

# UW Oshkosh MBA Handbook

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### MBA Curriculum

(For students admitted in fall 2017 or later)

#### **36 CREDIT TOTAL**

(3 - ENTRY, 6 - TOOLS, 21 - CORE, 1.5 - CAPSTONE ANALYSIS, 4.5 - ELECTIVES)

#### **ENTRY COURSE (3 CREDITS)**

BUS 791 The Strategic Context of Organizations (3 cr.)

#### **TOOLS COURSES (6 CREDITS)**

BUS 700 Financial Reporting (1.5 cr.)

ECON 704 Managerial Economics (1.5 cr.)

BUS 798 Business Communications (1.5 cr.)  
 BUS 712 Data-Driven Decision Making (1.5 cr.)

**CORE COURSES** (21 CREDITS)

BUS 731 Financial Management (3 cr.)  
 BUS 741 Operations & Process Management (3 cr.)  
 BUS 752 Cost Management (3 cr.)  
 BUS 754 Information Systems in Organizations (3 cr.)  
 BUS 761 Human Resource Management (3 cr.)  
 BUS 771 Marketing Strategy (3 cr.)  
 BUS 794 Strategic Management (3 cr.)

**CAPSTONE ANALYSIS** (1.5 CREDITS)

BUS 799 Capstone Analysis of Organizations (1.5 cr.)

**ELECTIVE COURSES** (4.5 CREDITS)

Elective credits allow you to customize your education by selecting from a variety of available courses. Contact the MBA Office for a full list of electives.

**EMPHASES** (9 CREDITS) - OPTIONAL

Nine total credits are required to earn an emphasis. Elective coursework may be applied to emphases credit requirement.

**MBA Study Plan**

Upon admission to the program, an individualized MBA Study Plan is sent as an email attachment from your advisor. The study plan lists all required courses and can be used to “map out” your course plans in conjunction with the planning grids and [class details pages](#).

The MBA Office keeps updated copies of study plans for each student. You can request your updated study plan by emailing your advisor.

**Course Sequence Recommendations & Prerequisites**

Entry Course BUS 791 Strategic Context of the Organization should be taken at the beginning of the program. It may be taken with tools and elective courses.

BUS 799 Capstone Analysis must be taken last, but can be taken with other courses. If you are a summer graduate, you can take BUS 799 the spring prior to graduation.

It is recommended that BUS 752 Cost Management be taken after several other functional core classes have been completed. Feedback from current and former students indicates that it is especially helpful to have completed BUS 731 before taking BUS 752.

Below is the core course planning grid. Core courses are in the far left column and entry and tools courses are along the top row.

	BUS 791 Entry	BUS 700 Fin Reporting	ECON 704 Managerial	BUS 712 Data Analysis	BUS 798 Communications	Other
731	X	X			X	
741	X			X	X	Good understanding of Microsoft Excel
752	X	X			X	731, 741, 761 recommended
754	X					
761	X					
771	X					
794	X	X	X	X	X	731, 741, 761 recommended

### Technology

While in the MBA Program, you will mainly use three systems: Canvas, TitanWeb, and Outlook 365 (email). All of these systems can easily be accessed from the Titan Services dropdown on the UW Oshkosh [homepage](#).

### Support

If you need assistance with anything technology related, please contact the Information Technology Help Desk at 920-424-3020 or [helpdesk@uwosh.edu](mailto:helpdesk@uwosh.edu). The Help Desk is open Monday-Thursday, 7:30 a.m.-10:00 p.m. and Friday 7:30 a.m.-4:30 p.m. during the academic year.

### Discounted Hardware & Software

Please visit [IT's website](#) for more information on discounted hardware and software for current students.

## Canvas

[Canvas](#) is a secure, interactive web based class management software. All online and most onsite classes utilize Canvas. Instructors may use Canvas to:

- Post class related materials such as syllabus, class notes, etc.
- Post announcements and news items
- Facilitate student interaction and evaluate participation (specifically in online courses) through discussion posts
- Post quizzes and/or exams for students to complete
- Post grades so students can track their progress in class. Note: Official grades are posted in a different platform, TitanWeb.

Most class sites in Canvas will open one to two weeks before the class starts.

Helpful tips for using Canvas can be found [here](#).

### Canvas Login

NetID: The first five letters of your last name (or your entire last name if it's less than five letters) + the first letter of your first name + the last two digits of your student ID number. For example: Indiana Jones with an ID number of 0001072 would have the NetID username of jonesi72.

You must activate/change your password before you can actually log into any systems with your NetID. [Here](#) is where you can activate/change your password. You only need to change your password once. It should then work for Outlook 365, Canvas and TitanWeb.

### Forgot NetID Password (UW Oshkosh undergraduates)

If you have previously logged into your NetID and have forgotten your password. You will want to use [this link](#) to recover/reset it. This password reset can be accessed from any NetID login page. An email will be sent to your campus email with instructions on how to recover/reset the password.

## TitanWeb

[TitanWeb](#) is UW Oshkosh's student/class database. Your account in TitanWeb allows you to access your class schedule, view your grades, view your tuition and payments made, print an unofficial transcript, and register for classes, among other things.

Note: The wait list function does not work in TitanWeb for graduate students. The MBA Program maintains waitlists for all MBA classes. Contact your advisor if you want your name added to a waitlist.

Helpful tips for students using TitanWeb can be found [here](#).

### TitanWeb Login

NetID: The first five letters of your last name (or your entire last name if it's less than five letters) + the first letter of your first name + the last two digits of your student ID number. For example: Indiana Jones with an ID number of 0001072 would have the NetID username of jonesi72.

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### Email

The university switched from Google/Gmail to Outlook 365 in summer 2019. Students are required to use their university email account as this is the official method of communication by the university. Your university email account can easily be forwarded to any account you use on a regular basis.

Helpful tips for using Outlook 365 can be found [here](#).

#### Outlook 365 Login

NetID: The first five letters of your last name (or your entire last name if it's less than five letters) + the first letter of your first name + the last two digits of your student ID number. For example: Indiana Jones with an ID number of 0001072 would have the NetID username of jonesi72.

You must activate/change your password before you can actually log into any systems with your NetID. [Here](#) is where you can activate/change your password. You only need to change your password once. It should then work for Outlook 365, Canvas and TitanWeb.

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### Adding Courses

Enrollment dates will be sent out by the advisor, are posted in [TitanWeb](#), and can be found on the [class details page](#). Due to the size of the MBA program, students will be placed in two tiers for registration.

You can register through [TitanWeb](#) at any point during your registration period, although students who register early have a better chance of securing a spot in classes. You will want to use the 5-digit course number to search for and enroll in classes. Some classes have closed registration, meaning that your advisor will have to enroll you. If a class has closed registration, you will see open seats, but receive a department consent error. Contact your advisor to get enrolled in the course.

You will also receive a department consent error if the class is full. You can contact your advisor to be added to the waitlist. Often times, students on a waitlist are able to get into the classes they want, but there is no guarantee. The MBA office manages the waitlists and they will contact you prior to adding you to the class if space becomes available.

### **Dropping Courses**

If you need to drop a class, you should be able to drop yourself before the class starts. However, some classes are set to department consent which means you will need to contact your advisor to be dropped. We maintain waitlists for classes once they fill and dropping classes through our office allows us to manage those waitlists more effectively and efficiently. Additionally, course rosters for Consortium classes are kept separately, so if we don't know you've dropped the course, you may not be taken out of the class or be given the appropriate refund.

If you have any questions about dropping or to drop a course(s), please contact your advisor.

### **Refunds**

Drop dates and refunds can be found on the [Student Financial Services website](#). These dates and refunds apply to UW Oshkosh and Consortium courses. Students may apply for late drop/late withdrawal with extenuating circumstances. Application information can be found [here](#).

Refund of fees is based on the date the student requests to drop a course or courses. If your email is sent outside of standard business hours, we will use the date stamp on your email for refund purposes. If you have not paid your fees in full and drop a course, part or all of the tuition may still be due, depending on when the course was officially dropped. If you drop a course(s) and would like your refund sent to you, please submit a written request for a refund to Student Accounts at [sa@uwosh.edu](mailto:sa@uwosh.edu). Otherwise, your refund will remain on your student account and will be applied to your next semester's tuition.

### **MBA Consortium**

The MBA Consortium is an exclusively online MBA program that UW Oshkosh participates in along with three other UW System universities: UW Eau Claire (managing university for the Consortium), UW Parkside and UW La Crosse. All schools in the Consortium are accredited by AACSB. By partnering with the Consortium, we are able to offer our MBA students significantly more online courses.

The majority of the elective courses offered in the online format are offered through the Consortium. Visit the [class details page](#) if you're unsure if you're in a UW Oshkosh class or a Consortium class.

More information about the Consortium can be found [here](#).

### **Online Classes**

Online classes are a convenient way to fit coursework into busy lifestyles. Online classes are of the same quality as in person classes.

### **Coursework**

Typical lessons for online classes will consist of a combination of the following:

1. Reading assignments
2. Discussions
3. Assignments completed
4. Case studies you analyze as an individual or team

The amount of time you can expect to spend on a course ranges from 7-11 hours per week, but that varies depending on how familiar you are with the topic area, your personal areas of interests, how fast you read, etc.

The reading assignments might include, but are not limited to, textbook reading, special lectures prepared by the instructors or another author, and/or newspaper, magazine, or journal article(s) and case studies. The case studies will require you to analyze a real-world business problem applying concepts and techniques you learned in this or previous courses. Most, if not all, case analyses are team projects. Teams will be formed and announced by the instructors. Your team members will rely on you to participate and contribute to the projects.

A good rule of thumb is to log on at least once a day to check announcements, participate in discussions, and review online materials. How long you need to be online depends on the activities for that lesson. Look at the calendar to see when assignments are due and when projects and discussions begin and end. You may have a class discussion for which you will need to submit an initial comment on a Wednesday and then respond to another student's comment on Thursday. Requirements of this kind will be spelled out in the specific assignment or in the syllabus.

#### Attendance

Most online classes do not have any required meetings or specified times to be online. However, these classes are not self-paced. The participation portion of online classes is typically graded through the Discussion area. Please pay attention to the required quantity/quality of required discussion posts for each class.

#### UW Oshkosh Online Classes

- Online classes delivered through Oshkosh may have a mandatory onsite meeting. If such a meeting is required, it will be listed on the [class details page](#) and in the Notes area of the course information on [TitanWeb](#).
- Classes delivered online through Oshkosh will be tools, core, electives, and the capstone. If you're unsure whether or not you're enrolled in an Oshkosh online course, check the [class details page](#). There are separate categories for Oshkosh online courses.
- Textbooks for UW Oshkosh classes may be purchased through the [UW Oshkosh bookstore](#) either online or in person.
- UW Oshkosh courses follow the UW Oshkosh [Academic Calendar](#).
- Courses will range in length from 3 weeks to 14 weeks and will be worth 1.5 or 3 credits.
- The cost for Oshkosh online courses is not the same as Consortium courses or Oshkosh in person. You can find cost per credit [here](#).

#### MBA Consortium Online Classes

- Classes delivered through the Consortium are 100% online.
- Classes delivered through the Consortium will be tools and electives. If you're unsure whether or not you're enrolled in a Consortium course, check the [class details page](#). There are separate categories for Consortium courses.
- Textbooks for Consortium classes may be purchased through the [UW Eau Claire bookstore](#).
- The Consortium uses a different course numbering system than UW Oshkosh. Information about the course number will be sent via email and can also be found on the [class details page](#).
- Start dates may vary. Start dates can be found in [TitanWeb](#) and on the [class details page](#).



- Courses will range in length from 3 weeks to 7 weeks and will be worth 1, 1.5 or 2 credits.
- The cost for Consortium courses is not the same as Oshkosh online or in person. You can find cost per credit [here](#).

### **In Person Classes**

#### **Coursework**

Typical lessons for in person classes will consist of a combination of the following:

1. Reading assignments
2. Discussions (either in class or online)
3. Assignments completed
4. Case studies you analyze as an individual or team

The amount of time you can expect to spend on a course ranges from 4 – 8 hours per week outside of class time for each class, but that varies depending on how familiar you are with the topic area, your personal areas of interests, how fast you read, etc.

The reading assignments might include, but are not limited to, textbook reading, special lectures prepared by the instructors or another author, and/or newspaper, magazine, or journal article(s) and case studies. The case studies will require you to analyze a real-world business problem applying concepts and techniques you learned in this or previous courses. Most, if not all, case analyses are team projects. Teams will be formed and announced by the instructors. Your team members will rely on you to participate and contribute to the projects.

#### **Attendance**

For onsite classes, attendance is expected. If you need to miss a class, it is best to be proactive and talk with your instructor beforehand. The instructor will let you know what you will miss and what you need to do to make up for the missed class. The general policy is that students should miss no more than one class period of a half semester class and two in a full semester class.

#### **Class Dates**

Actual dates that the class meets for the first time can be found on the [class details page](#). The first day of class is the first time that day of the week occurs after the start of the semester (i.e. If your class meets on Mondays, and the semester starts on a Wednesday, you don't meet until the Monday after the semester start date.)

The spring and fall semesters are 14 weeks, followed by a 3 week interim. Typically, a 14 week course will be 3 credits. We also offer courses that run for less than the full 14 weeks. These courses are worth 1.5 credits. The summer semester is 8 weeks. These courses will vary in credit value and length.

All onsite classes in Oshkosh or Appleton meet one evening per week, Monday-Thursday (M/T/W/R), from 6-9:10 pm, unless otherwise noted on the [class details page](#).

### **Grade Policies**

Official grades are posted in [TitanWeb](#) only. Grades are not mailed and cannot be given out over the phone or via email. To view and print your grades, you must log into [TitanWeb](#).

All graduate students at UW Oshkosh are required to maintain a 3.0 or higher GPA at all times. If a student falls below the required GPA, a status change to probationary standing, or possibly suspension (if the student is already in probationary standing), will occur.

Additionally, students may graduate with no more than 6 credits of coursework below a C. If more than 6 credits of coursework has grades below a C, coursework with low grades will need to be retaken.

### **Tuition & Financial Aid**

Information about tuition and fees can be found in two main places 1) on the [MBA website](#) and 2) on the [Student Financial Services website](#).

Tuition balances are calculated one to two weeks before the start of the semester. Once calculated, balances will be posted in [TitanWeb](#) and you will get an email to your university email address from Student Accounts. The Student Accounts office utilizes e-billing and does not send out paper statements.

Students are billed for any classes they are enrolled in at the time of the billing. If a class is added after billing has been done, students won't be formally billed until the next billing, usually about a month later. You can access your student account and make payments through [TitanWeb](#).

#### Partial Payment Plan

All students are encouraged to enroll in the Partial Payment Plan as a way to give them more time to pay your tuition bill. If the plan is activated, students can pay the eligible charges in three installments during the fall and spring terms and two installments during the summer term. To enroll in the Partial Payment Plan, log on to [TitanWeb](#) and click the link under Finances, labeled Payment Plan. You will then sign your Payment Plan electronically. Print and keep the document for your records. If you have any questions or need assistance, feel free to contact Student Accounts at (920) 424-1332 or [sa@uwosh.edu](mailto:sa@uwosh.edu).

#### How do I pay tuition?

Student Accounts utilizes e-billing and does not send out paper statements. Tuition can be paid in multiple ways. Click [here](#) for more information.

To access the online payment page:

- Log on to [TitanWeb](#)
- Select Finances
- Select Make a Payment

#### Requesting a Tuition Receipt

MBA students can request a course-by-course tuition receipt by emailing Student Accounts at [sa@uwosh.edu](mailto:sa@uwosh.edu). Tuition receipts should be processed within five business days. If you have any questions or have not received your receipt within five business days, please contact Student Accounts.

#### Veterans Resources

The [UW Oshkosh Veterans Resource Center \(VRC\)](#) is dedicated to providing support for our University's active duty service members, veterans, guard members, reservists and dependents of veterans. For

more information on veteran resources, contact Michelle Munns at (920) 424-0702 or by email at [munnsm@uwosh.edu](mailto:munnsm@uwosh.edu).

### Financial Aid

Graduate students who are fully admitted to a degree seeking program and carry at least half-time credits (4.5 credits per spring and fall, 3 credits per summer) are eligible for financial aid.

Students taking classes as a Special Student prior to admission to the program, are not eligible for financial aid.

For more information about financial aid, contact a financial aid counselor at [fao@uwosh.edu](mailto:fao@uwosh.edu) or 920-424-3377 or refer to their [website](#).

### Graduate Assistantships

Graduate Assistantships provide graduate students the opportunity to work in their academic field or in a closely related area while providing the students with work-based financial aid awards. Responsibilities of a graduate assistant include laboratory assistance, research, grading, proctoring, and other programmatic/academic oriented work. Teaching and/or secretarial activity is not included in this description. Graduate assistantships are available to full-time Oshkosh area students. For more information, including an application, please visit the [Office of Graduate Studies website](#).

## Graduation

### Admission to Candidacy

Admission to Candidacy are the point in time when a student finalizes their agreed upon graduate plan of study for a degree with the program and the Office of Graduate Studies. The form lists all of the coursework a student has taken or will take to complete his or her degree (if you attended UW Oshkosh as an undergraduate student, the Candidacy is the equivalent of a STAR report).

The Candidacy paperwork is prepared by the MBA Office and a copy forwarded to the student from the Office of Graduate Studies.

### Applying for Graduation

In order to be awarded a degree or certificate, you must apply to graduate/complete. "Graduating" applies to masters degrees and "Completing" applies to certificates. Finishing all the classes and final requirements for a program doesn't automatically result in a degree or certificate being awarded. Conferring a degree or certificate happens only once a student applies. Applying to graduate/complete is required regardless if a student participates in the commencement ceremony. Students can apply through the Self-Service Student Center of [TitanWeb](#). Click [here](#) for more information about applying for graduation, including [step-by-step instructions](#).