Business Analytics

Graduate
Student Handbook

(Updated May 2023)

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PROGRAM INTRODUCTION

Welcome to the University of Arizona BA Master's Program!

You are now a part of the Eller College of Management community at University of Arizona. Built on the foundation of our renowned MIS program, which is ranked #5 nationwide, you'll learn from top analytics researchers and receive the professional development you need to become a leader in business intelligence and transformation.

Our faculty consists of highly productive and leading scholars in various areas of BA research, the MIS department includes several research laboratories, and associate research centers. What is really unique and exciting is that our research excellence is fully integrated into real-life business solutions and most importantly, into our academic programs.

Master's BA program Overview

Our Master's in Business Analytics (BA) program teaches in-depth, applied business intelligence strategies that you simply won't find in other programs. With our real-world approach to business analytics and a career management team dedicated to helping you find the very best opportunities, you'll graduate prepared for high-level careers in government and industry, or for further doctoral work and research in the field of business analytics.

Eller College BA students are prepared for the future because they learn more than technical skills — they learn how to apply technical skills in support of business processes (i.e., Business skills). Expected learning outcomes for BA students are:

- Apply a broad set of analytical tools to address business decisions; these tools to include statistics, regression analysis, data visualization, data mining, experiment design, data curation and storage of multiple data types.

- Determine the appropriate tool(s) (see above) needed to address a business decision; business decisions to include, customer segmentation/targeting, scarce resource allocation, financial results analysis and sentiment determination.

- Interpret the results of analysis to support business decision making in the context of a specific business domain; domains to include at least one of finance, marketing, accounting and economics.

- Communicate skills and techniques developed to employers to attract relevant job offers

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MSBA FACILITIES

The MSBA program is housed in the MIS Department at Eller College of Management. Below you will find a list of important locations in McClelland Hall to make note of during your time in the program:

- MIS Department
    - o Located on the fourth floor, room 430
- Graduate Lounge
    - o Located on third floor near Grad Lab
    - o Places for group meetings
    - o Access using Omni lock code (see Wendy for code)
- Graduate Lab
    - o Located on third floor, in room 335
    - o Access using CatCard
- MIS Commons
    - o Located on second floor, in room 218
    - o Collaborative workspace, conducive to small group meetings and project work
    - o Access Using CatCard
- 208 Gallery/Rooms
    - o Located on the second floor, room 208
    - o Rooms to reserve for group meeting or interviews
    - o Room reservations made using CatCard

MSBA PROGRAM

Degree Options	Standard time to degree
Master of Science in Business Analytics	10 month – 16 months
Dual MBA/MSBA	24 month – 36 months
Dual MSM/MSBA	24 months
Dual MSA/MSBA	18 month – 24 months
Dual MSF/MSBA	21 months

MS: Business Analytics Program

Link - https://eller.arizona.edu/programs/masters/business-analytics
This program allows up to 6 transfer units of approved graduate level course work.

Dual MSBA/MBA Master's Program

Link: https://eller.arizona.edu/programs/masters/business-analytics/program/dual/mba

This program requires admission into both the MSBA program and the MBA program. The dual degree student is able to use up to 15 units which are applicable to both the MSBA and MBA plans of study.

Dual MSBA/MSM Master's Program

Link: https://eller.arizona.edu/programs/masters/business-analytics/program/dual/msm

This program requires admission into both the MSBA program and the Master's in Marketing program. The dual degree student is able to use up to 15 units which are applicable to both the MSBA and MSM

plans of study.

Dual MSBA/MSA Master's Program

Link: https://eller.arizona.edu/programs/masters/business-analytics/program/dual/msa

This program requires admission into both the MSBA program and the Master's in Accounting program. The dual degree student is able to use up to 15 units which are applicable to both the MSBA and MSA plans of study.

Dual MSBA/MSF Master's Program

Link: https://eller.arizona.edu/programs/masters/finance/program/dual/msba

This program requires admission into both the MSBA program and the Master's in Finance program. The dual degree student is able to use up to 15 units which are applicable to both the MSBA and MSF plans of study.

REQUIREMENTS FOR AN MSBA

The MS Business Analytics course work consists of a set of core courses (33-34 units), 10 core MS courses, a minimum of 2 Elective courses.

Core Requirements

Table 1: Core Requirements/courses

Courses	
Required Business Analytics - 15 Credits	MIS 502: Technical foundations of Analytics (4) BNAD515C: Statistical Foundations of Analytics (2) ECON 511A: Econometrics (3) MIS 545: Data Mining for Business Intelligence (3) BNAD 597A: Business Consulting (3)
Required Business Foundations - 6 Credits	**Select 3 courses based on your interests* ACCT 542 Introduction to Financial and Managerial Accounting (2) FIN 510A: Finance (2) FIN 510B: Finance (2) MKTG 510: Market-Based Management (2) OSCM 560: Operations Management (2)
Required Selectives - 6 Credits	*1. Data Visualization Selective - Choose 1 of the below* MIS 561: Data Visualization MKTG 542: Marketing Visual Analytics/Relationship Marketing *2. Quantitative Methods - Choose 1 of the below* Econ 520: Quantitative Methods for Economics Econ 511B: Econometrics and Machine Learning MIS 548: Deep Learning MKTG 5XX: Unstructured Data Analysis OSCM 571: Optimization for Business
Electives - 6 Credits	**Focus can be in Econometrics, Marketing, Forensic Accounting, or Information Technology and include courses listed in the Selectives as well as other Masters level electives.**

MSBA Course list

For a comprehensive list of MSBA course offerings and a small course summary visit: https://eller.arizona.edu/programs/masters/business-analytics/program#curriculum , you must work with your Assistant Director, MIS Academic Operations in planning courses not all courses are taught each semester.

REGISTRATION REQUIREMENTS AND PROCEDURES

All Master of Business Analytics Students are registered for courses by the Director of Graduate Studies based on each individual student's plan and course availability. Students may take additional course work from other departments on campus however, they may require special approval. It is up to each student to investigate the requirements to register for graduate level courses in other departments. Undergraduate units do NOT count toward the Master level unit requirements.

Non-MSBA courses do NOT count toward the MSBA degree requirements, exceptions required MSBA departmental consent.

15 Unit Exemption Request:

It is not necessary to take more than 16 credits to make timely progress to degree completion. Students considering more than 16 credits should contact their academic advisor and discuss the possible implications on their academic work, personal stress, obligations for teamwork, and professional career development.

Excessive units affect the entire MSBA program; course deliverables suffer, disproportional teamwork load occurs, instructional expectations may not be met, student's CGPA may be negatively impacted, student stress increases, time for internship and fulltime search is lessened.

Evaluation Criteria consists of CGPA, employment and campus community commitments and may include faculty feedback and previous team-member feedback.

The process shall include submission of the Eller MSBA Exception Request Form, an Academic Status Report Form and meetings with the Assistant Director, MIS Academic Operations and/or the MIS Director of Graduate Studies. To initiate the Exemption Request set up an appointment to discuss your situation with the Assistant Director, MIS Academic Operations.

SATISFACTORY PROGRESS

It is expected that each student will make satisfactory progress toward program/degree completion. The semester unit load ranges from 12-16 Units

> Domestic students must register for 7 units to be considered full time
>
> International students must register for 9 units to be considered full time (*except for your last semester which may be less than 9 units*)
>
> Assistantships, students with an assistantship may register for 6 and still be considered full time

Cumulative Grade Point Average CGPA

Students should maintain a minimum cumulative grade point average (CGPA) of 3.0, a letter grade of "D" is NOT a passing grade at the graduate level. Students who fail to maintain a minimum CGPA of 3.0 will be placed on academic probation. Students who fail to complete the program with a minimum CGPA of 3.0 will NOT be awarded their degree. Students on academic probation for two consecutive semesters will be disqualified from their program. All graduate level courses are included in your CGPA calculation.

MS students: Your CGPA will be cumulative, including all graduate course work.

Academic Probation

Students who have been placed on academic probation are required to meet with the Assistant Director, MIS Academic Operations to discuss the steps to be taken to remediate the problems that led to the probationary status and create a written plan of action. Students whose CGPA is below 3.0 for two consecutive semesters may be disqualified from their program. Disqualification results in the student being blocked from registration. For additional information visit https://grad.arizona.edu/policies/academic-policies/academic-probation.

REMEDIATION POLICIES & PROCEDURES

The MIS Department has policies and procedures in place to make sure that all students concerns are heard and addressed.

Student Role in Departmental Governance

Management Information Systems Graduate Association (MISGA) is a department sponsored student organization at the University of Arizona. One of the objectives of this organization is to represent MIS graduate students' needs in regard to the MIS Department and the Eller College. There is an election process each year, during which the incoming class votes for a President, who then, with the help of the existing board, elects 8 directors for various roles to support the student body. MISGA has a faculty advisor with whom they meet regularly. MISGA's officers also meet with the Department Head each semester, where they can report any problems or concerns, they have heard from the student body.

Appeals

Students have the right to formally request exceptions to department policies and procedures. A MSBA student should make their appeal in writing to the MIS Director of Graduate Studies (DGS). On a case-by-case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Requests are reviewed by DGS or by the Department Chair. Every exception decision is made based on each situation and circumstance. Please note that a review of your request does not guarantee the request will be granted.

Summary of Grievance Types and Responsible Parties
For additional issues, please contact the Assistant Director, MIS Academic Operations.

We will also follow the outlined procedures for various petitions and grievances as stipulated on the University's Graduate College website, https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties.

Related to an academic issue?		
Does it involve possible violation of an academic policy or procedure?	**Graduate College Academic Policies** and **The University of Arizona General Catalog(link is external)** and the Graduate Handbook for your program	**The Graduate College** Administration Bldg, Room 316 (520) 621-7815
Is it related to a course grade?	**Grade Appeal Policy(link is external)**	Course instructor, then the Academic College Dean's office.
Is it related to research ethics?	**Research Policies and Procedures(link is external)**	**Research Integrity Program(link is external)** in the Office for Research, Discovery & Innovation, Administration Bldg, Room 601 (520) 626-5338
The result of inappropriate behavior of another person?		
Does it involve another student?	**Student Code of Conduct Policy(link is external)**	**Dean of Students(link is external)** Robert L Nugent Bldg. 1212 E. University Blvd. (520 621-7057
Does it involve a faculty or staff member and directly impact your academic progress?	**Graduate College Academic Policies** and **The University of Arizona General Catalog(link is external)** and the Graduate Handbook for your program	First the Director of Graduate Studies in your program. Follow up with the **Graduate College**, if necessary.
Does it involve a faculty or staff		Ethics and Compliance

member and you believe this person acted unethically?		Hot-Line (866) 364-1908
Does it involve a faculty or staff member acting unprofessionally?	**Human Resource Policies**(link is external); **General Administrative Procedures - Policy 6.02**(link is external)	**University of Arizona Human Resources**(link is external) 888 N. Euclid Avenue, Room 114 (520) 621-3662
Does it involve a faculty or staff member, and you believe you were discriminated or harassed based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information?	**Office of Institutional Equity**(link is external)	**Office of Institutional Equity**(link is external) University Services Bldg, Room 113 (520) 621-9449
Did you witness an incident that you believe should be addressed?	**Report an Incident**(link is external)	**University of Arizona Human Resources**(link is external) 888 N. Euclid Avenue, Room 114 (520) 621-3662
Involving a Graduate Assistant/Associate (GA) issue?		
Related to your position as a Graduate Teaching or Research Assistant/Associate?	**Graduate Assistant/Associate Manual**	Your departmental Director of Graduate Studies. Follow-up with the **Graduate College**, if necessary.
Involving a disability?		
Related to the need for accomodation based on a disability?	**Disability Resources Center**(link is external)	**Disability Resource Center**(link is external) 1224 E. Lowell St. (520) 621-3268

Incomplete "I" Policy

Students who have completed all but a minor portion of the requirements in a course may request an Incomplete from the instructor. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course. Incomplete grade requests must be made in a timely manner (i.e., before the class ends) and are submitted at the instructor's discretion.

The student and instructor must complete a Report of Incomplete Grade form and provide it to the Assistant

Director, MIS Academic Operations for inclusion in their academic record. The form can be found here https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete. Incomplete courses must be completed timely, in accordance with the agreement in the form.

GRADUATE COLLEGE FORMS

These forms are required to process: Graduation Lists (graduate name in Graduation programs), Awarding of degrees, Curricular Practical Training and Optional Practical Training (CPT/ OPT work authorization – International students only).

More details: https://grad.arizona.edu/gcforms/academic-services-forms

UAccess Forms

Responsible Conduct of Research Statement:

This form is an acknowledgement and acceptance of the University's Office of Responsible Conduct of Research (https://research.arizona.edu/compliance/RLSS) and the Code of Academic Integrity.

All students must submit this form before they are able to submit the other forms.

MSBA Plans of Study (MPOS):

Students have the responsibility of ensuring their MPOS course listing match the actual courses taken. Your MPOS may be edited after approval, a mismatch between your MPOS and courses taken will delay the posting of your degree. When the Graduate College approves your MPOS there is a onetime charge applied to your UAccess student account.

Your Degree will NOT post until the MPOS is correct.

Ensure that:

The Academic advisor listed is: Director of Graduate Studies.

MPOS submission timeline

> **MSBA 16 Month Program Students:** Fall 1: Submit by Feb. 1; ensure you list MIS 593 Internship for summer. An approved MPOS is required for CPT approval.

> **MSBA 10 Month Program Students:** Fall 1: Submit by Sept 1

Master's Specialist Committee form:

> Ensure the correct term is listed.
> To the question …"Do you have a Committee" respond NO

> **Failure to submit this form will delay your degree**

Master's/Specialist Committee Certification form:

> Your Assistant Director MIS Academic Operations will submit this form ONLY after the MPOS and the Master's Specialist Committee forms have been then correctly submitted. This form triggers awarding your degree.

Degree Address: your degree will be mailed to the Permanent Address listed in UAccess. If you wish to have your Degree mailed to another address you MUST add a Diploma Address in UAccess.

ADVISING AND CAREER MANAGEMENT

Each student should meet with both the Academic Advisor and MSBA Career Management team a minimum of 3 times per semester though it is recommended to meet more often. Building a strong relationship and open rapport is highly encouraged to enable the Career Management team to guide you in your academic and career options.

For appointments:

Schedule a meeting through Handshake at least 24 hours prior to your desired meeting time. Handshake: https://career.arizona.edu/jobs/handshake.

PROGRAM CHECKLIST

First Year	May Graduation (10-month)	December Graduation (16-month)
□ Responsible code of Conduct*	September of Fall 1	September of Fall 1
□ MSBA Plan of Study *	November of Fall 1	February of Spring 1
□ Master's/Specialist Committee form *	March of Spring 1	n/a
□ TATO	by mid-August of Fall 1	by mid-August of Fall 1
□ Estimated Family Contribution and/or FAFSA *	August 30	August 30
□ 15 Unit Exemption *	Spring 1 registration submitform by November 1	Fall 1 registration submit form by April 1
Second Year		
□ Master's/Specialist Committee form *	NA	October of Fall 2
□ Financial Need Based Scholarship application and supporting documents *	NA	February 1
□ 15 Unit Exemption *	NA	Fall 2 registration submit form by April 1
□ Full time Exemption form * **International students only**	NA	August 1
□ CPT Advisor letter **	NA	Spring 1: April, May, June
□ OPT Advisor letter **	Spring 1: April, May, June	Fall2: October, November, December

*required
**International students only

FINANCIAL INFORMATION

Tuition payments for the Eller Full-Time MSBA will be processed through the University of Arizona Bursar's Office.

Participants can find acceptable forms of payment on the Bursar's website [Click here for](#) [Bursar's Office website.](#)

Students whose companies are funding their education should follow the [guidelines for](#) [sponsors](#).

Please note that tuition, payment dates, and process are subject to change. Additional information can be found on the [Bursar's Office](#) website.

Financial Aid

Financial aid — including government grants and loans — may be available to help pay program costs. For information, contact the University Of Arizona Office Of Student Financial Aid:

http://financialaid.arizona.edu
askaid@email.arizona.edu
520.621.1858

Additional information regarding scholarships may be found at:
https://scholarshipuniverse.arizona.edu/suha
https://grad.arizona.edu/futurestudents/funding-tips

GRADUATE AND TEACHING ASSISTANTSHIPS

Graduate Assistant (GA) and Teaching Assistantship (TA) positions at Eller College and The University of Arizona are designed to provide benefits to graduate students while they work to complete their graduate degrees as well as provide support to colleges and departments on campus with teaching, research, and outreach.

GA and TA roles will be communicated through Career Management. Students are also welcome to find their own positions across campus through Handshake. Students should not contact MSBA professors directly regarding GA and TA.

This [GA Manual](#) contains the information that a student, faculty, or staff member would need to know about Graduate Assistant/Associate (GA) appointments at the University of Arizona. For any questions or concerns regarding this information, please contact [gahelp@grad.arizona.edu.](mailto:gahelp@grad.arizona.edu)

Child Care Subsidies and Family Friendly Information

The Graduate College is dedicated to promoting and strengthening family relationships. Many resources have been designed to help graduate students balance and manage family, work, and school.

- [Graduate Assistant/Associate Parental Leave](#)
- [Temporary Alternative Duty Assignments (TADA) for Teaching Assistants/Associates](#)
- [Extension of Time to Degree Policy](#)
- [Life & Work Connections (link is external)](#) - Child and Elder Care Resources

MIS PhD Program

Master's student that are interested in pursuing a MIS PhD would need to apply online,
https://eller.arizona.edu/programs/doctoral/mis/admissions

Admission Requirements
- Undergraduate GPA of 3.5 or higher
  - For domestic students a bachelor's degree from an regionally accredited college or university.
  - For international students an U.S. comparable bachelor's degree.
- Copies of GMAT or GRE scores (uploaded during online application process)
  - Official GMAT or GRE scores (test must have been taken within the last five years of intended term of enrollment. No score minimum)
- Copies of TOEFL scores (uploaded during online application process)
  - Official TOEFL scores (for international applicants only who have not graduated from a U.S. institution. Test must have been taken within two years of the intended term of enrollment. Minimum score of 80 internet-based testing)
- Copies of official transcripts/academic records (uploaded during online application process)
  - Official transcripts/academic records (official documents needed only after being admitted into program.)
    - From a U.S. institution: Final, official transcript showing degree awarded with conferred date
    - From an international institution: Final, official transcripts/academic records showing degree awarded with conferred date and/or official degree/diploma certificate
  - More details here on accepted transcripts/academic records.
- Resume that includes work experience with dates of employment (uploaded during online application process)
- Three letters of recommendation (uploaded during online application process)
- Completed Graduate College Application

STUDENT CONDUCT
Professional Conduct Expectations
To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities. Please refrain from any distracting behavior.

We will follow the University's policy regarding threatening behavior by students as well as policies against discrimination and harassment. These policies can be found at http://policy.web.arizona.edu/education-and-student-affairs/threatening-behavior-students and http://policy.web.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy.

Students are Responsible for Knowing Policies
Graduate students are expected to follow the policies and procedures for both the Graduate College and the MIS Department, as they pertain to the completion of their program. Graduate College policies can be viewed online at *https://grad.arizona.edu/new-and-current-students*; university policies can be found at *https://catalog.arizona.edu/*.

Eller MSBA Academic Integrity Policy
At the Eller College of Management, we strive to prepare MSBA professionals who can pursue careers in demanding and competitive environments with skill and integrity. To this end we work to foster a climate of honesty, collaboration and respect. The Eller MSBA Department's Academic Integrity Policy follows the Dean of

Student's Policy for The University of Arizona. Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the Eller community embrace these standards, holding themselves and those with whom they work accountable to them in their daily actions and words.

What is Academic Integrity?

Academic integrity is a character trait involving honesty and ethical behavior related to scholarly work. Scholarly work involves all the intellectual endeavors of a student or faculty member during their course of study/employment related to education. Pursuing a mindset of integrity is not only important during one's academic career, but also throughout one's life and dealings with society. Academic Dishonesty involves unethical behavior conducted by either students or faculty related to scholarship. It can involve a variety of activities from cheating to plagiarism.

Potential Consequences of Academic Dishonesty
- failing grade on assignment
- failing the course
- removal from program of study
- expulsion from university

Forms of Academic Dishonesty (this is not an exhaustive list)
- providing forged documents, using fake information or submitting plagiarized material during the admission process
- using the same assignment for more than one class without the instructor's prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor's prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else's work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or laboratory information as actual results
- using fake documents to gain an extension of time to submit work or take an examination

Academic Writing

Features of academic writing include:
- A well-crafted, thoroughly researched argument
- Written with the appropriate audience in mind
- Displays critical thinking, reading, and writing
- Free from common errors of spelling, punctuation, syntax, and grammar

- Avoids all forms of plagiarism
- Cites all sources

Citations: Carroll, L. A. (2002). Rehearsing new roles: How college students develop as writers. Carbondale: Southern Illinois University Press.

Levin, L. L. (2010). What is Academic Writing?. In C. Lowe and P. Zemliansky (Eds.), Writing spaces: Readings on writing, Vol. 1 (pp. 3–17). Retrieved from

http://writingspaces.org/essays/what-is-%20academic-writing.

Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

List of Reading Resources

The following is a list of selected online writing resources:
- The Purdue Online Writing Lab (OWL) – http://owl.english.purdue.edu/ o Purdue OWL provides over 200 writing resources including information about various citation formats.
- Dartmouth University Institute for Writing and Rhetoric – http://writing-speech.dartmouth.edu o The Institute for Writing and Rhetoric provides a variety of resources including information about logic and argument and writing a thesis.
- George Washington University Writing Center http://www.gwu.edu/~gwriter/Resources.html
  o The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources

All members of the Eller MSBA Program are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the policy will not excuse integrity violations.

Complete information about the Code of Academic Integrity can be reviewed at: https://deanofstudents.arizona.edu/policies/code-academic-integrity. Violations include, but may not be limited to:

Integrity Violations in Academic Conduct:

- Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources.
- Submission of the same or substantially same assignment to different instructors, without the express permission of the later instructor.
- Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams.

- Receiving or giving unauthorized assistance on exams, quizzes, or assignments.
- Using unauthorized materials during an exam or on assignments.

It is every student's responsibility to seek clarification from faculty on class rules before an assignment is turned in. It is unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.

Integrity Violations in Personal Conduct:

- Taking or attempting to take the property of another without permission.

- Misrepresenting the truth or furnishing false information, with the intent of gaining unfair personal advantage, or causing harm to another.
- Verbal or physical harassment of any kind, aimed at any individual or group.
- Inappropriate use of another student's personal information.
- Inappropriate use of D2L or other University of Arizona information systems.

Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for violations. **Penalty for violations listed could include:**

- Failing grade for an assignment or course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the Eller MSBA Major or Eller College.

I acknowledge that I have read and understand the MSBA program policies.

Name:_____**Date:**_____

APPENDIX A

Pre-arrival Checklist

Before you arrive DO THESE ITEMS

- ☐ **Create Netid - Everyone**
- ☐ **Establish Email account - Everyone**
- ☐ **Register ISPS international orientation- International student only**
- ☐ **Immunizations – Everyone - Email proof**
- ☐ **Temporary housing – organized thru MISGA Airport**
- ☐ **pickup – organized thru MISGA**
- ☐ **UA - UITS Tutorials – recommend brushing up on skills TATO –**
- ☐ **strongly recommended**
- ☐ **Skills I encourage you to review/gain**

NetID link - https://netid.arizona.edu/
- Access the link listed above
- on the left hand side select Create NETID
- Follow the instructions, I believe you will need your PIN number

CATMAIL – Frequently asked questions - http://uits.arizona.edu/faq/catmail - How do I log into CatMail?
- Log in with your UA Net ID and password at the WebAuth log in window, The first time you log in to your account,
- Google will have you go through a confirmation page. After your first login, all future logins will take you directly to your account.

ISPS international orientation link – international students only
http://global.arizona.edu/international-students/orientation-information
- This is a mandatory orientation for all Graduate International students
- Please access the link; read all the material, note the dates for orientation
- the Userid and PW are include in your I-20 documentation
- **you must register and attend this orientation; you will not be allowed to register for courses until this is done.**

Immunizations link - required of everyone
https://www.health.arizona.edu/immunization-requirements

- I strongly encourage each of you to get your MMR immunizations in your home country, less expensive
- Utilize the online submission of the proof of immunizations, doing this will remove the immunization hold on your account and allow course registration. (there are two holds against your account preventing registration 1) ISPS orientation and 2) MMR- proof)
- You may submit proof upon arriving but it's just one more thing to do in 100 degrees Fahrenheit.

Temporary housing
- As a courtesy to our incoming international students, please contact MISGA if you need to arrange temporary housing

Airport Pickups
- As a courtesy to our incoming international students, please contact MISGA if you need to arrange an airport pickup.

Facebook group: search for Eller YYYY (where YYYY is your admit year)
   1. Request access to this group to connect with your fellow class mates and your senior class mates plus MSBA Staff.
- This forum will allow you to interact with each other, find room mates,
  Learn from your senior class mates, interact with MSBA staff, post your inquiries, etc.

UA Computer Training Resources (excellent resource for those of you needing to brush up skills or to acquire new skills –)
- I wanted to remind you that there are many resources on campus for your use.
- Registration may be required to use this service
   - Domestic students: registration for courses
   - International students: registration for ISPS orientation

TATO - **http://grad.arizona.edu/financial-resources/ta/tato**
- **Complete TATO module** *Staying out of Trouble Policies* required
- GATO will become a module within TATO I will keep you posted once this has been added.
- I recommend that everyone who might want a Teaching assistantship review and complete the TATO modules.

Please ensure that you do TATO without this you may have to turn down an assistantship
Business courses: Over the summer I will identify those students needing business courses (Transcript review) at some point your preferences will be collected.
- It may be identified that you require 0-1 business courses
- Everyone needing 1 business course is required to complete Financial accounting
- The Business courses are 8 weeks in duration, they do NOT increase your semester fees

APPENDIX B

Incoming Student Preparation

Students can benefit from reviewing material in the following areas. The learning curve can be somewhat steep without prior experience. If time is limited, begin with SQL.

SQL

Tutorial that goes over standard query types (including covering some advanced concepts). You can access that tutorial from: https://goo.gl/4Phbgu

[Note: you must sign-in to google with your University of Arizona Catmail account. If you are signed into a personal gmail account, you will get an error].

The script accompanying this tutorial (which you'll need to download) is at: https://goo.gl/bE2nu3 [also requires signing in to your UofA Catmail account]

If you have no SQL experience, be sure to read the comments after each query. You can also review an online SQL tutorial, e.g. the one by W3Schools to cover the following basic concepts:

- Query basics, i.e., the SELECT and FROM clausesoRemoving duplicates with DISTINCT
- Row filtering: the WHERE clause (including compound clauses with AND / OR)
- Sortingresults: ORDER BY
- Joining tables (start with: Inner joins)
- Aggregation functions: COUNT(), SUM(), AVG(), MIN(), MAX(), MEDIAN(), STDDEV()
- Repeating select and aggregation on groups using GROUP BY oFiltering groups using HAVING
- Subqueries in WHERE & HAVING
- Understanding NULL values

PL/SQL

Visit https://libguides.library.arizona.edu/type/ebooks
Sign-in to the O'Reilly Learning Platform. Thereafter, access the resource: Oracle PL/SQL Programming Fundamentals Live Lessons: https://learning.oreilly.com/videos/oracle-pl-sql-programming/9780134213033/
Complete Lessons 1 -7. You can skipsections1.3 and 1.5
Note: Instead of SQL Developer you can use https://livesql.oracle.com to run your code.

Optional: For those without a programming background, I encourage you to do additional practice, e.g., https://blogs.oracle.com/connect/category/omz-pl-sql-101

Front-End for Oracle

Students have a choice of working with their preferred front-end development language (with the Oracle back-end on our department server). Most students choose one of the following options: Java/JDBC, ASP.NET, PHP.

A link is provided for tutorial resources on each platform.

- ASP.NET:https://www.oracle.com/database/technologies/appdev/dotnet.html
- Java servlets / JSP: https://docs.oracle.com/en/database/oracle/oracle-database/19/tdpjd/
- PHP: https://www.orafaq.com/wiki/PHP_FAQ

Note: You will get access to the department Oracle server once the class starts. If you want to work on Oracle before that, you can use the Oracle Express Edition (database server) https://www.oracle.com/database/technologies/xe-downloads.html

And Oracle SQL Developer (client to connect to the server) https://www.oracle.com/tools/downloads/sqldev-downloads.html

W3Schools_Beginner_Tasklist

start at: http://www.w3schools.com/sql/sql_intro.asp

Complete the sections listed below. Note: some of the other sections do not use Oracle syntax, so I have left them out to avoid confusion. Other sections can be skipped for simplicity.

SQL Basic	SQL Advanced	SQL Functions
=======	============	============
SQL SELECT	SQL LIKE	SQL AVG()
SQL SELECT DISTIN	SQL IN	SQL COUNT()
SQL WHERE	SQL	SQL MIN()
SQL AND & OR	BETWEEN	SQL MAX()
SQL ORDER BY	SQL JOINS	SQL SUM()
SQL NULL values	SQL UNION	SQL GROUP BY
		SQL HAVING

Thereafter they can progress to the PL-SQL tutorial. .
And after that to working with a web front-end to Oracle (e.g., via PHP or Java or ASP.NET)

APPENDIX C

Student recommended links

Contains tutorials for HTML, XML, Java, JavaScript, ASP.NET, SQL and many more Link:
http://www.academictutorials.com/

SQL
- **http://www.w3schools.com/sql/default.asp**
- **http://www.sqlcourse.com/index.html**

PLSQL
- **http://plsql-tutorial.com/**

JavaScript
For those who don't know Java at all (JavaScript, Python, Ruby)
- **https://www.learnstreet.com/lessons/languages/**

Good to get started, if you have some programming experience
- http://www.w3schools.com/js/default.asp

JAVA
Book: Head First Java; Bert Bates, Kathy Sierra Good to
   start learning Java (Recommended)

Book: SCIP Study Guide; Bert Bates, Kathy Sierra
   Concentrated on certification, but a good book for those of you who know something on Java

Book: JAVA2: The Complete Reference; Herbert Schildt Exhaustive, for this of you who want to get deep
   into Java

Link: **http://www.javaworld.com/article/2076075/core-java/learn-java-from-the-groundup.html**

APIs
Learn to use APIs
http://www.codecademy.com/tracks/apis

ASP.NET
Good start to learn ASP.NET
Book: Sams Teach Yourself ASP.NET in 21 days; Chris Payne

Drupal
Link: **http://drupal.org/documentation**

APPENDIX D

Important Links

- Department of MIS
  - https://eller.arizona.edu/departments-research/schools-departments/mis
- UAccess
  - https://uaccess.arizona.edu/
- D2L
  - https://d2l.arizona.edu/d2l/loginh/
- Dates & Deadlines
  - https://registrar.arizona.edu/dates-and-deadlines
- UA Information Technology
  - https://it.arizona.edu/
- Graduate College (policies, contacts, resources, deadlines, and other useful information)
  - https://grad.arizona.edu/
- Resources for New and Currently Students (resources for parents, professional development, health & wellness, funding, etc.)
  - https://grad.arizona.edu/new-and-current-students
- Grad Center
  - https://gradcenter.arizona.edu/
- General Course Catalog
  - https://catalog.arizona.edu/
- University of Arizona's Code of Academic Integrity
  - http://deanofstudents.arizona.edu/codeofacademicintegrity
- Policies on Conducting Research
  - http://www.orcr.arizona.edu/
- Office of Diversity and Inclusion
  - https://grad.arizona.edu/diversityprograms/
- Campus Health
  - https://health.arizona.edu/
- Disability Resource Center
  - https://drc.arizona.edu/
- Counseling & Psych Services
  - https://health.arizona.edu/counseling-psych-services
- SOS – Support Outreach and Success (Any Question – Just Ask)
  - https://sos.arizona.edu/
- Scholarship Universe
  - https://financialaid.arizona.edu/scholarshipuniverse