, Protestant, Jewish and Muslim clergy are available to work with all students. In addition, there are resource people available from the Buddhist, Jain, Hindu, Sikh, Universalist Unitarian and Latter Day Saints traditions among others. Many other faith group activities can be found on the U of R Website, http://www.rochester.edu/organizations
http://www.rochester.edu/student life/organizations

Rev. Dr. C. Denise Yarbrough, Director of Religious & Spiritual Life
Phone: (585) 275-4321
Email: dyarbrough@admin.rochester.edu

Reverend Brian C. Cool, Director, Catholic Newman Community
Phone: (585) 275-8523, Newman Office: 585-275-8515
Email: bcool@admin.rochester.edu

Catholic Services & Programs
Mass: Sunday 10:30 a.m. and 7 p.m. River Level
Tuesday Newman Night Pasta Dinner River Level
Wednesday InstaMass, 10:00 p.m. Susan B. Anthony, Friel Lounge
Holy Days/additional information: http://www.urnewman.org

Hillel
Phone: (585) 275-5981, Hillel Office: 585-275-8514
Web: http://www.rochesterhillel.org/

Jewish Services
Conservative:
Friday at 6:00 p.m.
Interfaith Chapel River Level
Reform:
Friday at 6:00 p.m.
Shabbat Dinner following services, River Level

Rabbi Asher Yaras, Rohr Chabad House at U of R
955 Genesee Street, Rochester, NY 14611
Phone: (585) 503-9224
Email: avaras@admin.rochester.edu Meditation Room
Web: www.JewofR.com

Protestant Chapel Community, (PCC) Reverend Dr. Laurie Tiberi,
Phone: (585) 275-8522
Email: ltiberi@admin.rochester.edu
Web: www.protestantchapelcommunity.org
Sunday Service 5:00 p.m. Sanctuary
Wednesday 5:30 p.m. Dinner/Dialogue–Brennan Rm. (200)

University of Rochester Christian Fellowship, URCF
Brian White, Pastor,
Phone: (585) 275-8517
Email: bwhite8@admin.rocheter.edu
Web: http://sa.rochester.edu/urcf
Sunday Service 3:00 p.m. Sanctuary
Thursday 8:00 p.m. Bible Study, Brennan Rm. (200)

Muslim Advisor
Dr. Ahmet Celenli
Email: MuslimChaplain@admin.rochester.edu

Juma Prayers, Friday, 1:15 p.m.
Islamic Center of Rochester: phone: (585) 442-7164
Email: http://www.rochesterislamiccenter.org

A meditation room is available to all faiths in room 220

Information about these and other religious organizations may be obtained by calling the Chapel at 585-275-4321 or viewed on the web at www.rochester.edu/chapel

International Services Office (ISO)
Location: 213 Morey Hall
Phone: (585) 275-2866
Fax: (585) 276-2943
E-mail: questions@iso.rochester.edu
Web: http://www.iso.rochester.edu
Hours: Mon. – Fri. 9:00 a.m. – 4:00 p.m.
Walk-in Hours Mon. – Fri. 2:00 p.m. – 4:00 p.m.

Director/Senior University Counsel Cary Jensen
Associate Director for Student Services Stephanie Krause
The International Services Office staff administers the F-1 Student Visa Program governed by the U.S. Department of Homeland Security (DHS) and the J-1 Exchange Visitor Program governed by the U.S. Department of State. The ISO issues all UR-sponsored international student and scholar visa forms through SEVIS, the Student Exchange Visitor Information System. **All questions concerning your immigration status must be directed to the ISO.** The ISO staff interacts with U.S. government agencies, foreign consular locations, international organizations and various community groups in their efforts to advocate for and provide support services to prospective and ongoing students enrolled at the University.

International students are required to enroll full-time each quarter, excluding the summer or another eligible vacation term. Any request for less than full-time enrollment must be **approved by the ISO in advance** and is only granted under specific conditions. Immigration regulations may allow for a reduced course load for certain academic reasons (only once), during the last quarter if full-time study is not necessary to complete requirements, or as needed for medical reasons documented by the University Health Service.

To maintain legal status in the U.S., students must also adhere to strict work permission eligibility and authorization procedures. F-1 and J-1 students are able work at the University while they are enrolled. However, **international students must NOT work off-campus without specific written authorization in advance!** Unauthorized employment is viewed as a serious violation of immigration status and can be very difficult to overcome.

The ISO provides various programs and services to assist students in understanding SEVIS reporting requirements and the U.S. immigration laws that govern their stay in this country. These services and programs include:

- ISO Student News – an electronic newsletter for all international students and interested staff. ISO-sponsored students are enrolled automatically and will receive new issues to their UR email every two weeks during the academic year;
- ISO Website – [www.iso.rochester.edu](http://www.iso.rochester.edu): extensive information for current and prospective students, including ISO Forms, immigration details related to SEVIS reporting and
employment options, support for U.S. tax requirements, travel information and links to
U.S. and foreign Consulates, cultural adjustment techniques, and more;
• Individual appointments with ISO Student Advisors for immigration advising and cross-
cultural counseling to assist students in effectively coping with personal adjustment;
• Work authorizations for all types of F-1 and J-1 employment, including off-campus
summer internships and practical training opportunities;
• International Student Orientation Programs to help orient new students to the University and
life in the U.S.;
• Walk-In Hours (daily, 2-4 pm) and e-mail advising (questions@iso.rochester.edu) for basic
questions, procedural guidance, or to schedule an individual appointment;
• Workshops and other presentations on employment, tax, and travel issues, etc.;
• Campus partnerships to offer other services, such as free English conversation classes, an
ISO Tax Consultant each spring (Feb – April), and other programs;
• Orientation and programming for F-2 and J-2 dependent spouses and children;
• Social and educational programs, many of which are co-sponsored with Rochester Global
Connections (RGC), a local community organization focused on cultural exchange and
support for international students in our area.

The ISO staff provides services annually to over 3000 enrolled international students and those
gaining practical training experience in the U.S. after graduation. Their office also supports
over 450 international scholars (faculty, researchers, post-docs), as well as dependent family
members from more than 115 countries. The ISO staff will be happy to assist you and answer
any questions or concerns you may have during your studies at the Simon School.

Feel free to stop by the ISO during their walk-in hours or for better service, call ahead and
schedule an appointment with an advisor.

**Rochester International Council (RIC)**
Director: Judy Weinstein
Location: 4-219 Dewey Hall
Phone: 275-8779
Fax: 756-8086
E-mail: jw@rifc.org
Web site: [http://www.rifc.org](http://www.rifc.org)
Hours: Monday, Tuesday, Wednesday and Friday - 9:30 a.m. – 4:30 p.m.

The Rochester International Council (RIC) is a volunteer group of local citizens known as
Friendship Volunteers who offer international students and scholars friendship and hospitality.
These services may include meeting a student at the airport, dinner invitations, and on-going
opportunities to participate in the community and American life. During the year, RIC
sponsors activities such as a welcome reception, hikes, museum tours and dances. RIC also
offers a social program for spouses of international students. Additionally, through its
International Insights, Global Perspectives, Student to Student programs, students have the
opportunity to make presentations about their country to the community and to area school
children. International students interested in any of these programs should contact RIC.
Office of Minority Student Affairs (OMSA)

The Office of Minority Student Affairs (OMSA) provides counseling, disseminates information, initiates programs and serves as a liaison with other departments and divisions of the university to enhance the environment in which underrepresented minority students and students targeted in our signature programs live and learn. The OMSA provides these support services as a means of advancing the academic, co-curricular and pre-professional lives of our students.

OMSA offers a plethora of programs and services designed to meet the needs of these students individually and collectively. Furthermore, OMSA proactively supports the College's efforts to build an inclusive community for students, faculty, and staff by raising awareness about topics that include race, ethnicity, culture, and class.

The Office of Minority Student Affairs manages two signature programs for the College: the Early Connection Opportunity Program (ECO) and the Higher Education Opportunity Program (HEOP). The ECO program is a pre-freshman summer academic program designed to introduce students to the distinctive Rochester Curriculum, and to help students acquire the skills, attitudes, and social connections necessary to become successful University of Rochester students. The HEOP serves students of diverse racial, ethnic, and cultural backgrounds and coordinates a variety of academic support, counseling, and financial aid services. To be eligible for HEOP, students must be residents of New York State and meet specific academic and economic criteria.

Location: 2-161 Dewey Hall
Hours: Monday - Friday, 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
Phone: 585-275-0651
Fax: 585-473-6494
E-mail: OMSA@UR.rochester.edu
Website: www.rochester.edu/College/OMSA
Director: Norman B. Burnett
There are many social activities sponsored by Student Services and the Graduate Business Council (GBC) and Simon clubs throughout the year. The dates of all School events will be published and continuously updated via our weekly newsletter of club events that is published on Wednesdays and Fridays.

In addition, the School sponsors events like those described below. Simon School students are active in student-run clubs, intramural sports, community and student-sponsored activities. Through their representatives on the Graduate Business Council (GBC), students work with faculty and administration in shaping the future of Simon programs.

Students who wish to hold leadership positions in Simon clubs and organizations must be matriculated and in good academic standing with a GPA of 3.0 or higher. Membership in clubs is not dependent upon GPA or matriculation.

**The Frederick Kalmbach Executive Seminar Series**
Each year, senior corporate executives from around the world come to the School to lecture on current issues in management. These seminars are intended to:

* enhance the educational experience
* provide a networking opportunity at the receptions and/or dinners that follow
* extend the visibility of the Simon School to the corporate world

The series is sponsored by the Simon School through a gift from the Frederick Kalmbach Foundation and is managed by the Student Services Office. Recent speakers have included world-renowned former Simon professor Michael C. Jensen, author of Agency Theory, and Ed Hajim, UR Trustee and Entrepreneur.

**Max Farash Luncheon Series**
The Max Farash Luncheon Series is underwritten by a contribution from The Farash Corporation. These informal, interactive luncheon lectures or Roundtable Chats feature prominent speakers from the alumni and business communities. They provide a forum for students to learn how successful leaders have approached their careers and business challenges and to ask questions about the particular industries and companies represented by the speakers. Appropriate student clubs are offered the opportunity to co-sponsor a luncheon during the academic year. Contact the Student Services Office at 585-275-5866 if you have a suggestion for a speaker.
**Broaden Your Horizons Seminar Series**
In 1991, Simon School students initiated a series of lunchtime presentations sponsored by students from countries around the world and hosted by SimonUnited. The seminars focus on the economies, cultures, politics, and business protocols of the students’ home countries and are held throughout the academic year. Traditional cuisine is served.

**Intramural Sports**
Simon School students may participate in a wide variety of intramural sports. Based on student interest, intramural teams will be organized throughout the academic year and may include tennis, golf, basketball, skiing or soccer. Simon teams have also participated in sports tournaments hosted by other business schools. To obtain further information or inquire about forming a team, contact your cohort representative of the GBC.

**Eastman School of Music Concerts and Events**
Members of the University community are welcome to attend concerts, recitals and other events at the Eastman School of Music. Many of the concerts are free and do not require tickets or reservations. A listing of Eastman’s upcoming major performances, published in each issue of *Currents*, is also available by telephone on Musicline at 585-274-1100 or via the web: [www.rochester.edu/Eastman/concerts](http://www.rochester.edu/Eastman/concerts).

**Graduate Business Council (GBC)**
Simon School students automatically become members of the GBC through their payment of the quarterly activity fee. The GBC offers a variety of activities for all students, including picnics, parties, Rochester-area sporting events and a winter ball. Through its Executive Council, the GBC serves as a liaison between students, faculty, and administration.

Students are encouraged to take part in GBC events. The activities provide avenues outside the classroom to meet fellow students, socialize, and develop relationships in a collegial atmosphere. Students are also encouraged to attend weekly GBC meetings or meet with GBC officers for input on School issues.

**2015-2016 GBC Officers:**
- Matthew Robertson  President
- Agharza Malikov  VP Finance
- Timothy Hayward  VP Academic Affairs
- Kimberly Prowak  VP Social Events
- Megan DeGraca  VP Special Events
- Tanya Shimon  VP Internal Communication
- Adam Schadt  VP External Communication
- Mikayla Hart  VP Career Management & Alumni Affairs
- TBD  Part-time Representative
- TBD  Part-time Representative
2015-2016 Clubs
Student Organizations and their 2015-2016 club presidents are as follows:

Consulting, Operations & Technology Association  Rathi Abhinaya
Financial Management Association  Ayush Khaitan & Alok Rana
Latin American Students of Simon  Fredy Hernandez
Real Estate Association @ Simon  Erica Call
Simon Accounting Association  TBD in Fall
Simon Ambassadors  TBD
Simon Asia Club (NAAMBA)  Xue Wang
Simon Basketball Club  Quindell Blandon
Simon Business Christian Fellowship  Allison McGill
Simon Dance Club  Noelle Miller & Shreya Kannan
Simon Entrepreneurs  Felipe Vasconcelos
Simon Gamers Club  Neal Johnson
Simon Golf Club  Vivek Bhagavan
Simon GSA (Gay-Straight Alliance)  Robert Kauffman & Madhur Khedekar
Simon Health Sciences  Andrew Scholl
Simon Investment Club  Adam Schadt
Simon Marketing Association  Eileen Yeo
Simon National Black MBA Association  Roshiana Bell
Simon Net Impact  Joe Bell & Mikayla Hart
Simon Outdoor Adventure Club  Joe Bell & Mikayla Hart
Simon Partners  Olena Stratly
Simon Pricing Club  Richaung Lin
Simon Says Media & Entertainment  Ayush Khaitan
Simon Soccer Club  Huy Thai
Simon Squash Club  Yugank Modgill
Simon Tennis Club  Vivek Bhagavan
Simon Toastmasters  Ajay Bandhu
Simon UNcorked  John Gillespie
Simon United  Surbhi Dethe
Simon Volunteers  Andrew Scholl

Students are encouraged to join and participate in clubs and club-sponsored events related to their particular interests and long range objectives.
The Simon School communicates with students using a variety of methods. It is the student’s responsibility to check these various channels for up-to-date information and announcements.

**Mail Folders**  
Mail folders for M.B.A. /M.S. students are on the first floor of Schlegel Hall across from the Student Commons. All students have mail folders. Students who need a new mail folder or who have questions about mail folders should contact the Simon School Admissions Office.

Students should check their mail folders daily or whenever they are on campus. These folders are used as a primary means of communication by Simon School faculty and administration, student organizations and University offices.

*Examining the contents of another student’s mail folder without permission to do so is unacceptable behavior. A mail folder should be viewed as the private property of the individual to whom it belongs. Anyone caught reviewing the contents of another student’s mail folder without permission will be subject to disciplinary proceedings. Similarly, the removal of another’s folder or the contents of another’s mail folder without that person’s permission will be subject to the same disciplinary proceedings. Students should report any behavior of this kind to a member of the Administration.*

**Bulletin Boards**  
Events, notices, announcements and classifieds are posted on bulletin boards located throughout Schlegel and Gleason Halls as well as outside and in the Student Commons in Schlegel Hall.

**Simon Network Accounts**  
To access Simon technical resources, like e-mail and the Intranet, every student is provided a single username and password. The username will also be the first part of the assigned e-mail address:  firstname.lastname@simon.rochester.edu.

This e-mail address will be permanently assigned and is “for life.” On or about ninety days after graduation the account no longer accommodates mail storage; the address simply becomes a forwarding address to the personal account provided by the alum.

**Simon Exchange**  
The Simon School Portal and Extranet “SimonExchange” can be accessed at  
http://simonexchange.rochester.edu/ using the assigned network credentials. This site is your first point of contact for general information about Simon and includes a wealth of valuable services.
**Simon Exchange Events Calendar**
The Simon Exchange calendar lists all Simon events, club meetings and other activities of interest to our students. Students should check the calendar when planning activities to avoid conflicts. To have an event posted, contact the Student Services Office. To view the calendar of events go to: [http://simonexchange.rochester.edu/](http://simonexchange.rochester.edu/)

**Publications**
The Simon School distributes a number of publications to students and in the corporate community to enhance the School’s image by highlighting the research of faculty and the achievements of alumni, students, faculty and staff. These publications include *Simon Assets*, *Simon Business*, *Simon Research Leadership Highlights* and *Simon First Impressions*, among others. An award-winning promotional CD-ROM, “At Simon, Thinkers Become Leaders,” is given to prospective students and, most recently, a fundraising Web-mercial has been produced highlighting the School’s key distinctions.

Other publications of interest include: *Campus Times*, the University newspaper published once a week during the academic year; *Currents*, a public/employee relations newspaper published bi-weekly throughout the year; *@Rochester*, an e-newsletter that is distributed daily during the academic year; an International Services Office newsletter (*ISO News*) published monthly; and an Office of Minority Student Affairs newsletter (*OMSA The Chronicle*) published each semester.

**“Town Hall” Meetings**
Open forums, are sponsored periodically by the Graduate Business Council or by one or more of the Simon School Deans, to discuss topics of interest with students. Very often, “town meetings” are held when issues affecting students have been raised or when policies proposed might greatly impact students in the School. These meetings enhance communication between members of the administration and the student body.
27. FEEDBACK

The Dean and his staff encourage student feedback at the Simon School. To this end, a number of processes have been established to ensure that student concerns are heard. Class evaluations, discussed below, solicit feedback on students’ academic experience. Student boards and councils focused on key areas of Career Management, and the overall M.B.A. Program facilitate ongoing dialogue between students and the administration. First-year faculty advisors also serve as liaisons to the Dean. Year-end satisfaction surveys allow for systematic analysis of student sentiment and enable the School’s administration to benchmark our program with competing M.B.A. programs. In addition, the Dean welcomes students to visit him in his office to discuss their ideas for the continued improvement of the Simon School.

Class Evaluations
Students have the opportunity to provide feedback on teaching and curriculum through class evaluations administered prior to final exams. These evaluations are reviewed by the Senior Associate Dean for Faculty and Research and the Faculty Director of Graduate Programs and are shared with faculty after grades are submitted. Students may access these evaluations on Simon Exchange at http://simonexchange.rochester.edu/ under Registrar.

Professors may also provide mid-term evaluations to students in their classes for their own use in charting progress of the course. Students who have issues/concerns about a course or a professor are encouraged to discuss the matter with Student Services or the Faculty Director of Graduate Programs prior to the evaluation process.

Year-End Surveys
Graduating students have the opportunity to give comments and suggestions on their overall experience by completing a survey administered before graduation. Full-time first-year students are also surveyed at the end of their first year of study.
## Simon Business School - University of Rochester Academic Calendar
### 2014-2015 as of April 14, 2014

### Fall Term 2014
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 2014</td>
<td>Thursday</td>
<td>International Orientation</td>
</tr>
<tr>
<td>August 1</td>
<td>Friday</td>
<td>Orientation for new MS and MBA students</td>
</tr>
<tr>
<td>August 4</td>
<td>Monday</td>
<td>Fall mini classes start</td>
</tr>
<tr>
<td>August 8</td>
<td>Friday</td>
<td>Fall mini last day to add/drop classes</td>
</tr>
<tr>
<td>September 1</td>
<td>Monday</td>
<td>Labor Day no classes, make up day Monday, September 8</td>
</tr>
<tr>
<td>September 8</td>
<td>Monday</td>
<td>Fall mini last day of class (make up day for Labor Day)</td>
</tr>
<tr>
<td>September 9, 10</td>
<td>Tues, Wed</td>
<td>Fall mini final exams</td>
</tr>
</tbody>
</table>

### Fall Mini 5 weeks
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 2014</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

### Fall Term 2014 Fall Quarter 9 weeks
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 22</td>
<td>Monday</td>
<td>Fall Quarter classes start</td>
</tr>
<tr>
<td>October 3</td>
<td>Friday</td>
<td>Fall Quarter last day to add/drop classes</td>
</tr>
<tr>
<td>October 8, 9</td>
<td>Wed, Thurs</td>
<td>No classes Asian MBA (AMBA)</td>
</tr>
<tr>
<td>October 22 - 28</td>
<td>Wed - Tues*</td>
<td>Mid-term exams</td>
</tr>
<tr>
<td>November 25</td>
<td>Tuesday</td>
<td>Fall Quarter last day of class</td>
</tr>
<tr>
<td>November 26 - 30</td>
<td>Wed - Sun</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec 1 - 5</td>
<td>Mon - Fri</td>
<td>Fall Quarter final exams</td>
</tr>
<tr>
<td>December 6</td>
<td>Saturday</td>
<td>Winter Break Begins</td>
</tr>
</tbody>
</table>

### Winter Term 2015 (9 weeks)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 5, 2015</td>
<td>Monday</td>
</tr>
<tr>
<td>January 16, Friday</td>
<td></td>
</tr>
<tr>
<td>January 19, Monday</td>
<td></td>
</tr>
<tr>
<td>February 2 - 6, Mon - Fri*</td>
<td></td>
</tr>
<tr>
<td>March 5, Thursday</td>
<td></td>
</tr>
<tr>
<td>March 9 - 13, Mon - Fri</td>
<td></td>
</tr>
<tr>
<td>March 14 - 22, Sat - Sun</td>
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</table>

### Spring Term 2015 (9 weeks)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>March 23, Monday</td>
<td></td>
</tr>
<tr>
<td>April 3, Friday</td>
<td></td>
</tr>
<tr>
<td>April 20 - 24, Mon - Fri*</td>
<td></td>
</tr>
<tr>
<td>May 21, Thursday</td>
<td></td>
</tr>
<tr>
<td>May 25, Monday</td>
<td></td>
</tr>
<tr>
<td>May 22, 26 - 29 Fri, Tues - Fri</td>
<td></td>
</tr>
<tr>
<td>June 7, Sunday</td>
<td></td>
</tr>
</tbody>
</table>

### Summer Term 2015 (8 weeks)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8, Monday</td>
<td></td>
</tr>
<tr>
<td>June 19, Friday</td>
<td></td>
</tr>
<tr>
<td>July 6 - 9, Mon - Thurs</td>
<td></td>
</tr>
<tr>
<td>July 30, Thursday</td>
<td></td>
</tr>
<tr>
<td>July 31, Friday</td>
<td></td>
</tr>
</tbody>
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## Who’s Who in the Simon School Administration

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Title</th>
<th>Support</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Ainslie</td>
<td>Dean</td>
<td>Teri Sciarabba Or Anna Clayton</td>
<td>585-275-3316</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>585-276-7178</td>
</tr>
<tr>
<td>Ronald Goettler</td>
<td>Senior Associate Dean for Faculty and Research; James N. Doyle, Sr. Professor of Entrepreneurship; Professor of Economics, Marketing and Entrepreneurship</td>
<td>Kari Zollweg</td>
<td>585-275-2428</td>
</tr>
<tr>
<td>Ronald Hansen</td>
<td>Senior Associate Dean for Program Development; William H. Meckling Professor of Business Administration; and Director of the Bradley Policy Research Center</td>
<td>Lena Cardone</td>
<td>585-275-8386</td>
</tr>
<tr>
<td>David Tilson</td>
<td>Associate Dean, Full-Time MBA Program</td>
<td></td>
<td>585-273-1648</td>
</tr>
<tr>
<td>Amy Bruinooge</td>
<td>Assistant Dean, Strategic Initiatives</td>
<td></td>
<td>585-276-7747</td>
</tr>
<tr>
<td>Janet Anderson</td>
<td>Executive Director for Professional Programs</td>
<td>Irina Ovcharov</td>
<td>585-275-2515</td>
</tr>
<tr>
<td>Vicki Aspridy</td>
<td>Registrar</td>
<td>Amy McNiven</td>
<td>585-275-3580</td>
</tr>
<tr>
<td>Carin Conlon</td>
<td>Assistant Dean for Executive and Professional Programs</td>
<td>Doris Griffin</td>
<td>585-275-5247</td>
</tr>
<tr>
<td>Laura Gavigan</td>
<td>Executive Director, Student Services</td>
<td>Patricia DeCillis</td>
<td>585-275-8163</td>
</tr>
<tr>
<td>James Newton</td>
<td>Executive Director, Simon School Advancement</td>
<td>Eleni Kiriakidis</td>
<td>585-275-7563</td>
</tr>
<tr>
<td>Rebekah Lewin</td>
<td>Assistant Dean of Admissions and Student Engagement</td>
<td>Sindy Cantor</td>
<td>585-275-8176</td>
</tr>
<tr>
<td>Keir Meisner</td>
<td>Executive Director of Marketing &amp; Communications</td>
<td>Tricia Monigle</td>
<td>585-275-8184</td>
</tr>
<tr>
<td>Alex Nakonechnyi</td>
<td>Executive Director of Information Technologies</td>
<td>Candace Lagnese</td>
<td>585-273-5100</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Karen Dowd</td>
<td>Assistant Dean of Career Management and Professional Development</td>
<td>TBD</td>
<td>585-273-4448</td>
</tr>
</tbody>
</table>

**Simon Business School**

**CAREER MANAGEMENT CENTER**

Services Available for Eligible Simon Students

2015-2016

**Overview**

<table>
<thead>
<tr>
<th>Program *offered 3x per year</th>
<th>Full-Time MBA</th>
<th>Part Time MBA</th>
<th>PMBA</th>
<th>EMBA</th>
<th>Full Time MS</th>
<th>MS TEAM</th>
<th>MS in Medical Management</th>
<th>Part Time MS</th>
<th>Part Time MS NYC</th>
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<tbody>
<tr>
<td>CMC Orientation</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
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<td>√*</td>
<td>√*</td>
<td>√*</td>
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<tr>
<td>Career Education Workshops</td>
<td>√</td>
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<td>√</td>
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<td>√</td>
<td>√</td>
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<td>Webinars</td>
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<td>√</td>
<td>√</td>
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<tr>
<td>Individual Consultation</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>Works with Team consultant</td>
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<td>√</td>
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<tr>
<td>Databases for Career Research (f excludes Capital IQ)</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√*</td>
</tr>
<tr>
<td>Simonworks Resume Database and Job Posting Board</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
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<tr>
<td>Alumni Database (RCAN)</td>
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<td>√</td>
<td>√</td>
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</tr>
<tr>
<td>OnCampus/Regional Recruiting Events</td>
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<td>√</td>
<td>√</td>
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<td>√</td>
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</tbody>
</table>
See the pages following this table for information that is specific for each of the MBA and MS program groups.

Alumni contact information is available to part-time students via the Alumni Database (RCAN). Searches can be conducted by alumni name, employer name or geographic location.

FULL-TIME MBA/MS CMC STUDENT SERVICES
*The On-Campus Interviewing Program and the Simonworks Job Posting Board and Resume Database is reserved for full-time and part-time MBA/MS students who have successfully completed the Simon Orientation, committed to the CMC Code of Conduct, and have a CMC reviewed resume.

Career Management Center Orientation. To be eligible to receive services from the Career Management Center students are required to attend our orientation program. Orientation helps students: gain clarity on expectations and requirements related to career functions they are targeting, learn professional etiquette and conduct as it relates to outreach with Simon’s corporate partners and identify what it takes to conduct a competitive job search. *With the successful completion of orientation, a CMC reviewed resume, and an initial appointment with an assigned career consultant, qualifying students will receive access to Simonworks to formally register for Career Management Center services and apply for jobs.

Services Available for Eligible Full-time Students

Career Education Workshops
Career Management Center staff members teach career-related educational classes that offer students instruction on pertinent issues for a graduate level job search. These workshops include, but are not restricted to, resume development, correspondence writing, networking strategies, and interviewing. CMC programs are typically offered during the day Monday – Thursday with special workshops and programs scheduled on Fridays and part-time student orientation sessions offered 3 time per year on Saturdays. Program dates and times are posted on the Simonworks System calendar where students can register for them. Students who register are expected to honor their commitment to attend unless they give the CMC 24 hour notice via email or phone.

Consultation Sessions
Eligible Simon students are assigned to an individual CMC consultant. Consultants are available by appointment to discuss a wide variety of issues related to career search. These one-on-one career advising appointments provide students with the opportunity to refine job relevant communication skills, develop targeted cover letters, strengthen their interviewing skills and create personalized career search strategies. Through this individual coaching, students set the foundation for successful job search in the competitive MBA/MS market. Students should meet with their career consultants at least once every quarter to maintain an active search status.

Databases for Career Research
The Career Management Center has a separate Career Research Center, (CRC). The CRC, in partnership with the Rush Rhees Business and Government Information Library, provides a variety of database resources for industry and company research, as well as locating potential contacts. Additionally, students can contact Simon School and University of Rochester Alumni through the Rochester Career Advisory Network (RCAN). Students can access RCAN on the Alumni Relations/Advancement section of SimonExchange.

**Simonworks Resume Databases and Job Posting Boards***
Simonworks and MBA Focus are the two electronic databases the CMC subscribes to for job listings and to enable employers to review student resumes. Simonworks is the primary database used by the CMC for recruiting and corporate outreach initiatives. In both systems, students initially create a personal account which includes demographic information specific to their experience, industry and function preferences, and career interests. After their resume has been reviewed by a CMC Consultant, they can upload it and apply for jobs. Employers, particularly corporate partners, also regularly access Simonworks and MBA Focus databases to search for candidates. Students manage their applications for job postings within these two systems themselves.

**On-Campus/Regional Recruiting Events***
The CMC invites employers to visit campus to conduct informational presentations to students and to interview Simon candidates. Employers are also invited to participate in one of several off-site, regional interviewing/recruiting events which are held throughout the academic year, particularly during the Fall and Winter quarters. Students register for presentations and accept interview invitations using Simonworks. These are considered professional commitments. Students are expected to dress appropriately and attend events they register for unless 24-hour notice via email or phone is given.

**PART-TIME MBA/MS CMC STUDENT SERVICES**

**Services for Part-time MBA and MS students and Matriculated Part-time Students***
**Job search related support, including personal consultations, The On-Campus Interviewing Program and the Simonworks Job Posting Board and Resume Database are reserved for Part-time MBA students who have completed at least 42 credit hours or more, have completed orientation, and have a CMC reviewed resume. Part-time MS students are eligible if they have completed 24 credit hours and are within one year of graduation, have a CMC reviewed resume, and have successfully completed orientation and committed to the CMC Code of Conduct.

**Services available for Part-time Students**
**Career Management Center Orientation*** To be eligible to receive certain services from the Career Management Center a part-time student is required to attend and complete orientation, a one day program scheduled on weekend three times each academic year to accommodate part-time students’ schedules. Completing orientation qualifies part-time students’ access to the job postings on Simonworks.

**Career Education Workshops**
Career Management Center staff members teach career-related educational classes that offer students instruction on pertinent issues for a graduate level job search. These workshops include, but are not restricted to, resume development, correspondence writing, networking strategies, and
interviewing. CMC programs are typically offered during the day Monday – Thursday with special workshops and programs scheduled on Fridays and part-time student orientation sessions offered quarterly on Saturdays. Program dates and times are posted on the Simonworks System calendar where students can register for them. Students who register are expected to honor their commitment to attend unless they give the CMC 24 hour notice via email or phone.

Consultation Sessions
Eligible Simon students are assigned to an individual CMC consultant. Consultants are available by appointment to discuss a wide variety of issues related to career search. These one-on-one career advising appointments provide students with the opportunity to refine job relevant communication skills, develop targeted cover letters, strengthen their interviewing skills and create personalized career search strategies. Through this individual coaching, students set the foundation for successful job search in the competitive MBA/MS market. Students meet with their career consultants at least once every quarter to maintain an active search status.

Databases for Career Research
The Career Management Center has a separate Career Research Center, (CRC). The CRC, in partnership with the Rush Rhees Business and Government Information Library, provides a variety of database resources for industry and company research, as well as locating potential contacts. Additionally, students can contact Simon School and University of Rochester Alumni through the Rochester Career Advisory Network (RCAN). Students can access RCAN on the Alumni Relations/Advancement section of SimonExchange.

Simonworks Resume Database and Job Posting Board**
Simonworks and MBA Focus are the two electronic databases the CMC subscribes to for job listings and to enable employers to review student resumes. Simonworks is the primary database used by the CMC for recruiting and corporate outreach initiatives. In both systems, students initially create a personal account which includes demographic information specific to their experience, industry and function preferences, and career interests. After their resume has been reviewed by a CMC Consultant, they can upload it and apply for jobs. Employers, particularly corporate partners, also regularly access Simonworks and MBA Focus databases to search for candidates. Students manage their applications for job postings within these two systems themselves.

Eligible EMBA students will also have access to MBA Focus, another database that lists MBA-level job opportunities.

****Note that many of the positions in Simonworks/MBA Focus are targeted for full-time MBA/MS students only. Part-time students would not be eligible to apply for these opportunities.

“Qualifying” EMBA *** CMC STUDENT SERVICES
An Executive EMBA student may utilize the resources of the Career Management Center if they meet the criteria of the EMBA program and are referred to the CMC by them.

***The On-Campus Interviewing Program and Simonworks Job Posting Board and Resume Database is reserved for qualifying EMBA students who have completed orientation, the one day program
scheduled weekends three times per academic year, have a CMC reviewed resume and have committed to the CMC Code of Conduct.

**Career Management Center Orientation*** To be eligible to receive the following services from the Career Management Center a qualified EMBA student is required to attend and complete orientation, a one day program scheduled on weekends three times each academic year. Orientation prepares students for developing their resumes, interviewing effectively, and conducting competitive job searches. Completion is the key to accessing the Simonworks job postings.

**Career Education Workshops**
Career Management Center staff members teach career related educational classes that offer students instruction on pertinent issues for an MBA level job search. These workshops include, but are not restricted to, resume development, correspondence writing, networking and interviewing. CMC programs are typically offered during the day Monday – Thursday with special workshops and programs scheduled on Fridays and job search related orientation sessions offered three to four times per year on Saturdays. Program dates and times are posted on the Simonworks calendar where students can register for them. Students who register are expected to honor their commitment to attend unless they give the CMC 24 hour notice via email or phone.

**Consultation Sessions**
Eligible Simon students are assigned to an individual CMC consultant. Consultants are available by appointment to discuss a wide variety of issues related to career search. These one-on-one consulting appointments provide students with the opportunity to refine job relevant communication skills, develop targeted cover letters, strengthen their interviewing skills and create personalized career search strategies. Through this individual coaching, students set the foundation for successful job search in the competitive MBA/MS market. CMC will, if possible, schedule lunch-time, late afternoon and early evening appointments as needed to accommodate qualified EMBA students.

**Databases for Career Research**
The Career Management Center has a separate Career Research Center, (CRC). The CRC, in partnership with the Rush Rhees Business and Government Information Library, provides a variety of database resources for industry and company research, as well as locating contacts. Additionally, students can contact Simon School and University of Rochester Alumni through the Rochester Career Advisory Network (RCAN). Students can access RCAN on the Alumni Relations/Advancement section of SimonExchange.

**Simonworks Resume Database and Job Posting Board**
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regularly access SimonWorks and MBA Focus databases to search for candidates. Students manage their applications for job postings within these two systems themselves.

Eligible EMBA students will also have access to MBA Focus, another database that lists MBA-level job opportunities.

****Note that many of the positions in SimonWorks/MBA Focus are targeted for full-time MBA students only. EMBA students would not be eligible to apply for these opportunities.

**On-Campus/Regional Recruiting Events***
The CMC invites employers to visit campus to conduct informational presentations to students and to interview Simon candidates. Employers are also invited to participate in one of several off-site, regional interviewing/recruiting events which are held throughout the academic year, particularly during the Fall and Winter quarters. Students register for presentations and accept interview invitations using SimonWorks. These are considered professional commitments. Students are expected to dress appropriately and attend events they register for unless 24-hour notice via email or phone is given.
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