

The University of Dallas
College of Business
Graduate School of Management



Handbook
And
Resource Guide



University of Dallas
College of Business
Graduate School of Management

GSM Student Handbook & Resource Guide Table of Contents

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The University of Dallas
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Handbook



PROGRAM DESIGN

EDUCATIONAL NEEDS ASSESSMENT AND ACADEMIC PROGRAM DESIGN

Every student should assess his or her individual needs to determine which educational pathway to pursue. Once a path has been selected, an official program design based on prior educational accomplishments and career objectives will be issued. If you are a new student and wish to change your degree plan or desire a re-evaluation, you may email your request to admiss@gsm.udallas.edu or provide a written request to the Office of Admissions. As a continuing student, if you wish to change your MBA concentration or would like a re-evaluation of course waivers, submit a written request to the Office of Student Records at srecords@gsm.udallas.edu. If requesting a re-evaluation, please include course descriptions and official transcripts (if not on file). Please consult with your Program Director for questions relating to the program or course content. Also note that, in some cases, courses completed in one program may not apply towards a degree in another program.

MASTER OF BUSINESS ADMINISTRATION DEGREE

The Master of Business Administration Degree is a 49 credit-hour program. A minimum of 37 credit hours must be completed at GSM to earn the Master of Business Administration degree. If you are seeking transfer credit, course waivers, and/or substitutions, submit your official transcripts and course descriptions for each course under consideration to the Office of Student Records. The total number of credits (waiver and/or transfer) applied to the MBA program may not exceed 12 (four courses).

MASTER OF MANAGEMENT DEGREE

To earn the Master of Management degree, you must complete 10 specialized courses (30 credit hours) in a chosen concentration area. No waivers or transfers are awarded in the Master of Management program; however, substitutions may be permitted after course evaluation.

CERTIFICATE PROGRAM

The Graduate School of Management offers a variety of Certificate Programs for the students wishing to acquire specialized knowledge without completing a graduate degree. Certificate Programs are available for most of GSM's career interest specializations and are designed to prepare business leaders for domestic and international operations in today's competitive global environment. Each Certificate Program consists of five or six three credit-hour graduate-level courses. These courses may be applied toward the Master of Business Administration or Master of Management programs if the student wishes to pursue either of these degrees and satisfies GSM admission requirements. Certificates are awarded upon completion of



the required courses. To request a certificate be issued to you, please fill out the Application for Certificate Program Completion at: http://gsmweb.udallas.edu/forms/cert_app.htm

TRANSFER CREDIT

A maximum of 12 transfer credits may be applied toward the MBA degree. In order to be considered for transfer credit, you must satisfy the following requirements.

1. A transfer course must be a three-semester-hour (five-quarter-hour) graduate-level course from an accredited school.
2. The transfer course must not be more than six years old.
3. A grade of at least "B" (3.0) is required.
4. Course content must be substantially similar to that of a course required in your GSM degree plan.

COURSE WAIVERS

If you have undergraduate academic preparation in business, you may be eligible for waivers. The factors that determine waivers are:

- Quantity of work taken in a specific subject
- Grades earned for those courses
- Age of the coursework

To be considered for a course waiver, you must have completed a minimum of six semester hours (nine quarter hours) of undergraduate coursework in particular core subject with a grade of "B" (3.0) or higher. A maximum of four courses (12 hours) may be waived or transferred.

COURSE SUBSTITUTIONS

If your coursework exceeds GSM's limit of transfer/waiver credit (12 hours), additional hours may be eligible for substitution. In addition, students who have substantially mastered the content of a required course through professional experience may request a course substitution. If you are interested in applying for a course substitution, please submit a written request, stating coursework and/or professional experience. Course substitutions do not reduce the number of credit hours required.

ADMISSION CONDITIONS

After GSM's Admissions team evaluates applications, they notify applicants of admission by mail or email, usually within two weeks. Admitted applications receive a letter of acceptance and a program design.

FULL ADMISSION

An applicant who meets all requirements set forth by GSM is granted full admission.



CONDITIONAL ADMISSIONS

Applicants who wish to pursue their MBA degree at the University of Dallas and who satisfy less than two of the Capability Measures listed above may be admitted under specific conditions. Three conditional plans are available as shown below (in most cases, applicants for part-time enrollment can only use Plan 1, because Plans 2 and 3 require the student to complete GSM's Pre-MBA program, which requires daytime attendance):

PLAN 1

An Applicant who meets one of the Capability Measures may be admitted with the condition that they complete four designated three-semester-hour courses before being considered for Full Admission status. These courses, selected by the Admissions Committee, are required to provide additional proof of the student's ability to pursue graduate work. In most cases, the courses assigned will be the following MBA Courses:

1. Mgt. 5362 Economics & Competitive Advantage
2. Mgt. 5368 Financial Accounting
3. Mgt. 6386 Human Behavior in Organizations
4. One Concentration Elective Course

If an applicant has earned academic credit that would lead to a waiver or transfer credit for any of these four course(s) specific substitute course(s) will be assigned by the Director of Admissions.

Students admitted under Plan 1 who achieve a GPA of 3.15 or better in these four specified courses, and who are in good standing with the University, will be granted Full Admission status and allowed to continue in the program.

Students admitted under Plan 1 who do not achieve the required 3.15 GPA will not be allowed to continue in the program for at least one trimester. After waiting for one trimester these applicants will be considered for Full Admission if they are able to meet a second Capability Measure.

PLAN 2

An Applicant who meets only one of the Capability Measures may be admitted under the condition that they first complete GSM's non-credit Pre-MBA program with a GPA of 3.0 or better (see Pre-MBA details for this program's admission requirements). Plan 2 students who meet this condition will be considered to have proven their ability to pursue graduate courses and will be granted Full Admission status.



PLAN 3

An applicant who meets none of the Capability Measures may begin work in GSM by pursuing the non-credit Pre-MBA program (see Pre-MBA details for this program's admission requirements). Plan 3 students who complete the Pre-MBA program with a GPA of 3.2 or better will then be required to satisfy one of two other measures of ability after which they will be granted Full Admission to the MBA program: 1) complete the four course requirement of Plan 1 (above), or 2) submit a GMAT score of 500 or better.

SPECIAL STUDENT (TRANSFER) ADMISSION

Special Student Admission status allows a student to take up to four courses to be transferred to a graduate program at another university. This status can only be granted to individuals who are pursuing a graduate degree at another regionally accredited institution and who want to transfer GSM coursework to that school. These students must submit documentation showing that they are in good standing at the school in which they are pursuing their degree. Special Students may pursue as many as four courses offered by GSM for which the

PROVISIONAL ADMISSION

If you are unable to provide all required official documents prior to the admissions review process but have submitted adequate unofficial documents to determine eligibility for admission, you may be granted provisional admission into the categories of Full Admission, Conditional Admission, or Special Student (Transfer) Admission at the discretion of the Admissions Committee. Provisionally admitted students must provide complete and satisfactory documents before the end of their first trimester. You may not register with a provisional status for more than one trimester.

DENIAL OF ADMISSION

If you have been denied admission to GSM, you may appeal to the Admissions Committee within two weeks of the date of the denial notification. For further details refer to page 27 of the GSM catalog.

DEFERRED ADMISSION

If you wish to defer admission to another trimester, you should contact the GSM Admissions Office: 972.721.5174 or admiss@gsm.udallas.edu. Acceptance is valid for one year from the date of notification.



READMISSION

If you were previously enrolled in GSM but have not attended classes for three consecutive trimesters, you must apply for readmission to resume studies. You must meet current admission standards and have a satisfactory academic history.

All requirements for the MBA degree must be completed within six years of the first trimester of study at GSM unless an extension is granted by the Dean. Courses more than six years old will be re-evaluated; waivers and transfers will also be re-evaluated. Students may be required to repeat courses.

If you are applying for readmission, you must submit:

- An updated application form
- A current resume
- International applicants seeking readmission must also submit a current confirmation of Financial Resources form and a bank affidavit.

CLASS REGISTRATION

MAIL-IN REGISTRATION

Mail-in registration is currently the most popular way for GSM students to obtain their classes. Towards the end of the current trimester, you will receive a packet that includes registration materials and a Course Offering Bulletin (COB) (which lists courses and dates to register) for the next upcoming term. Mail-in registration are processed on a priority system by postmark date according to these classifications:

- **Priority Students:** Students with 37 or more hours completed and all Master of Management students
- **Continuing Students:** All other currently enrolled students
- **New Students:** Students who are enrolling in their first trimester with GSM
- **Special (Transfer) Students:** Processed according to the number of hours completed

WALK-IN REGISTRATION

Walk-in registration is held the week before classes begin for students who did not register by mail and for new students admitted after the mail-in registration deadline. Academic advising and counseling are also available during this time. Dates and times of walk-in registration for each trimester are listed in the Course Offering Bulletin (COB).



LATE REGISTRATION

Late registration may be allowed after the first week of class but requires special approval and payment of a \$25 late registration fee.

COURSE CHANGES, ADDS AND DROPS

Students may change courses until the last day of late registration (usually the Friday during the first week of class), but a \$10 per class change fee is mandatory. In addition, there is a \$25 charge for each change made after the designated date for late registration specified in the Course Offering Bulletin. Each class or section change requires a completed Add/Drop Form (Form 160). Upon section availability, classes may still be added by completing a second Registration Form (Form 73). Courses may be dropped without tuition penalty prior to the first class meeting and refund checks will be mailed approximately six weeks after the first day of class. Forms for changing or dropping courses are available in the Office of Student Records or by calling 972.721.5076.

If you would like to drop a course, please email the Office of Student Records at records@gsm.udallas and request that we drop you from a specific class. In the email, please include the course to be dropped, your name, ID number or social security number. No drops will be taken over the phone.

REGISTRATION FOR THE MANAGEMENT ETHICS AND LECTURE SERIES

In the first trimester at GSM, all MBA students must register for the Management Ethics and Lecture Series (Mgt. 5199), a one credit-hour course. To meet course requirements, you must attend a three-hour Ethics Lecture and attend seven additional management-related seminars or training workshops before graduation. Management-related seminars (or training) may be attended either at GSM or externally, in accordance with the guidelines detailed below. Each event must be documented and approved by the Office of Student Records.

The remaining seven-hour requirement of this series may be completed by attending on-campus management lectures presented regularly by contemporary business, political, and academic leaders. Students residing outside the DFW area may view lectures via the Internet or videotape.

Another alternative, which provides a range of essential management skills, is our special topics Management Development Seminars, covering the following:

- Career Development & Communication Skills
- Resume writing and cover letters
- Interviewing skills
- Business Etiquette
- Mentoring and Networking
- Financial Investment
- Management Skills



- Conflict Resolution
- Team Building
- Communication Skills
- Listening Skills
- Nonverbal/ Body Language
- Presentation Skills

Each seminar is two to three hours and can be applied to one required management lecture.

All Masters of Management students must register for the Mgt. 6399 Business Ethics course. If a student has completed a graduate level business ethics course, Mgt. 6399 may be replaced with an elective.

LECTURE SERIES MAKE-UP SESSIONS

For those who are unable to attend the Ethics Lecture or complete the remaining management requirement, tapes are shown in the GSM Administration Building on the last Saturday of each trimester (9:00am – 2:00pm). A \$5 per tape fee allows students to view previous lectures for Lecture Series credit. For more information, call the Office of Student Records at 972.721.5282.

MANAGEMENT STUDY TOURS

Our Management Education Study Tours are designed to give you experience in the global business environment. During a one to two-week trip, students visit select corporations, commercial centers, and government and trade organizations, where they observe a variety of industries and meet with management. Recent study tours have included: Silicon Valley, California; Chile; Geneva, Switzerland; Tokyo, Japan; London, England; Seattle, Washington; and Monterrey, Mexico. Students prepare project reports based on their study tour experiences. Study tours are limited to two trips during the MBA program and one trip during the Master of Management. Call the Office of Student Records at 972.721.5076 for more information.

STUDENT CONSULTING TEAMS

GSM was the first business school in the region to assign students to work on consulting projects for for-profit and not-for-profit organizations. Professors direct students in defining the client's problem: fact gathering, analyzing alternatives and proposing specific solutions. Since the program's inception, over 2,000 consulting projects have helped organizations deal more effectively with existing challenges. Recent clients include: Acme Brick Company, Allstate Insurance Company, Brinks Inc., Greater Dallas Chamber of Commerce, GTE, IBM, Johnson & Johnson, Lennox, Lyrick Studios, Methodist Hospital, Pearson Publications, The Sixth Floor Museum, United Way of Metropolitan Dallas and Willow Distributors.



WITHDRAWAL

To withdraw from a course after the first class meeting, an email requesting a drop must be sent to srecords@gsm.udallas.edu. If the student wishes to withdraw after the third class meeting, the form will be emailed to the professor for a withdrawal grade. The Office of Student Records will evaluate the withdrawal for any refund that may be due, depending on the refund schedule and the date the form is completed and returned to Student Records. Students may not withdraw after the deadline posted in the Course Offering Bulletin (usually one to two weeks before the beginning of final exams). Withdrawal from Saturday Intensive classes is not allowed after the start of the final class. Students who fail to officially withdraw from courses that they do not complete will receive the grade of "F" and be subject to the Academic Review Policy. Students will be responsible for full payment of tuition if a course is dropped after the refund policy.

WITHDRAWAL PROCEDURE FOR STUDENTS WITH FINANCIAL AID (SFA)

If a recipient of SFA Program assistance withdraws from school during a payment period in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. If the recipient did not attend classes during the designated payment period, 100 percent of the funds must be returned.

TUITION REFUNDS FOR DROPS AND WITHDRAWALS

For Evening and Saturday Morning Classes

Before 1st class	100%
After 1st class	80%
After 2nd class	50%
After 3rd class	-0-

For Saturday Intensive and Intermester Classes

Before 1st class	100%
After 1st class	80%
After 2nd class	50%
After 3rd class	-0-

Tuition Refunds for Internet Courses

Before completion of 1st unit (11 days after first day of class)	100%
Before completion of 2nd unit (12-19 days of class)	50%
After 19 days	-0-



COURSE LOAD

You'll be considered a full-time student when enrolled in at least nine credit hours per trimester or a part-time student when enrolled in three or six credit hours per trimester. International students must enroll for at least nine credit hours to maintain full-time status. For Financial Aid purposes half-time is considered six credit hours; full-time is nine hours. The maximum load for any student is 14 credit hours per trimester. If you wish to register for more than 14 hours you may complete a Course Overload Request Form and must gain approval from the Assistant Dean of Administration. To request a Course Overload Form, please call the Office of Student Records at 972.721.5282.

AUDIT COURSES

After admission to GSM, you may register to audit a course by specifying your preference and paying tuition for one credit hour. As an audit student, you will not be graded nor receive credit toward completion of course requirements, but the transcript will indicate course registration and attendance with a grade of "AD". You may change a credit course to an audit with professor's approval prior to the withdrawal deadline; however, no tuition is refunded when changing from credit to audit. An audit course cannot be changed to a credit course after the first week of class.

INFORMATION DISCLOSURE

Section 438 of the Family Educational Rights and Privacy Act of 1974 protects the privacy of a student's records. If you choose to limit access to your official files, you must advise the Office of Student Records in writing and must renew a nondisclosure request each trimester. In the absence of such notification, GSM may release items considered directory information:

- Your Name
- Address
- Telephone Number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of school attendance
- Enrollment information
- Degree and awards received
- Your most recently attended previous educational agency or institution



Tuition & Aid

GRADUATE TUITION

Graduate tuition per credit hour for 2001-2002 is \$444. Most courses provide three semester-hours of credit (\$1,332 per course for 2001-2002).

Charges other than tuition are:

Admissions Application Fee (for all students)	\$ 50
Student Service Fee	\$ 30
Course Change Fee	\$ 10
Graduation Fee**	\$100
Late Graduation Application Fee**	\$ 25
Late Cancellation Fee	\$ 25
Late Change Fee	\$ 25
Late Registration Fee	\$ 25

** An additional graduation fee of \$50 for the cost of a new diploma will be charged to students who do not graduate in the term for which they apply.

*****Tuition and fees are subject to change. *****

PAYMENT OPTIONS

It is your responsibility to ensure that all payments and credits are received by the Business Office, including financial aid, scholarships, sponsorships, and company payment. If you have a delinquent account or debt you may be denied registration, copies of official transcript, grades, or a diploma until all financial obligations are fulfilled. You will be responsible for attorney's fees and other costs and/or charges necessary for the collection of any amount not paid when due. GSM accepts the following methods of payment, one of which must accompany the registration form:

- CASH (should not be used in registration by mail)
- CHECK (no post-dated checks will be accepted)
- VISA/MASTERCARD/DISCOVER/AMEX
(authorization form is included in the registration packet)
- TUITION MANAGEMENT SYSTEM FORM (Installment Plan Agreement)
- COMPANY VOUCHER
(a statement from the students employer requesting the University to bill the company directly)
- FINANCIAL AID VOUCHER(issued by the Office of Enrollment and Financial Aid)



FINANCIAL AID

US graduate students may obtain financial assistance through various loan programs. Student loan applications must be processed through the Office Enrollment and Financial Aid located in Carpenter Hall, please call 972.721.5266 for more information.

ELIGIBILITY FOR FINANCIAL AID

The University awards aid to students who are eligible for Title IV funds. Detailed requirements are available from the Office of Enrollment and Financial Aid.

APPLYING FOR FINANCIAL AID

To apply for need-based financial aid, you must complete the Free Application for Student Aid (FAFSA) available at www.eduservices.com. Eligibility for federal and state need-based grants, loans, and work is based on the information provided in this application. Information regarding application procedures, eligibility, and funding is subject to change. After a student has completed the financial aid application process and has been admitted to GSM, the Office of Enrollment and Financial Aid will send an Award Letter.

Ideally, the FAFSA application should be completed after December 31 and before March 1 for priority consideration for the upcoming academic year. The FAFSA should be completed in sufficient time to allow the Office of Enrollment and Financial Aid to receive the results no later than May 1, so you may be notified of eligibility. The Office of Enrollment and Financial Aid normally receives results for FAFSA from the federal processor within two to three weeks.

If you applied for assistance during the prior year, the Department of Education will mail a renewal FAFSA to your permanent address in the fall. The renewal FAFSA allows you to update only the information that may have changed rather than requiring completion of a new FAFSA each year.

To be eligible for financial aid, you must be making satisfactory academic progress as defined by GSM. A copy of the statement of satisfactory Academic progress is provided with the award announcement to each recipient of federal and/or state aid programs. Academic scholarships may have specific requirements above these minimum standards. Contact the Office of Enrollment and Financial Aid prior to dropping hours to determine the effect on scholarship and financial aid eligibility. A reduction in hours may result in an adjustment to the aid package and may also affect satisfactory academic progress. It is the responsibility of the student to notify the Office of Enrollment and Financial Aid and the Office of Student Records of any reduction in hours.



Veterans Affairs (VA)

The University of Dallas Graduate School of Management is dedicated in assisting the veteran or dependant in pursuit of their higher education through support and cooperation with U.S. Department of Veterans Affairs (VA) and the Texas Workforce Commission.

VETERANS EDUCATION BENEFITS

An application for benefits must be submitted and determination made by the VA regarding benefits the veteran is entitled to receive. The VA Coordinator assists the veteran in establishing eligibility and assisting in the routine administrative requirements. Veterans are responsible for providing entitlement information to the Office of Enrollment and Financial Aid. If a veteran fails to report his her entitlement, an adjustment will be made and the student's financial aid award may be reduced.

WHO CAN RECEIVE SERVICES?

- Veterans with the GI Bill
- Members of the active Reserve and/or National Guard
- Disabled Veterans through VA Vocational Rehabilitation
- Eligible dependents of 100% disabled veterans
- Eligible dependents of deceased veterans

GENERAL VA INFORMATION

- I. **Chapter 30** - Montgomery GI Bill (Active Duty, discharged/retired) – need copy of DD-214.
Chapter 31 - Vocational Rehabilitation (must apply through Veterans Affairs) need copy of DD-214.
Chapter 32 - Post Vietnam Era VA Benefits - need copy of DD-214.
Chapter 30/34 - Old GI Bill grandfathered into the MGIB - need copy of DD-214.
Chapter 35 - Survivors' and Dependents' Educational Benefits (Service person must be 100% permanently and totally disabled or deceased as a result of having served in the armed forces.) - need copy of marriage license or birth certificate, as appropriate.
Chapter 1606 - Montgomery GI Bill (Selected Reserves) - need "Notice of Basic Eligibility" (VA form DD-2384) obtained from unit Commander.
- II. New Veteran Students need to apply and fill out "Application for VA Education Benefits" (VA form 22-1990 for chapters 30, 34/30, 32 and 1606) or VA form 22-5490 for Chapter 35).
- III. **Chapter 34/30 Veterans with dependents** need to fill out " Declaration of



Status of Dependents" (VA form 21-686c).

- IV. **Transfer Students** who have already received VA benefits need to fill out a "Request for Change in Program or Place of Training" (VA form 22-1995 for Chapters 30, 34/30, 32 and 1606) or (VA form 22-5495 for Chapter 35).
- V. **Certificate of Eligibility** - once received, a copy needs to be given to the VA coordinator.
- VI. **All students must notify the VA coordinator** of changes in enrollment, changes in address, repeating of a course and when benefits expire.

Training Time

Full Time	9 hours
3/4 Time	6 hours
1/2 Time	3 hours

Addresses:

Joy McNabb

Veterans Coordinator
 University of Dallas
 P.O. Box 141803
 Irving, TX 75014-1803
 Phone: 972.721.5077
 Fax: 972.721.5254
 Email: jmcnabb@gsm.udallas.edu

Veterans Affairs Regional Office (VARO)

P.O. Box 8888
 Muskogee, OK 74402-8888
 Phone: 1.888.442.4551
 Email: muskrpo@vba.va.gov
 Website: www.gibill.va.gov/muskogee
(Applications, inquires and information can be accessed 24 hours a day on this site)

Graduate Assistantships

A limited number of graduate assistantships are available to full-time students in both the MBA and Master of Management Programs.

Assistantships are competitive and are not based on financial need. The minimum requirements are a 3.5 cumulative GPA at GSM and full time enrollment (3 courses). Selection is based on the student's ability to provide services required by the University. Graduate Assistants (GAs) provide the University with 15 hours of assigned work per week, for which they receive a 40% tuition credit. The tuition credit applies to a maximum course load of nine credit hours in a trimester. In addition, the opportunity exists for a limited number of GAs to provide the University with 23 hours of assigned work per week. These GAs receive a stipend of \$1,000 per trimester in addition to 40% tuition credit. The application for graduate assistantship can be found at: <http://gsmweb.udallas.edu/forms/assistantship.pdf> .



Applications are accepted 8 weeks prior to the start of the next term, and are due by the published deadline each term. Applications and resumes should be submitted to the Assistant Dean for Administration in the GSM Administration Building.

Professional Internships

As part of the MBA and MM programs, GSM offers off-campus learning experiences for academic credit. The Professional Internship program integrates business education with professional experience and allows you to enhance your academic studies, personal development and career preparation. Both the Program Director and the Assistant Dean of Academics must authorize the Professional Internship class (Mgt. 8101/8301). If enrolled in this course, you must prepare an internship report according to the guidelines established in the Internship Contract and file both a copy of the report and the approved contract with the Office of Student Records. The grade received will be calculated into your grade point average for the trimester in which the course was registered. If the internship is used to satisfy a course requirement within your program design, you must complete the internship before the graduation deadline. If you do not have a remaining required course for which the internship can be substituted, you may audit the internship and pay one credit hour of tuition, but a five-page minimum written report is still required for your file. International students seeking a Professional Internship must be enrolled for at least nine hours in the two preceding trimesters and have the approval of the International Student Advisor. If you are interested, please call the Office of Student Records at 972.721.5282 for more information or visit the website at:

<http://gsmweb.udallas.edu/employer.htm#PROFESSIONAL%20INTERNSHIPS>

Practical Training

Numerous benefits are available to students on the F-1 visa. For more information, contact the International Student Advisor at 972.721.5059.

Academic Policies & Procedures

ACADEMIC HONESTY

The Graduate School of Management is a community dedicated to learning and research, both of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. We must acknowledge our reliance on and use of the ideas and writings of others. The University does not tolerate offenses such as plagiarism and cheating. You are responsible for understanding the University's policy on Academic Honesty. All work performed by you must be your original work. This includes courses taught in



any type of environment, whether campus-based, company-based, or through distance learning. When plagiarism or cheating is found to have occurred, you are subject to immediate dismissal from GSM and the grade for the course or the work submitted is subject to change. If a degree or certificate has already been granted at the time the violation is discovered, the degree or certificate shall be revoked.

PLAGIARISM

Plagiarism is an attempt to claim as your own, ideas or writings that originate with others. It is a serious offense against the academic community. Plagiarism is not lessened by a paraphrase or even by an extensive rewriting of another's work. Whenever ideas or words are borrowed, you must give credit by citing the source. All credentialed sources of information must be documented. In addition to traditional sources of information (e.g., books, journals, magazines and news articles), ***information accessed through the Internet or other electronic sources must be acknowledged.***

If you submit plagiarized work, you may be subject to disciplinary action and will go through this process:

1. The instructor who discovers that plagiarized work has been submitted in fulfillment of course requirements shall immediately inform the student, allowing the student the chance to explain the circumstances.
2. If after conferring with the student, the instructor still considers the student's work to be plagiarized, the instructor will compile the materials of the case, including the piece of work that may have been plagiarized and the sources, and a report of the instructor's conversation with the student. These materials will be submitted to the appropriate academic dean.
3. If the student acknowledges in writing that he or she plagiarized, the case does not go to an Academic Review Board. Instead, the instructor assigns a grade on the work and a grade in the course. The appropriate academic dean reviews the case and decides on a penalty according to the procedure described below.
4. If the student does not acknowledge the plagiarism, the appropriate academic dean will submit the case, with all relevant materials, to the Academic Review Board. That Review Board will conduct its own investigation and will hold a hearing at which the student, without counsel, will be invited to present his/her case and to respond to the Board's questions. The Board will decide on whether the student did plagiarize, and will base its decision only on the evidence, not on mitigating or extenuating circumstances.
5. If the Board finds that plagiarism has indeed occurred, it will convey its findings to the instructor and to the appropriate academic dean. The instructor will assign a grade for the material in question and a grade for the course, and will report these grades to the appropriate academic dean. The dean will hold a show-cause hearing with the student on why he or she should not be dismissed from the University and will decide on any penalties beyond the course grade. The student will be informed of the final decision of the hearing and the implications of the decision.



- 6. If the Academic Review Board decides that the work is not plagiarized, the Board will inform the instructor of its decision. The instructor shall then compute a grade for the piece of work and the course without regard to plagiarism, but solely on the basis of the quality of the student’s work. The case against the student is then dropped. Adequate procedures for dealing with plagiarism in off-campus programs will be determined by the appropriate academic dean in consultation with the director of that program.

CHEATING

Cheating is the deceitful use of another person’s work or work product and is subject to disciplinary action. When cheating is suspected during an exam, the instructor or proctor is to separate the suspect examination from those of the other students. The instructor will inform the student of the suspected cheating at the time of examination is turned in and set up an appointment regarding the suspected cheating. The review of all cheating cases and the imposition of penalties will follow the procedure explained under Plagiarism.

MAKING THE GRADE

Student academic performance is generally based on at least two measurements in each course: for example, two examinations, or an examination and a project. The exception would be the Policy and Practice course (the concluding course in each program) or a practicum, which may be solely measured on the student’s overall performance as evaluated by the professor.

The following grade system is used:

Grade	Points	Meaning
A	4.0	Thorough mastery of course material
A-	3.7	
B+	3.3	
B	3.0	Generally good understanding
B-	2.7	
C+	2.3	
C	2.0	Partial understanding; barely adequate
C-	1.7	
D+	1.3	
D	1.0	Inadequate understanding
D-	0.7	
F	0.0	Failed to demonstrate understanding
I	0.0	Incomplete



W*	0.0	Withdrawal
WP**	0.0	Withdrawal Passing
WF ***	0.0	Withdrawal Failing
AD	0.0	Audit Grade
N	0.0	No Grade reported by the Professor
FA	0.0	Failure because of excessive absence or did not withdraw from a course

*(Assigned when a professor is unable to judge a student’s performance. Usually assigned up to the fifth class meeting for evening and Saturday morning classes or up to the third class meeting for Saturday Intensive classes.)

***(Assigned upon withdrawal if a professor knows from intermediate exams or assignments that student is performing satisfactorily in class.)

****(Assigned if at the time of withdrawal a professor judges that a student’s grade is at a level corresponding to a C- or below.)

Withdrawal grades do not count in the student’s cumulative grade point average but remain permanently on the transcript. Professors determine grades based on their evaluation of the student’s coursework. Upon the student’s request, professors will explain grades but will not change grades unless it can be shown that the original grading was in error. The Dean’s Office must approve any grade changes from lower to higher grades. If you believe that a grade was assigned incorrectly, you may request a conference with you professor within the first trimester following notification of the grade, otherwise it will be deemed that you have accepted the grade. If you remain dissatisfied after conferring with your professor, you may appeal to the Assistant Dean for Academics within two weeks of that conference. The final appeal is the Dean of GSM.

Grades of C-, D+, D, D-, F or FA signify that a course was failed and must be retaken to obtain a grade of C or higher. The failing grade remains on your permanent record and is included in transcripts, but it is not used in computing the final GPA or credit hours towards graduation. If a failing grade is earned in an elective course, you may either retake the course, (in which case the failing grade will not be included in the GPA) or enroll in another course which will satisfy the elective requirement (in which case the failing grade will be included in the GPA).

The letter “I” denotes an Incomplete and is given only when some valid emergency prevented the student from completing coursework. For an Incomplete grade to be considered, you must have completed a substantial amount of the required coursework (and have received a grade for that coursework) in order to receive an Incomplete in the course. If, you receive an “I”, you must perform whatever academic tasks the granting faculty member deems necessary before the Incomplete will be changed to a letter grade. An Incomplete Grade Contract must be completed by you and the professor specifying the work required and a date for completion. The Incomplete Grade Contract must be submitted to the Assistant Dean for Academics



for final approval and will remain on file in the Office of Student Records. Upon submission of the required work, the professor assigns a grade and submits a grade change form to the Office of Student Records. An Incomplete that is not changed within one academic year after issuance will be changed to a grade of "F". To withdraw from a course in which an Incomplete grade was awarded, a form 160 (Add/Drop Form) must be completed. You will then receive a "W" grade for the class dropped. In order to retake the class with another professor, you must register for class again and pay the appropriate tuition.

CLASS ATTENDANCE IS CRITICAL

As a GSM student, you are expected to attend all scheduled classes and satisfy all course requirements within the time limits established by your professors. You should be present at each scheduled meeting of Saturday Intensive Classes. Exceptions may be made due to serious illness or unavoidable travel. If you have been excessively absent, it may be wise to withdraw from the course, as your lack of attendance may be reflected in your final grade.

STUDENT STATUS

After the completion of 12 credit hours, you are initially reviewed for satisfactory progress toward a degree. A satisfactory status will be granted if all the admissions requirements have been met and you have attained a minimum grade point average of 3.0. Every trimester, student status is reviewed as grades and documents are received. Your status of "ZZ" on the advisory audit report reflects that all admissions and academic criteria have been met. If the admission and minimum grade point average requirements have not been met after the completion of 25 credit hours (excluding course waivers and transfers), you may be subject to academic dismissal.

ACADEMIC REVIEW POLICY

All students in the Graduate School of Management are subject to the Academic Review Policy.

Academic warning

Any of the following may yield an academic warning:

- One failing grade (C- and below)
- Three grades of C
- A cumulative grade point average below 3.0 (out of 4.0) after completion of 12 credit hours.

Dismissal

Students are subject to dismissal from GSM in any one of the following situations:

- A combination of two or more failing grades (C- and below)
- Four or more C grades



- A combination of two or more C grades and one failing grade (C- and below)
- A cumulative grade point average below 2.5 (out of 4.0) after the completion of 12 credit hours
- A cumulative grade point average below 3.0 (out of 4.0) at the completion of 25 credit hours without satisfying student status criteria.

Dismissal criteria have precedence over warning criteria. For example, if you receive two C grades and one failing grade during your first trimester you are subject to dismissal without warning. A grade of C is considered passing and cannot be repeated. A student who received a grade of C-, D+, D, D-, F or FA has failed the course, and must retake it and obtain a grade of C or higher. A student has the right to appeal a dismissal by means of a hearing before the Academic Review Board. Such requests must be filed in the Office of the Dean within two weeks of dismissal notice. The Board consists of three full-time faculty members who, after a formal hearing, forward their recommendations to the Dean for final disposition of the case. The Dean will notify the student in writing of the final decision. Students who have been dismissed may not apply for readmission until three years after the date of dismissal.

DRUG FREE POLICY

It is the policy of the University of Dallas to maintain a drug-free environment. In accordance with this policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the campus of the University of Dallas. Students, faculty and staff members found in violation of this policy, but not convicted, will be subject to disciplinary action as determined by the Dean of Students or the Human Resources Director. The University is concerned with the health of all students and employees and encourages anyone with a drug problem to seek appropriate guidance and treatment.

EQUAL OPPORTUNITY POLICY

The University brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age sex, or disability and that equal opportunity and access to facilities shall be available to all. Any student complaints pursuant to a discrimination concern should be referred to the Office of the Dean of Academics, 972.721.5153.



Graduation

GRADUATION REQUIREMENTS

The Master of Business Administration (MBA) or Master of Management (MM) degree is conferred when the following requirements are fulfilled:

1. Achievement of final, overall graduate grade point average of at least 3.0 out of a possible 4.0 based on all required courses taken at GSM.
2. Completion of all courses in the student's official program with a grade of C or better.
3. Completion of the Ethics and Professional Development Series (Mgt. 5199) (for MBA candidates).
4. Completion of a graduation application form and payment of the graduation fee within the first month of the final trimester.
5. Submission of all official documents, transcripts, and final exit forms to the Office of Student Records.
6. Payment of all tuition and fees (library fines, parking tickets, etc.).
7. Completion of the above requirements within a six-year period of registration for the first GSM course.

EXCEPTIONS

Interruption by military service automatically extends the six-year deadline. In extraordinary circumstances, a student may apply in writing to the Office of the Dean for an extension of the six-year completion deadline.

GRADUATION HONORS

The Graduate School of Management confers degrees at the end of each trimester. All students who achieve a 4.0 grade point average are considered "highest honors" graduates and are acknowledged at the commencement ceremonies. Grades earned in transferred courses or in Intensive English courses are not used in computing the final grade point average but are included in the determination of highest honors for graduation.

ALUMNI SERVICES

The UD Alumni Association provides opportunities for a continuing relationship between GSM graduates and the University. Please call the Alumni Relations Office at 972.721.5066 or visit: <http://www.udallas.edu/alumni/alumni1.htm> for more information.



ALUMNI AMBASSADOR PROGRAM

Alumni Ambassadors represent GSM in their home countries and serve as a very valued resource for potential students. The program also helps international graduates stay connected with GSM in the years beyond graduation. Ambassadors meet with prospective students and assist GSM staff during educational fairs in their home countries. Ambassadors give prospective students first-hand accounts of how their graduate school experiences have enhanced their professional lives and help new students to understand what they should expect when they arrive on campus. Participation is limited to those alumni who achieved above-average academic credentials and who exhibit an enthusiastic attitude toward their learning experience at GSM. For more information contact Brett Branch at 972.721.5058 or bbranch@gsm.udallas.edu.

**The University of Dallas
College of Business
Graduate School of Management**



Resource Guide



Alumni Office

<http://gsmweb.udallas.edu/alumni.htm>

Phone: 972.721.5066

Athletics

<http://www.udallas.edu/athletics/index.htm>

Phone: 972.721.5009

Site provides "Crusader Athletics" dates and game times, as well as information regarding athletic facilities for student use.

Banks

ATM Machine located in The Haggar University Center.

The banks closest to the UD campus are:

- **Chase Bank:** corner of Hwy 114 and Rochelle
- **Bank of America:** Hwy 114 and O'Connor (1625 West Airport Freeway)
- **Wells Fargo Banks** are also located in *Albertson's* and *Tom Thumb* Grocery Stores (800 West Airport Freeway and 4010 N. Macarthur Blvd.)
- **Texas State Bank:** Hwy 183 and O'Connor
- **Washington Mutual** banks are located in *Kroger* Grocery Stores (3535 North Beltline Road)

Bookstore

<http://shop.efollett.com/htmlroot/storehome/universityofdallas702.html>

Phone: 972.721.5320

The bookstore is located in The Haggar University Center and is opened:

Monday – Friday: 7:30am - 7:00pm

Saturday: 10:00am - 2:00pm

Answering all of your academic needs, the bookstore features:

- Acceptance of all major credit cards: VISA, MasterCard, Discover and American Express, software priced 40% below most retailers, and Online textbook purchasing

TEXTBOOK REFUNDS

Refund information for text purchases as follows:



- ▶ 100% Textbook refunds within 7 calendar days from the start of classes (or within 2 days if purchased thereafter).
- ▶ Intermester courses, refunds will be given within 2 calendar days from start of classes.
- ▶ Week long courses will only have 1 day to return the book.
- ▶ You must have a receipt for a full refund.
- ▶ Textbooks bought during exam periods are non-returnable.
- ▶ Books that are shrink-wrapped must not be opened for a full refund. If opened, wholesale buyback prices will apply.

Braniff Communications Center

Phone: 972.721.5277 or 972.721.5200

The Braniff Communications Center is located in the Braniff Graduate Building. Professor mailboxes are located in this office. Among the services offered are:

- ▶ Copying
- ▶ Report Binding
- ▶ Professor Locator/Messaging

Business Services

<http://www.udallas.edu/businessoffice/index.htm>

Phone: 972.721.5244

All billing questions and information

Calendar

<http://gsmweb.udallas.edu/calendar.htm>

Current and future trimester schedules, holidays

Campus Map and Virtual Tour

<http://www.udallas.edu/campusmap/campusmap1.htm>



Campus Ministry

http://www.udallas.edu/ministry/ud_campus_ministry.htm

Office Hours: 9:00am - 5:00pm Monday – Friday

Also available by appointment with the University Chaplain

Fr. John Lydon,	Chaplain	972.721.5701
Denise Phillips,	Director of Campus Ministry	972.721.5168
Diane Pohlmeier,	Campus Minister/Volunteer Services	972.721.5165
Brother Jeffery Ott, O.P.,	Campus Minister	972.721.5702

DAILY MASS

12:05pm Throughout the Year

*5:00pm During the Academic Year

SUNDAY MASS

Saturday: 5:00pm (Anticipatory)

Sunday: 9:00am, 11am, *7:30pm (During the Academic Year)

RECONCILIATION (PENANCE)

11:00am - 11:45am Tuesday and Friday

*4:00 pm - 4:45pm Tuesday and Friday During the Academic Year

3:45 pm - 4:45pm Saturday

Campus Safety

<http://www.udallas.edu:8080/~cso/>

Emergencies: 972.721.2911

All other calls: 972.721.5305

Irving Police: 972.721.5305

Parking, Student ID's, Emergencies

- ▶ Cars must be registered with Campus Safety (there is no charge for parking permits).
- ▶ Parking policies enforced.
- ▶ Vehicles parked in restricted areas, fire lanes and handicapped parking, Irving Police and Campus Safety will ticket restricted parking locations.
- ▶ Unpaid fines will appear on your student account.



Career Management Office

<http://gsmweb.udallas.edu/cmo/Index.htm>

Phone: 972.721.4013

This site contains MBA jobs, job fairs and events as well as networking opportunities with former GSM students.

Computer Lab

Phone: 972.721.5030

Hours of operation: 7am – midnight 7 days a week

The computer lab is located in the basement of Blakely. GSM Computing operates facilities that are available to all GSM students featuring a UNIX system and Windows NT Servers. Pentium computers with Windows NT Workstations provide top-of-the-line computing capabilities. Laptops and projectors are available for class use; laptops are also available in the library for library usage only. Students must complete a form in the computer lab and will be provided with a password, which will enable logging on. Free workshops for enrolled GSM students are also available in Excel, Word, Access, please see the website for time and dates (<http://gsmweb.udallas.edu/whatsnew.htm> click on the schedule for the current trimester).

Counseling Services

<http://www.udallas.edu/studentlife/counseling.htm>

Phone: 972.721.5376

Graduate students may receive one to three sessions of professional counseling to help evaluate tragic or emotional difficulties. Services are available by appointment. An appointment may be scheduled with Frank Trimbol, Ph.D. at 972.404.8325 or Susan C. Hawthorn LMSW – ACP at 214.368.8133

Course Offering Bulletin

<http://gsmweb.udallas.edu/calendar.htm>

Commonly called the "COB," it's the list of courses offered at all campuses, and on the Internet, as well as workshops, seminars and lectures for the current term.



Dining Facilities

<http://www.udallas.edu/studentlife/ARAMARKhome.htm>

CAFETERIA

Located in The Haggar University Center. All you can eat for one price. Three meals a day, breakfast, lunch and dinner are served. The cafeteria’s hours are as follows:

<u>Weekdays:</u>	Breakfast	7:30am – 9:30am
	Lunch	11:00am – 1:30pm
	Dinner	5:00pm – 7:00pm

<u>Weekends:</u>	Brunch	10:00am – 1:00pm
	Dinner	5:00pm – 7:00pm

THE RATHSKELLER SNACK BAR (THE “RAT”)

Located on the lower level of The Haggar University Center. It provides typical fast food, such as hamburgers, pizza, salads and sandwiches. Beer is also sold. The snack bar’s hours are as follows:

Monday – Friday	11:00am – 3:00pm
Thursday	11:00am – 12:00 midnight
Saturday	11:00am – 3:00pm

CAPPUCCINO BAR (THE “CAP BAR”)

Located in The Haggar University Center in front of the bookstore. This is a coffee bar serving cappuccino, latte, Italian sodas, pastries and occasionally, gelato.

VENDING MACHINES

Located on the lower level of the Braniff Graduate Building, the second floor of the Haggerty Science Center, the basement of Haggar University Center, and the first floor of Carpenter.



Drama

<http://www.udallas.edu/drama/>

Phone: 972.721.5061

Enjoy great entertainment at reasonable price.

Equipment

If you are in need of using a laptop, projector, or VCR for your presentation, you may reserve the equipment in the Braniff Communication Center (in person or by calling 972.721.5277) or in the computer lab (972.721.5030).

Facilities

Fully equipped rooms can be rented for day and evening use at the Plano and Richardson campus. Contact Brett Branch at bbranch@gsm.udallas.edu or 972.721.5058.

Financial Aid

http://www.udallas.edu/admiss/financial_aid.htm

Phone: 972.721.5266

This site includes MBA Loans, Graduate Assistant Positions, Education Loans, Working on the Campus and Loan Applications.

EDUCATION LOANS

Only U.S. citizens and permanent residents are eligible to apply for federal and state loan programs. At this time, the University of Dallas does not have any grants or student loans available for international students. There are two private agencies within the United States that may be able to assist foreign students studying the United States. These agencies are:

The Institute of International Education (IIE)
809 United Nations Plaza
New York, New York 100017

See next page for Council on International Educational Exchange



The Council on International Educational Exchange (CIEE)
205 East 42nd Street
New York, New York 100017

MBA LOANS

International MBA students are eligible to apply for MBA Loans if you have a U.S. citizen or Permanent Resident who is willing to be your co-signor on the loan application. See the Financial Aid Officer located in the Undergraduate Admissions Office in Carpenter for further information.

WORKING ON CAMPUS

F-1 and J-1 students are permitted to work on campus. See Employment Sections in the F-1 and J-1 Sections for regulations and procedures. The university, the bookstore, and the cafeteria each hire students. Apply at the university's Human Resources Office, 2nd floor, Carpenter for university jobs and apply at the bookstore or cafeteria for jobs there. GSM students can apply to work in the Blakely computer lab.

GRADUATE ASSISTANTSHIPS (GA)

All full-time GSM students (those enrolled for nine or more credit hours) are eligible to apply for a graduate assistantship. Graduate assistants work a minimum of 15 hours per week in administrative offices, for a faculty member, in the library or other campus locations. A few GA positions require more working hours and provide an additional stipend of \$1,000.00 per term. GA positions are competitive and are filled according to the needs of the university. Economic need of the student is not typically a factor. You must have a cumulative grade point average of at least 3.5 to be eligible for an assistantship; therefore assistantships are usually not available to newly accepted students. Applications for GA's are accepted 8 weeks prior to the start of each term. Announcements will be made in your classes and notices placed on campus. A deadline is publicized for each term.

GMAT

The Graduate Management Admissions Test (GMAT) is administered by the Educational Testing Center (ETS). In the Metroplex, it can be taken through Sylvan Learning Centers (<http://www2.educate.com/centerfinder.html>).

Prep classes are available through GSM's Center for Professional Development. For information:

http://gsmweb.udallas.edu/prof_dev_1.htm

Phone: 972.721.5299.

For ETS information on the GMAT: <http://www.gmat.org> or 1.800.GMAT.NOW



Graduate School of Management Administration

<http://gsmweb.udallas.edu/faculty.htm>

For information on GSM Faculty and Staff, including email addresses.

GSM Campus Locations

Our main campus is located in Irving. We have satellite locations in Richardson, Plano and Fort Worth and also hold courses in the Solana Business Park in Westlake. For campus addresses and phone numbers, please refer to the list of campuses following the Resource Guide.

Health Clinic

Phone: 972.721.5322

The nurse's office is located on the second floor of The Haggar University Center and follows the undergraduate school schedule. The nurse provides limited treatment of minor emergencies and will make referrals to local health care facilities when professional medical care is indicated. Aspirin may be purchased in the bookstore.

Host Families

The American Host Families are a group of American families that offer friendship and the opportunity to get to know more about American life. International students sign up in the International Student Office (ISO) and will be matched up with an American host. The program director is Robert Sweely, sweely@juno.com with the support of the International Student Office (ISO).

Information Posting

Each University building contains bulletin boards designated for posting of notices, announcements, program and event advertisements and posters. The Office of Student Life must approve notices posted in Haggar. Posting on wood, glass, mirrors, windows, doors, and painted surfaces is prohibited. University and Maintenance Staff will remove all unapproved posters and signs, or signs posted in unauthorized areas.



Internet Courses

<http://imba.udallas.edu>

The Internet courses are a departure from traditional classroom learning and are specifically aimed at serving the needs of today's busy professional. We offer a complete Internet MBA program that is conveniently accessible to the student 24 hours a day, 7 days a week. Students may select courses via the Internet in conjunction with courses on campus.

Access the following site to read the questions most often asked about our Internet programs: <http://imba.udallas.edu/index.real?action=inquiry&subaction=faq>.

To view a demo course of the internet course, access the following site: <http://imba.udallas.edu/demo40/index.learn>.

Library

<http://www.udallas.edu/library/library1.htm>

Phone: 972.721.5328

The Blakley Library building is located in the Braniff Graduate Building. A walkway connects the two structures. The library provides a handbook for new users. Library resources are cataloged online in the Blakely Public Access Catalog (B-PAC). B-PAC can be accessed in person, by phone or via the Internet using the above web address. Materials can be borrowed from other libraries through the Interlibrary Loan System. Many resources available through the library are electronic databases. User instructions are at the Reference Desk and the library web page. Library cards may be obtained with a student ID. An online resource password may be obtained by contacting Ryan Means at 972.721.5216 and/or rmeans@gsm.udallas.edu. Materials checked out are subject to fines if kept longer than permitted. Study areas are located in the basement and on the 2nd and 3rd floors.

Mass

See Also "**Campus Ministry**"

DAILY MASS

12:05pm	Throughout the Year
*5:00pm	During the Academic Year



SUNDAY MASS

5:00pm Saturday Anticipatory
9:00am, 11am, *7:30pm (During the Academic Year)

News and Events

<http://gsmweb.udallas.edu/news.htm>

Newspapers

University students publish the *University News*, which is printed weekly when classes are in session. The paper is free of charge and can be found in The Haggar University Center, the Braniff Graduate Building foyer, Carpenter Hall, all classroom buildings and other locations on campus. *The Dallas Morning News* is available daily and free of charge in The Haggar University Center.

Postal Services

Phone: 972.721.5309

Hours of operation: 8:00am – 5:00pm

Full postal service is available through Printing and Postal Services for mailing, including UPS and Fed Ex. Students can also have copies made for \$.05 for a single sided copy and \$.10 for double-sided copies.

Public Transportation

<http://www.dart.org/>

Provides full details for traveling on Dallas trains and buses. The site includes schedules, maps, fares and safety tips.

<http://www.nyctsubway.org/us/dallas/dallas.gif>

This color map outlines the routes and station stops for the Dallas Area Rapid Transit System.



Sports and Recreation Facilities

<http://www.udallas.edu/athletics/index.htm>

Phone: 972.721.5009

The Department of Athletics, Sports & Recreation offers programs in the areas of collegiate athletics, intramurals, sport clubs, informal recreation, and fitness classes. The programs and facilities are designed to be used by students, faculty and staff of all interests and abilities. For the most current information on programs offered, contact the Department Offices in the Maher Athletic Center.

The Maher Athletic Center has playing fields, swimming pool, tennis courts, sand volleyball, and basketball courts, which are available for recreational use by currently, enrolled students, faculty and staff.

Intramural Sports – The intramural sports program is designed to encourage participation in action-packed, competitive sports. A variety of sports are offered, including volleyball, basketball, soccer, flag football, softball and others. Participation in intramurals is open to all students, faculty, staff and alumni who comply with the Eligibility Requirements set by the Department.

Writing Assistance

A writing coach is available to assist graduate students. The writing lab is located in the Braniff Graduate Building. Please contact Janis Simmons at 214.349.1091 or by email at: writing@altinet.net. Assistance is by appointment only. The hours of operation are based on the undergraduate schedule – Mid September to Mid December and Mid January to Mid May.



GSM Contact List

OFFICE OF THE DEAN

Dr. Gene Swanson, Dean
Phone: 972.721.5276
E-mail: GeneSwanson@udallas.edu

Julie Allan, Assistant Dean, Administration
Phone: 972.721.5392
E-mail: jallan@gsm.udallas.edu

Dr. Blake Frank, Associate Dean of Operations
Phone: 972.721.5153
E-mail: bfrank@gsm.udallas.edu

Dr. Stan Kroder, Associate Dean for Distance Learning
Phone: 972.721.5080
E-mail: skroder@gsm.udallas.edu

Dr. Bryan Murray, Associate Dean for Undergraduate Business
Phone: 972.721.5008
E-mail: bmurray@gsm.udallas.edu

Dr. David Higgins, Associate Dean
Phone: 972.721.5304
E-mail: dhiggins@gsm.udallas.edu

Dr. Jesse Hill, Assistant to the Dean
Phone: 972.265.5742
E-mail: jhill@gsm.udallas.edu



ADMISSIONS

Roxanne Del Rio, Director, GSM Admissions

Phone: 972.721.4008

E-mail: rdelrio@gsm.udallas.edu

Sarah Stivison, Assistant Director, GSM Admissions

Phone: 972.721.5174

E-mail: sstiviso@gsm.udallas.edu

John Chamberlain, Off-site Admissions Coordinator

Phone: 972.721.5198

E-mail: jchamber@gsm.udallas.edu

Nicole Roberts, Admissions Coordinator

Phone: 972.721.5198

Email: nroberts@gsm.udallas.edu

W. Ryan Means, Information Services Manager

Phone: 972.721.5216

E-mail: wmeans@gsm.udallas.edu

CENTER FOR PROFESSIONAL DEVELOPMENT

Lori Peterson, Director, Professional Development

Phone: 972.721.5299

Email: lpeterso@gsm.udallas.edu

CAREER MANAGEMENT OFFICE

Tracee P. Ali, Director, MBA Career Management Office

Phone: 972.721.4013

E-mail: tali@gsm.udallas.edu



INTERNATIONAL STUDENT SERVICES

Pamela Jones, Director, Pre-MBA Program
Phone: 972.721.5100
E-mail: pjones@gsm.udallas.edu

Marilyn White, Director, International Student Services
Phone: 972.721.5059
E-mail: mjwhite@gsm.udallas.edu

Dr. Susan Wykel, Director, Intensive English Program
Phone: 972.721.5011
E-mail: iep@gsm.udallas.edu

Mehrzaad Ahlberg, Assistant Director, Intensive English Program
Phone: 972.721.5075
E-mail: iep@gsm.udallas.edu

COMPUTER SERVICES

Sabyasachi Sanyal
Director, GSM Information Technology Services
Phone: 972.721.5030
E-mail: sanyal@gsm.udallas.edu

GSM STUDENT RECORDS

Kathy McGraw, Director, Student Records
Phone: 972.721.5282
E-mail: kmcgraw@gsm.udallas.edu

Sheila Howard, Associate Director, Student Records
Phone: 972.721.5282
E-mail: showard@gsm.udallas.edu

Joy McNabb, Coordinator, Student Status/VA
Phone: 972.721.5077
E-mail: jmcnabb@gsm.udallas.edu

Kathryn Sims, Coordinator, Student Records
Phone: 972.721.4018
E-mail: ksims@gsm.udallas.edu



GSM Campus Locations

IRVING CAMPUS

The University of Dallas
1845 E. Northgate Dr.
Irving, TX 75062

Phone: 972.721.5000

RICHARDSON CAMPUS

Arapaho Business Park X
1202 E. Arapaho, Suite 110
Richardson, TX 75081

Phone: 972.664.3160

PLANO CAMPUS

One Preston Park
2301 Ohio Dr., Suite 180
Plano, TX 75093

Phone: 972.265.5700

FT. WORTH CAMPUS

4055 International Plaza
Suite 120
Ft. Worth, TX 76109

Phone: 817.731.1712

SOLANA CAMPUS

(Solana Business Park)
3 Village Circle
Suite 202
Westlake, TX 76262



2003 Calendar

Spring 2003

Spring I Classes Begin	January 10
Spring II Classes	February 3
Withdrawal Deadline	March 21
No Classes – Easter	March 18-20
Spring I Classes End	April 12
Spring 2003 Graduation	April 25
Spring II Classes End	April 25

Summer 2003

Summer Classes Begin	May 2
No Classes – Memorial Day	May 26
No Classes – Independence Day	July 4
Withdrawal Deadline	June 27
Summer Classes End	August 2
Summer Intermester Begins	August 2-16
Summer 2003 Graduation	August 8

Fall 2003

Fall I Classes Begin	August 22
No Classes – Labor Day	September 1
Fall II Classes Begin	September 25
Withdrawal Deadline	October 31
Classes End	November 24
Fall 2003 Graduation	December 5
Fall Intermester	December 1-13
Fall II Classes End	December 11