

## Rodriguez, Cori Jin Steele - (cjinsr)

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**From:** Eller MBA Programs <crodriguez@eller.arizona.edu>  
**Sent:** Monday, August 5, 2019 10:37 AM  
**To:** Rodriguez, Cori Jin Steele - (cjinsr)  
**Subject:** Evening MBA Launch News

**Eller Evening MBA Launch News:** Class Prep & Course Materials (Phx)



Eller MBA

# EVENING MBA LAUNCH NEWS



## ELLER EVENING MBA NEXT STEPS

### IN THIS ISSUE

- [Preparing for Launch Course Content](#)
- [Program Time Commitment](#)
- [Supplies](#)
- [Course Materials](#)
- [Wildcat Launch Website](#)

Dear Cori,

We hope you are working through and completing your action items. Registration has started for the Fall 2019 semester. Please check UAccess to ensure any holds are lifted for a smooth registration process. There is more work to be done through early August to prepare you for your first classes! Wildcat Launch week is pretty intense (in a fun way, we think) and we want you to be prepared for what's ahead.

#### Preparing for Launch Course Content

The Evening MBA program launches with your first course Leadership in Organizations. During Launch you will start your first class with your professor as well as attend additional academic class prep sessions. Desire 2 Learn (D2L)

### KEY DATES

**Thurs., Aug 22 thru Sat., Aug 24** - Wildcat Launch

**Thurs., Sep 5** - Fall Classes start

**Spring II 2021** - Global Business Experience, Abroad

### NEXT STEPS CHECKLIST

- **Student ID and PIN**
- **NetID and Password**
- **Send Updated Résumé**
- **Send Headshot**
- **Complete Student Survey**
- **Join Facebook Page**
- **Join GroupMe App**
- **Complete Signature Forms**
- **Mark Your Calendar**

is the Universities Learning Management System. You will gain access to D2L when you are registered in the course. Faculty will typically make their course available to you two weeks before class starts.

### **Program Time Commitment**

As a rigorous program, Evening MBA professors expect you to prepare prior to class. In addition to scheduled class times, most students spend about 15-25 hours per week studying, doing homework, and preparing for the next class night. This may vary depending on the course type and/or material and your particular area of expertise. We know that you are busy working professionals and we are here to provide support and guidance throughout your journey. A tip: most successful program students try to complete schoolwork 1-2 hours per weeknight with a dedicated full day of school work on the weekend.

### **Supplies**

#### **Microsoft Office 2016 and Calculator**

You will be required to have a laptop in the program. Also, note that you are expected to have Microsoft Office 2016 or newer. *Mac Users:* while most of the tools you will use will be Mac compatible, it is strongly encouraged that you partition your hard drive so that you may run MS Windows and use Excel and other programs in this format.

The Microsoft Office 365 software suite, and other software licensing, are available at no cost for UA students from the UA Bookstore with your NetID and password. Please go to <https://softwarelicense.arizona.edu/students> for information on how to download this software. You can also contact the bookstore at 520.621.8874 for assistance

You will also need a financial calculator for the finance portions of the curriculum. Please note that Smartphone financial calculator apps are typically not approved by professors for use on exams. Financial calculators are very common and should be available where most calculators are sold. Used financial calculators can often be found on Amazon or EBay at a significant savings. We recommend you purchase one of the following two calculators, as they are preferred by the Finance faculty: HP12-C Platinum Edition or TI BA II Plus.

- **Immunization Form**
- **Domicile Affidavit**
- **Financial Aid (FAFSA)**
- **Driver Registration**
- **Complete Excel Prep work**

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### **SENT EMAIL COMMUNICATIONS**

- Action Items
- Program Important Dates
- Career Management
- Launch Details
- **Class Prep & Course Materials**

## Course Materials

Course materials such as textbooks, articles, and case studies will be provided to you.

Textbooks will be provided to you through D2L. Textbooks provided through D2L are electronic versions. You will be given the option to opt-out and purchase your own material if you choose. Hard copy texts will only be provided if an electronic version is not available.

A recent change to the United States Department of Education regulations, effective July 1, 2016, requires that students enrolled in all-inclusive programs be allowed the option to procure course materials on their own and receive a credit for the cost that the program would have incurred for those materials. This opt-out choice will give you the option of procuring the textbook on your own.

As you make this decision, please consider that when the program procures the course materials you are assured of the following:

- Course materials are obtained at or below market rates, discounted for institutional or volume pricing.
- Course materials are guaranteed to be the correct version for the course.
- Course materials will be available on or before the first day of each course providing convenience to you and ensuring you have the materials needed to succeed in the course.

What action must you take? For hard copy textbooks, prior to the start of each course an email will be sent with details of the required textbook, decide if you will take the textbook provided or purchase it on your own. If you would like the textbook no action is needed. If you would like to purchase the textbook on your own, please respond to the email as specified to opt-out.

For electronic textbooks, information on the textbook will be available in D2L on the first day of class. Decide if you will take the electronic textbook or purchase it on your own. If you would like the electronic textbook no action is needed. If you would like to purchase the textbook on your own please opt-out in D2L. The cost that the program paid for the book will be credited to your bursar's account. It is then your responsibility to purchase the textbook in time to meet course requirements. Please note that faculty will not make exceptions or extend deadlines for students that have not acquired the correct textbook in a timely manner.

If you prefer hard copy texts, we recommend opting out and purchasing them on your own. These can be purchased through the UA Bookstore, Amazon, and other textbook retailers.

Course materials such as articles and case studies will be available to you via D2L, a web-based course management system used by Eller Evening MBA. D2L is also available through the Arizona app for both Apple and Android. More information on D2L will be available during the technology session at Launch.

Enjoy the learning and let us know if we've left any questions unanswered. While you're working hard to prepare for class, we'll be working hard to prepare for your arrival!

Looking Forward,  
The Evening MBA Team

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## **WILDCAT LAUNCH WEBSITE**

The Wildcat Launch website is designed to provide you with information for your upcoming Launch program, August 22 - August 24, 2019 in Phoenix, Arizona.

Click the link below and check back often for updated information.

[\*\*Launch Website\*\*](#)



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