

INTERNATIONAL MBA – UNCW ADMISSIONS PACKET

☐ **ORIENTATION**

Program Orientation – **REQUIRED**

THURSDAY, FEBRUARY 2 AND FRIDAY, FEBRUARY 3, 2017
McNeil Hall (MC), Room 1051A

Orientation will begin at 8:00 a.m. on Thursday, February 2nd with a continental breakfast.

An agenda has been posted on the New Student website for your review and includes the event times and locations for Thursday and Friday: <http://csb.uncw.edu/IMBA/NewStudent.html>

Please note the following:

1. International students are to bring their immigration documents (Visa and DS-2019)
2. If you will be parking on campus and you do not have a parking permit, please park in Visitor Lot M.
3. Below are two links which will help you navigate around UNCW's campus.

<http://uncw.edu/admissions/documents/Self-guidedtour.pdf>

http://uncw.edu/ba/campus_map/index.htm

Dress for Orientation: Casual

☐ **DISCOVER OUTDOOR FORMS – TEAMBUILDING - DUE MONDAY, JANUARY 30TH**

You will participate in outdoor teambuilding, weather permitting. (In case of inclement weather, we will move inside to the Student Recreation Center.) There are three forms on the website. We must have your signature on the forms. Please print and complete the three forms (2 page Release of Liability and Assumption of Risk and one page Medical Release).

Please return to Donna Avondolio (avondoliod@uncw.edu) via email by Monday, January 30th.

<http://csb.uncw.edu/IMBA/NewStudent.html>

Dress for Teambuilding: Casual. Closed toe shoes are required (No sandals).

□ PICTURES – REQUIRED FOR ALL IMBA STUDENTS

Please note that a professional picture is required for the program. These photos are used in the program profile book distributed to your classmates, faculty, and administrators. The profile book may also be shared with recruiters.

You will be provided with a digital photo for your personal use (i.e. resumes, linked-in, etc.).

- Attire for the photo is business professional. Please view the guidelines on new student website. <http://csb.uncw.edu/IMBA/docs/PICTUREGUIDELINES.pdf>

□ IMPORTANT DATES

- **Your first day of class will be on Monday, February 6, 2017.** A preliminary schedule of classes is posted on the website. During orientation, you will be introduced to your professors, receive your course syllabi, and get an overview of class format, expectations, etc. Classes at UNCW will end early June. You are encouraged to stay at UNCW as long as possible to work on your thesis. Here's a link to your class schedule: <http://csb.uncw.edu/IMBA/NewStudent.html> .
- International MBA students will have an informal meet and greet with Marty Becker from 3-3:55 p.m. on Tuesday, February 7th in the Azalea coast room in the Fisher University Union. Link to bio: <http://uncw.edu/chancellor/w.-marston-becker-bio.html>.
- Cameron School of Business – Business Week, March 28th and 29th. Designed to help prepare Cameron School of Business students for the realities of the business world, with prominent alumni and executives sharing their knowledge and experiences in the areas of business, marketing, entrepreneurship, information technology and more. Students are encouraged to take advantage of this opportunity by registering for sessions of interest. Link to website: <http://csb.uncw.edu/bw/index.html>.

□ REGISTRATION

TO REGISTER: All of you have already registered for your spring classes. To register for your summer term course (we will let you know the day you can register), please see below:

Go to UNCW website (www.uncw.edu). Click on “Current Students” (menu on left). Click on “SeaNet” (menu on right). You will be asked to enter your ID and PIN. Your ID is the “850” number from your application. If you do not know this number, please e-mail me and I will send it to you. Your PIN is your birthdate (MMDDYYYY).

Here's a link to your class schedule: <http://csb.uncw.edu/IMBA/NewStudent.html> . The easiest way to register is to type in the “CRN” (see second column on schedule spreadsheet) for each of

the courses listed. The international MBA schedule is always slightly different from the UNCW academic schedule posted by the registrar. **Please go by dates published on the IMBA website.**

Textbooks: Although most courses will not require you to purchase a textbook, faculty may recommend readings to enhance course lectures. Recommended textbooks have been purchased and placed in Randal Library. They are placed on a four-hour reserve. Faculty will provide instructions to reserve the books on their Blackboard site.

UNCW ID CARD

We have made arrangements during your orientation for you to get your UNCW One card. You will not be charged for your ID card. If you already have your UNCW One Card, you may use it.

PARKING

After you register for classes, you can obtain a parking pass: <http://uncw.edu/parking/permitregistration.html>. You need your car registration information as well as insurance information. The cost of the parking permit is \$405 (Zone 1) for the whole year, but will be pro-rated based on the date you purchase the permit. The cost of the parking pass will be added to your student account.

UNCW E-MAIL

Your UNCW e-mail address will be activated within 3 days after you register for classes. UNCW e-mail is the official method of correspondence from the University. <https://appserv02.uncw.edu/dasapps/sec/getid.aspx>.

LISTSERV

Your e-mail address has been added to the IMBA Spring 2017 Class listserv: imbasp2017@lists.uncw.edu. This is an e-mail communication list for faculty, staff, and students associated with your class. Further communication to the class will come via the listserv. If you would like to change your e-mail address or add additional e-mail addresses, please let us know.

Student Health Insurance

Health Insurance Requirement

All international students are required to have adequate health insurance in order to attend the university. If you choose to provide your own health insurance, the minimum requirements are:

- Medical benefits of at least \$100,000 per person per accident or illness
- Repatriation coverage in the amount of \$25,000

- Medical evacuation coverage in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness

Waive or Purchase the UNCW Health Insurance

You may either obtain your own health insurance or purchase the plan available for UNCW international students. Currently, the UNCW international student health insurance costs \$87.60/month, or **\$700.80** for coverage from **February 1 – September 30, 2017**. You must either [submit proof of insurance or purchase UNCW international student health insurance](#) via our online form. Any student who has not completed the form by **January 30, 2017** will automatically be enrolled in the UNCW health insurance.

☐ PROFILE FORM – DUE MONDAY, JANUARY 30TH

Please complete the profile form located here: [Link](#). Please e-mail the completed form to Donna Avondolio (avondoliod@uncw.edu) prior to orientation. The information on this form is used by faculty and staff in the program. Additionally, some of the information is used for the class profile book that is published each semester.

☐ GRADUATE ASSISTANTSHIPS – DUE MONDAY, FEBRUARY 6TH

Graduate Assistants generally work 10 hours/week for a Cameron School of Business department and receive a monthly stipend of \$500 USD during the academic year (February-May). Availability during business hours is required. There will be two positions offered to IMBA students for the spring 2017 semester. If you are interested, please fill out the application on the website <http://csb.uncw.edu/IMBA/NewStudent.html> and send to Candace Wilhelm (wilhelmc@uncw.edu) by Monday, February 6, 2017.

☐ IMBA STUDENT HANDBOOK

Please take time to review the IMBA program handbook found here: <http://csb.uncw.edu/IMBA/NewStudent.html>. The handbook provides valuable information about what you can expect during the IMBA program. Please note that some of the policies/procedures are different than you would expect because of the international nature of the program.

HELPFUL HINTS FOR FILLABLE FORMS:

Do not use Google Chrome as your browser, and make sure you are not using Adobe Preview. The information you type will not save. Use Internet Explorer or Mozilla Firefox for browsers. For Adobe, use Adobe Reader

If you have problems, contact the UNCW Technical Assistance Center (TAC) at 910.962.HELP or tac@uncw.edu.