



Graduate Student Manual



Gies College
of Business

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Welcome to the Gies Family!

The Gies Business Graduate Programs (GBGP) office, located in 3019 Business Instructional Facility (BIF), is a shared services unit that supports recruiting, admissions, and student and academic services for approximately 750 students enrolled in on-campus business masters programs. For your reference, the chart on page 4 will help familiarize you with our team.

Graduate students at the University of Illinois Urbana-Champaign are members of an academic program, the Gies Graduate Programs Department, Gies College of Business, as well as the Graduate College. In addition to degree requirements and policies of the Gies Graduate Programs Department, students are responsible for complying with the regulations of Gies College of Business and the Graduate College.

Gies graduate students should receive guidance from their program administration, Gies College of Business, and the Graduate College in order to reach their academic goals within a timely fashion. Please refer to this manual as well as the Graduate College Handbook for additional policies.

Your program's student and academic services staff is the contact point for all academic matters, including but not limited to:

- Academic progress
- Registration
- Graduate petitions
- Degree audits
- I-20 issuances, extensions, or changes, in conjunction with ISSS

We are excited that you are here, and we look forward to working with you.

Academic & Student Services Support Team

We focus on a team approach when it comes to supporting students. Below is a list of staff that work on the Gies Graduate program student services team as advisors, program managers, and career advisors across the programs, so feel free to use them as a resource during your time in the program.

Layla Alazawy
Dede Kern-Brown
Elizabeth Chominski
Melinda Febus
Tyese McClain
Katie McKinney
Lorena Nicholas
Angie Powers
Kristen Sackley

For your reference, below is the program email and academic director for your program.

	MSM	MSBA	MSTM
Program Email	msm@business.illinois.edu	msbaprogram@illinois.edu	ms-techmgmt@illinois.edu
Academic Director	Tiffany White	Vishal Sachdev	Ray Parthasarathy

Resources for Campus & Community

Getting Started Guide

The **Getting Started Guide** is a great resource for additional information about Champaign-Urbana, transportation, recreation opportunities, childcare and school information, as well as many other resources. Please note, some resources do not apply, such as the funding and finances section, since Gies Graduate Programs does not offer assistantships or fellowships.

Academic Policy/Records

The **Office of the Registrar** is the steward of official student academic records and is responsible for the accuracy, integrity, and security of those records under the Family Educational Rights and Privacy Act (FERPA). In partnership with various campus units, they implement, support, and uphold academic policies related to class and event scheduling, registration services, enrollment and degree verification, assessment of tuition and fees, grade processing, degree audit configuration, and printing of official academic transcripts and diplomas.

Champaign County Visitor Information

Visit Champaign County is the official tourism destination marketing and management organization for Champaign County. Their mission is to advance the overall visitor destination experience for the greater Champaign County area, in collaboration with community stakeholders, to strengthen the local economy and quality of life. The Welcome Center is the perfect spot to pick up information on Champaign County's best spots. You'll find informational brochures, reading materials and personalized concierge service from their friendly and knowledgeable staff.

Counseling Services

Gies and the **Counseling Center** have partnered for your wellness, and we have a counselor on site to assist our students needing counseling and wellness services. You can reach Jen House, LCSW, by email at jhouse@illinois.edu or by phone at 217-333-3704.

Cultural Resources

The Office of Inclusion & Intercultural Relations, part of Student Affairs at the University of Illinois at Urbana-Champaign, is dedicated to recruiting and retaining underrepresented students, diversity education, civic engagement, and fostering the leadership skills necessary to develop global citizens.

Disability Resources

Students who have a medically documented disability may obtain disability-related academic adjustments and/or auxiliary aids through **Disability Resources and Educational Services (DRES)**. Students are responsible to contact their course instructors and provide them with their letter from DRES to receive academic adjustments. To contact **DRES**, visit their office at 1207 S. Oak Street in Champaign or call them at 217-333-4603.

Emergencies

The Emergency Dean supports students who are experiencing health or safety emergency situations in which an immediate University response is needed and which cannot wait until the next business day. The Emergency Dean is not a substitute for trained emergency personnel such as 911, police, or fire professionals.

Financial Aid/Student Billing

Office of Student Financial Aid's goal is to assist U.S. citizens and legal residents in securing resources necessary to fund your education. There are some options for international students. For more information on national student aid visit their website.

For any student account billing questions or to learn how to pay your bill, the **University Bursar's** office has all the details and information. You can find information on payment plans and retrieve important tax forms through this office as well.

Health Center

The mission of **McKinley Health Center** is to provide high-quality ambulatory healthcare and health education to students and medical expertise to University leadership.

Campus Housing

The University offers family and graduate housing in three different apartment communities and two graduate/upper-division residence halls. University housing has many advantages: units are located on campus, are convenient to bus lines, include utilities, offer furnished and unfurnished options, and provide community programs. For more information or to submit an application, visit the **University Housing website** or call the Family and Graduate Housing office at 217-333-5656.

Off-Campus Housing

Off-Campus Community Living's mission is to stimulate fairness in landlord-tenant relationships and to serve as a resource for students residing in privately owned housing. To guide this work, the staff strive to: prevent rental problems, empower students, teach transferrable life skills, and advocate. You can find listings for off-campus rentals in the Tenant Union's Housing Explorer database.

International Student Services

At **International Student and Scholar Services** you'll find information about visas, check-in, and orientation information specifically for international students. If you are an international student, make sure to check-in at ISSS when you first arrive on campus.

Recreation and Wellness

Campus Recreation is a part of Students Affairs at the University of Illinois. Campus Recreation has multiple exercise facilities on campus as well as club sports, intramural activities, group fitness, ice skating and more for you to explore and stay healthy! **The Activities & Recreation Center** (ARC) and **Campus Recreation Center East** (CRCE) are two of the main facilities that students use.

Resources at Gies College of Business

Career Services

Career Services and the career coaches in Gies College of Business are your ultimate resource for preparing for the job search. Your prep works starts right after admission. Timely completion of the Career Management Foundations Course (online) is essential in a successful job search. Companies begin recruiting on campus in the Fall semester.

Case Competitions

Students are encouraged to participate in case competitions to showcase their business and presentation skills. Additional information may be sent out from your program. Watch Gies Groups for additional opportunities to get involved with case competitions.

Code of Conduct Policy

All University of Illinois students are expected to abide by the **University Code of Conduct** and all articles of the **University Student Code**. All graduate students at the University of Illinois are also subject to all policies outlined by the **Graduate College Handbook** including but not limited to the areas of academic conflict, academic integrity, and discrimination. Failure to abide by these policies may result in disciplinary action, which may include dismissal from the university.

Grievance and Policy Procedural Appeals

The faculty, staff, and students within Gies College of Business departments are a diverse group and from time to time conflicts or problems can arise. Most of these conflicts or problems that arise can be resolved informally between the two parties. However, there may be times that these conflicts cannot be resolved. In these cases, students can either elect to file a formal grievance with the department or file one directly with the Graduate College. Consult the Graduate College's process for more information. This can be found in **Chapter 9, Section D of the Graduate College Handbook**.

Business IT/Printers

It is recommended that students use technology with Microsoft Windows as the operating system. A WEPA printer is available on the first floor (by the vending machines near Deloitte Auditorium) of the BIF building. For more information about WEPA printing and to set up an account for printing, visit www.wepanow.com. There are also printers you may use through your student account located in the computer lab in the basement of Wohlers Hall.

Business-Focused Student Organizations

Students have an endless number of registered student organizations that they can be involved with. You can search over 1600 organizations at the university at the **Office of Registered Organizations**. Below are highlighted some of the most popular business-focused organizations.

Illinois Business Consulting (IBC)

IBC is a self-sufficient university-owned consulting firm for students that want an upper hand in their professional career search.

ICON

ICON is a student-run, global consultancy that bridges interdisciplinary students to companies in various industries and countries.

OTCR Consulting

OTCR is an engineering-focused consulting student group.

Entrepreneurship Resources

Disruption Lab

The Disruption Lab offers students early opportunities to explore breakthrough technologies, such as artificial intelligence, virtual reality, augmented reality, blockchain, and more. Through Lab projects, students collaborate in interdisciplinary teams to deliver a viable product that has future application, adding an entrepreneurial dimension to their learning.

EntreCORPS

EntreCORPS is a student run organization focused on innovative and design thinking approaches to consulting start-ups.

iVenture Accelerator

The iVenture Accelerator enables student-led startups to create economic and social value by supporting student entrepreneurs with knowledge, funding, and access to world-class University of Illinois resources and alumni.

Research Park

The Research Park at the University of Illinois is a leading technology hub that cultivates startups and accelerates corporate innovation.

Technology Entrepreneur Center (TEC)

Many business students get involved with the Technology Entrepreneur Center at Illinois which offers courses, venture and product competitions, workshop and other curricular and extra-curricular events.

Review and Submit Immunization Records

As a student you will need to show proof of certain immunizations to register for classes and have access to university services. **[Click here to see the specific requirements and how you can submit your information.](#)** If you do not submit your immunization records, you will have a hold placed on your student account.

Login the Career Management Foundations Course

This is a time sensitive course that must be completed before arriving on campus for orientation. Please have the first module completed within three weeks of receiving the checklist.

- Go to **learn.illinois.edu** and click on NetID Login. Login with your university NetID and password. This will only work if you have claimed your NetID – the first checklist task.
- Then click on Gies Graduate Programs Career Foundations

Need help accessing the site? Please contact Elizabeth Chominski at **chominsk@illinois.edu**.

Review Technology Requirements – Purchase as Needed

Each student is required to have a laptop. Laptops must have an English version of Microsoft Windows. If you decide to use a Mac, we recommend you have an English version of Microsoft Windows installed in case a course requires software that will only run on Microsoft Windows.

Review Billing Information

Visit the University Student Financial Services & Cashier Operations (USFSCO) website. USFSCO is the office responsible for billing all activity that appears on your student account, such as tuition, fees, room and board charges and credits. Visit **paymybill.uillinois.edu** to familiarize yourself with information regarding your student account and **[payment options](#)**, as well as important due dates.

When You Arrive on Campus

Get your i-card

Your i-card is your official University of Illinois photo ID. It also works as your bus pass to ride the Champaign-Urbana Mass Transit District (CUMTD) buses and your university library card. Visit the ID Center in the Illini Union Bookstore or **[the i-card website](#)** for more information on how to get your card. If you were an undergraduate here at the University of Illinois Champaign-Urbana, you'll want to get a new i-card showing your graduate student status.

Class Registration

Registration for classes will be explained and completed during mandatory orientation. Registration holds will be placed on all student accounts until orientation to ensure that all students are properly registered.

Additional Checklist for International Students

- Check in at International Student & Scholar Services (ISSS)**

ISSS resources for incoming students are posted at iss.illinois.edu/students/incoming/. ISSS should be the first point of contact for any visa issues or questions about travel plans. Complete information about the location and time of ISSS and will be available on the ISSS website.
- Register for the English Placement Test (EPT) Immediately – If Required**

The EPT is only required if it was stated in your admission letter from the Graduate College. If the EPT is required, you must register for a time to take the EPT. The times fill very quickly, so we encourage you to schedule it quickly. Learn more at linguistics.illinois.edu/languages/english-placement-test-ept.
- Update your Local Address**

A requirement of maintaining your F-1 or J-1 visa is reporting a valid address as your place of residence within the US. Failure to do so can result in serious consequence. [Click here to update and learn more.](#)
- Request a TCN Number from the i-card Office**

If you have on campus employment or plan to be employed part-time and you do not have a Social Security Number (SSN) at this time, you will need to request a Temporary Control Number (TCN) form from the [i-card Office at the Illini Union Bookstore](#). When you have a social security number, you will no longer use the TCN.
- Consider Applying for a Social Security Number (SSN)**

If you have on campus employment, you will be eligible to apply for an SSN. [For information regarding eligibility and application procedures click here.](#) Note: this takes longer to receive than a TCN number, so if you need employment paperwork quickly, request the TCN number first.



**Gies College
of Business**

Graduate Programs

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