

2016
2017

HANDBOOK

Master of Business Administration – ONLINE



Laurentian Online
Teaching and Learning with Technology

First edition
July 17, 2016



LaurentianUniversity
Université**Laurentienne**

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1. About this Handbook

This handbook has been developed to assist fully online learners with their progression through the Master of Business Administration (MBA) program. The handbook provides information on all matters that are relevant to an online learner including: program outline and regulations, registration in courses, planning course progression, fees, graduation and other important information.

Download and print the handbook as a quick reference guide for the duration of your program.

2. Important Contacts

Student Call Centre: **1-800-263-4188**

Email addresses

Admissions

admissions@laurentian.ca

Laurentian Online

online@laurentian.ca

Registrar

registrar@laurentian.ca

Online exams

exams@laurentian.ca

Fees

fees@laurentian.ca

MBA Coordinator

mba@laurentian.ca

Information Technology

IT@laurentian.ca

3. Important Dates

The MBA program (online) is delivered in three terms annually: fall (F), winter (W) and spring (SP). During 2016-17, the terms are identified as 2016F, 2017W and 2017SP.

F2016 term

to September 6

Advance registration

September 7

Course start date

September 7 to 16

Late registration and course change period

Late registration fee applies

September 16

No registrations or course changes for first-term courses after this date

October 10	Thanksgiving Day – University closed
October 10 to 14	Fall Study Week
November 7	Students withdrawing after this date will receive an "F" on their academic record
December 6	Last day of first-term classes
December 8 to 23	Examination period
January 13	Deadline for submitting final grades (online MBA)

W2017 term

January 9	Second-term classes begin
January 17	No registration or course changes for second-term courses will be permitted after this date
January 27	Applications for graduation at the Spring Convocation must be submitted prior to this date
	Students withdrawing from full-year courses after this date will receive an "F" on their academic record
February 20	Founders' Day and Family Day – University closed
February 20 to 26	Study Week
March 3	Students withdrawing from second-term courses after this date will receive an "F" on their academic record
April 7	Last day of Winter Session classes
April 10 to 29	Examination period for Winter Session
April 14, Friday	Good Friday – University closed
April 17, Monday	Easter Monday – University closed
April 21 to May 12	Submission of final grades for Winter Session courses
May 3	Prospective graduands for the Spring Convocation must have all course and thesis requirements completed and approved by Department or School prior to this date
	All Final Grades for Prospective graduands must be submitted by the Department Chairs/School Directors to the Office of the Registrar prior to this date

Note: SP2017 term information not available at time of publication.

4. About the MBA Program

4.1 Program Overview

The 57-credit MBA program consists of 24 credits of business foundations, 21 credits of common and capstone courses, 9 credits of concentration courses and a 3-credit experiential learning course.

The program requirements are outlined in the following figure.



a) Foundations courses (24 credits)

ACCT 5001EL/COMM 5001: Accounting
ECON 5001EL/COMM 5032: Economics
FNCE 5001EL/COMM 5002: Fund. of Finance
HROB 5001EL/COMM 5012: Org. Behaviour
MKTG 5001EL/COMM 5011: Marketing
OPER 5001EL/COMM 5021: Bus.Statistics
OPER 5002EL/COMM 5022: Mgmt. Science
OPER 5011EL/COMM 5031: Operations Mgmt.

b) Common and capstone courses (21 credits)

FNCE 5101EL/COMM 5102: Corporate Finance
MGMT 5101EL/COMM 5101: Ethical Leadership
MGMT 5111EL/COMM 5112: Global Mgmt.
MGMT 5121EL/COMM 5122: Strategic Mgmt.
MGMT 5131EL/COMM 5131: Consulting Project
MKTG 5121EL/COMM 5111: Adv.Mkt. Planning
OPER 5101EL/COMM 5121: Mgmt. Info. Systems

c) Special requirement (3 credits)

MGMT 5901EL/COMM 5901: Work Integrated learning (This course is required ONLY for students assessed with less than 2 years of work experience at the time of admission.)

d) General Management electives (9 credits)*

Students select elective courses from various concentration streams.

* Additional concentration course options that are mission driven will be added in the future.

4.2 Program Regulations

There is a 30 credit minimum residency, which implies students must complete at least 30 credits with Laurentian University in order to be eligible to graduate.

In order to graduate with the MBA degree, a student must:

- Achieve a minimum grade of "C" in all 57 credits (or have received advanced standing);
- Achieve a minimum GPA of 5.5 on all MBA courses; and
- Complete a minimum of 30 credits of MBA courses at Laurentian University.

4.3 Advanced Standing

Advanced standing can only be provided for Foundations level and the Work Integrated Learning courses. Advanced standing is usually assessed during the admission process and indicated either on a transcript or a degree requirements form. A maximum of 27 credits of advanced standing can be provided towards the MBA degree.

Advanced standing is only provided for applicants who completed an equivalent undergraduate course (as assessed by the MBA Admissions committee) and received a minimum 70% or B average. All inquiries regarding advanced standing must be sent to the MBA Coordinator (see Important Contacts).

4.4 CGA Pathway

Due to its long-standing partnership with the Certified General Accountants Association of Canada (CGA-Canada), Laurentian will provide applicants that meet the minimum admission requirements and hold the CGA designation with 27 credits of advanced standing towards the 57 credit MBA program.

MBA program requirements for applicants with a CGA designation would consist of the following:

HROB 5001EL/COMM 5012: Organizational Behaviour**
MGMT 5121EL/COMM 5122: Strategic Management
MGMT 5101EL/COMM 5101: Ethical Leadership
MGMT 5111EL/COMM 5112: Global Management

MGMT 5131EL/COMM 5131: Consulting Project
MKTG 5001EL/COMM 5011: Marketing**
MKTG 5121EL/COMM 5111: Advanced Marketing Planning
OPER 5011EL/COMM 5031: Operations Management **
Elective credits (6 credits)
Total - 30 credits

** Applicants with a 4-year degree in business may request advanced standing for these courses provided that they received a minimum 70% or B average in an equivalent undergraduate course or courses. Should advanced standing be provided, each course must be replaced by a 3-credit elective/concentration option.

4.5 IBAC Pathway

Applicants that meet the minimum admission requirements and hold the CAIB or CPIB designation will receive 12 credits of advanced standing (MGMT/COMM 5901 and 9 credits of concentration courses) towards the 57 credit MBA program.

** Applicants with a 4-year degree in business may request advanced standing for the foundations courses provided that they received a minimum 70% or B average in an equivalent undergraduate course or courses. A minimum of 30 credits must be completed in the MBA in order to receive the degree.

* Students admitted through the IBAC or CGA pathways may have advanced standing for Common or General Management Electives.

4.6 Program Planning

Each student is required to register for a course in the term that he/she is admitted to. Students who do not register for a course may be required to re-apply to the MBA program.

In order to assist with program planning, use the Degree Requirements Form to highlight the courses needed in order to graduate. Do plan to take prerequisite courses first (whenever possible) in order to provide you with the most course selection options in each term.

As most online MBA students work, have family and/or community commitments, they should consider the number of courses that they can take in one term. The recommended approach is to register and complete one (1) MBA course in the first term in order to get acquainted to the learning process and expectations. MBA students should limit their studies to a maximum of three (3) online courses in each term; completing two (2) courses in a term is ideal. Note that each 3-credit MBA course should take between 10 to 15 hours of work per week to complete.

4.6.1 Degree Requirements Form

Each admitted student should receive a completed *Degree Requirements Form*. The form highlights each course that is required in order to complete the MBA degree. If a form was not provided to you, with your transcript in hand, you should be able to complete the form on your own.

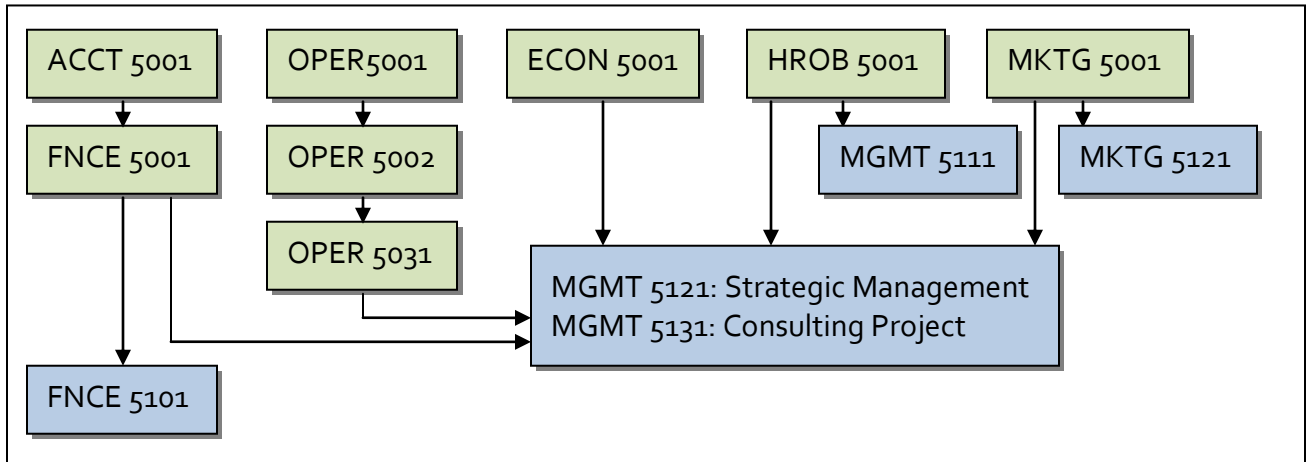
In the following table, put an "x" under the "Advanced standing received" column for each course that you would have received advanced standing for. For each row that does not have an "x" under "Advanced standing received" put an "x" in the box under the column "Courses to be completed". Remember, advanced standing should only be provided for Foundations or Work Integrated Learning courses*.

	Advanced standing received	Courses to be completed
Foundations (24 credits)		
ACCT 5001EL/COMM 5001: Accounting	<input type="checkbox"/>	<input type="checkbox"/>
ECON 5001EL/COMM 5032: Economics	<input type="checkbox"/>	<input type="checkbox"/>
FNCE 5001EL/COMM 5002: Fundamentals of Finance	<input type="checkbox"/>	<input type="checkbox"/>
HROB 5001EL/COMM 5012: Org. Behaviour	<input type="checkbox"/>	<input type="checkbox"/>
MKTG 5001EL/COMM 5011: Marketing	<input type="checkbox"/>	<input type="checkbox"/>
OPER 5001EL/COMM 5021: Business Statistics	<input type="checkbox"/>	<input type="checkbox"/>
OPER 5002EL/COMM 5022: Management Science	<input type="checkbox"/>	<input type="checkbox"/>
OPER 5011EL/COMM 5031: Operations Management	<input type="checkbox"/>	<input type="checkbox"/>
Work Integrated Learning (3 credits)		
MGMT 5901EL/COMM 5901: Work Int. Learning	<input type="checkbox"/>	<input type="checkbox"/>
Common and Capstone (21 credits)		
FNCE 5101EL/COMM 5102: Corporate Finance		<input type="checkbox"/>
MGMT 5101EL/COMM 5101: Ethical Leadership		<input type="checkbox"/>
MGMT 5111EL/COMM 5112: Global Management		<input type="checkbox"/>
MGMT 5121EL/COMM 5122: Strategic Management		<input type="checkbox"/>
MGMT 5131EL/COMM 5131: Consulting Project		<input type="checkbox"/>
MKTG 5121EL/COMM 5111: Adv. Mark. Planning		<input type="checkbox"/>
OPER 5101EL/COMM 5121: Mgmt Info. Systems		<input type="checkbox"/>
General Management Electives (9 credits)		
Elective 1		<input type="checkbox"/>
Elective 2		<input type="checkbox"/>
Elective 3		<input type="checkbox"/>
Total credits required (max = 57 credits; min = 30 credits)		<input type="checkbox"/>

4.6.2 Prerequisite Courses

Some courses in the MBA program have prerequisites. Plan to complete prerequisite courses first in order to provide you with the most course options available each term. The illustration below highlights the courses needed prior to registering in Common and Capstone courses.

Foundations courses: green boxes
Common and Capstone courses: blue boxes



ACCT 5001 is a prerequisite for FNCE 5001
OPER 5001 is a prerequisite for OPER 5002
OPER 5002 is a prerequisite for OPER 5031
OPER 5031 is a prerequisite for OPER 5101
FNCE 5001 is a prerequisite for FNCE 5101
HROB 5001 is a prerequisite for MGMT 5111
MKTG 5001 is a prerequisite for MKTG 5121

All Foundations courses are required prior to registering in:
MGMT 5121: Strategic Management
MGMT 5131: Consulting Project

All management electives/concentration courses have prerequisites. Most require the completion of the foundations level. Under exceptional circumstances, permission may be obtained in order to take a management elective without the completion of the full foundations level. For special permission, contact the MBA Coordinator (see Important Contacts).

4.6.3 Academic Advising

For all academic matters such as program planning, advanced standing, special permissions, appeals or other academic matters should be directed to the MBA Coordinator.

4.7 General Course Information

All course descriptions are provided on the www.laurentian.ca/mba webpage under the tab "Courses".

Each course has been developed to provide students with additional exposure to relevant management topics that contribute directly to the broader MBA program objectives: Through an engaging learning environment that stimulates skill acquisition, personal growth and development, the MBA program prepares a diverse student population for successful and ethical managerial careers in the range of contemporary domestic and global organizations.

Each MBA course is comprised of learning activities, readings, collaborative work with peers, instructor led discussions, research, reflective assignments, group and individual assignments. With the exception of the MBA Capstone course MGMT 5131: Consulting Project, All MBA courses require the completion of a final examination that is written in person at a location near your work or home.

To successfully complete each course, a student must have completed all course components, have achieved a passing grade on the final examination and have received a minimum final grade of "C" or 60%.

4.8 Grading Scheme

90% - 100%	A+	=	10	Exceptional
85% - 89%	A	=	9	Outstanding
80% - 84%	A -	=	8	Excellent
75% - 79%	B+	=	7	Very Good
70% - 74%	B	=	6	Good
65% - 69%	C+	=	5	Satisfactory
60% - 64%	C	=	4	Adequate
55% - 59%	D+	=	3	Passable
50% - 54%	D	=	2	Marginal
40% - 49%	E	=	1	Failure
0% - 39%	F	=	0	Failure

4.9 Final Examinations

Invigilated (supervised) exams are compulsory for all courses in the MBA program except for the Capstone MGMT 5131: Consulting Project course. All students ***must write an invigilated exam on the specified date and time***. Check the Important Dates section for examination period information. Do not make plans that conflict with the exam dates.

At the beginning of each course, you will be required to register for your examination. The registration process will allow you to choose the preferred location for your final exam.

A notice of the final examination schedule will be sent to your Laurentian email address approximately 6 weeks prior to the exam period and the final exam location (site name, address, room number, etc...) will be communicated approximately 2 weeks prior to the exam date.

All students must present photo ID (e.g., student card, driver's license, health card, passport, etc.) at each examination.

If you reside or work far from an established examination centre, or are registered with Laurentian University's Accessibility Services Office and live outside the Sudbury area, you will be contacted to make arrangements to write your final examination.

5. Laurentian Systems and Processes

5.1 Laurentian ID and Password

The first step you should complete following the acceptance of your Laurentian program is to activate your Laurentian ID.

Your Laurentian ID consists of a username and password that you will need to access all Laurentian University services, including your course selection tool, WebAdvisor. You can activate your Laurentian ID by going to the AccessLU site <https://www.lul.ca/accesslu> and following the onscreen instructions. Please have your 7-digit Laurentian student number ready (this number is on your letter of offer), as it will be needed for this process. For help on activating your account, please refer to the help screens on the AccessLU site.

Your Laurentian ID and Password will provide access to all Laurentian services.

Password reset instructions

If you cannot login, your password may have expired. To reset your password, go to <http://passwordreset.laurentian.ca>. You will need your 7-digit student number in order to proceed.

5.2 Laurentian Email

Your Laurentian email is created once your Laurentian ID and password are created. Your Laurentian ID (i.e. Jay Doe's Laurentian ID could be jd_doe) is unique to you and is used to form the first portion of your Laurentian email account address. In the example above, Jane's email address would be jd_doe@laurentian.ca.

Please refer to your Laurentian email or set it up so that you receive important alerts specific to your program. At this time, all Laurentian communication emails – even those relevant to on-campus life – are being communicated to all email addresses. Our IT team is working diligently to divide email addresses of students by program so that only relevant information only is sent to students. For now, delete all email communications that are not pertinent to online learners.

Do communicate with internal departments at Laurentian using your Laurentian email address **only**. There is a policy in place that requires internal email is used only. Some departments may choose to respond to current student questions coming from personal email addresses, while some do not. It is best to refrain from using personal addresses to assure prompt replies.

5.3 Course Registrations and Withdrawals

All registration and course changes are completed through Webadvisor www.webadvisor.laurentian.ca. Although students are not required to pay their tuition and incidentals to register for a course, payment is required within a short period of time. See the Fees section of this document for more information.

As there is limited space in each online MBA course and that materials must be purchased and shipped in advance, it is recommended that all online students register at least 4 to 8 weeks prior to the course start date. Although a student can register for a course after the course start date (see the Important Dates section of this document), it is not recommended.

A notice from the Registrar's office will be sent through the Laurentian email address to notify students when registration is open. Registration for fall and winter courses usually opens in April/May of each year. The spring registration period usually starts early in February of each year.

Process to register for a course

Select Login and enter your username and password (same password for all Laurentian online services)

Under "Main Menu", select "Students"

Select "Register for Sections"

Select "Search and register for sections"

Enter the Term, Subject, Course Level and **check the Distance Education** box for each course you want to register for. Click Submit.

Important

All online MBA courses are offered in three terms: fall (F), winter (W) and spring (SP).

All online MBA courses are coded EL 13, 14, or 15.

DO NOT register in EL-01 or 02 sections – these are for on-campus students only.

Select the course.

***** Double check that you are registering for the right course and section; an online course does include a \$100 digital materials fee that is non-refundable. Dropping the course to register in another one can be costly!**

Click Submit. Under Action, choose "Register". Click Submit. Click OK.

Return to the main menu to verify your course registration.

Select "My class schedule"

If an MBA course is full, you can check with the Laurentian Online team (online@laurentian.ca) to see if there is a waitlist for that course.

Process to withdraw / drop a course

Select Login and enter your username and password (same password for all Laurentian online services)

Under "Main Menu", select "Students"

Next to the course that you want to drop or withdraw from, select from the drop down menu "Remove from List" and "Drop". Follow instructions to complete the withdrawal.

Return to the main menu to verify your course withdrawal.

Select "My class schedule"

5.4 Learning Management System (D2L)

All online courses are offered through the Desire2Learn (D2L) learning management system.

To access Laurentian's D2L system, go to <https://d2l.laurentian.ca>. You will need your Laurentian ID and password to access D2L. This is the same information that is used for other Laurentian University online services (e.g., WebAdvisor and MyLaurentian).

If you cannot login, your password may have expired. To reset your password, go to <http://passwordreset.laurentian.ca>. You will need your 7-digit student number in order to proceed.

5.5 MyLaurentian Hub

The MyLaurentian Hub is a password protected area that will be launched in September 2016. Replacing the LUNET system, MyLaurentian Hub will be the place to go for current students that need access to services, automated processes and for important inquiries. To access the hub, click on the "Intranet" or "MyLaurentian Hub" link on the main landing page of the Laurentian website www.laurentian.ca.

5.6 Laurentian Bookstore

Students are responsible for purchasing required textbooks for all fully online courses. To find out what materials you need, go to the Laurentian Bookstore <http://www.bkstr.com/laurentianstore/home>, click on the "Books" link, and then the "Textbooks and Course Materials" link. Complete the fields to get the final list of course materials required for the online offering. Remember to always select the EL-13, 14 or 15 sections of the course only.

You may have several options for each book. Digital materials usually cost much less than paper-based materials and they are usually available immediately following the purchase. Physical textbooks take 2 weeks or more to arrive.

6. Accessibility Services

Laurentian University's Accessibility Services provides support to members of the Laurentian community with permanent or temporary disabilities. Academic accommodations services include:

- Advocacy
- Assistive technology

- Classroom accommodations
- Extra time on tests and exams
- Financial support and bursaries
- Learning strategies

More information is available online at <https://laurentian.ca/accessibility-services>.

In order to receive accommodations for course assessments or your final examination, it is important that you contact the Accessibility Services office at the beginning of your program and at the beginning of each term.

7. Fees, Financial Aid and T2202A's

Students are not required to pay tuition in order to register for a course in WebAdvisor. Following registration, students can view their account information by clicking on "Account Summary" in WebAdvisor.

For information regarding payment methods, please click on the "Payment methods and due dates" at <https://laurentian.ca/fees-financing>

The due date for fall tuition is **August 5th, 2016***

The due date for winter tuition is **December 16th, 2016***

*If you register for courses after the payment due date, your payment is due immediately upon registration.

All students completing online courses will be required to pay incidental fees, including a \$100 per course Digital materials fee. This fee covers copyrighted materials included in your course, including but not limited to case studies, surveys, simulations, and copyrighted readings and other. Textbooks are not included in the digital materials fee.

If fees are outstanding, you may not be able to register for a course in the following academic term. It's important to check your account to make sure that tuition or incidental fees are not outstanding.

Need a receipt to be reimbursed by your employer? Contact fees@laurentian.ca and request a receipt. Provide your Laurentian student number, your name, the course number, course name, section number and the term of the course that you would like to receive a receipt for.

T2202A's are available in February for download from WebAdvisor.

Various forms of financial assistance <https://laurentian.ca/scholarships-bursaries> (grant, bursary and loan) are available to part-time students who qualify.

You will have access to your online/distance education course(s) on the first day of the term. All the material for your online course (except your required textbook(s)) can be found online. If your course includes printed or audio-visual material, it will be mailed to you at the address on Webadvisor.

8. Application for Graduation

During the final year of study, all students who wish to graduate must present an application for graduation. The form must be completed and submitted prior to the deadline (end of August for Fall Convocation; end of January for Spring Convocation). An email will be sent to your Laurentian email address with a link to the form.

Once the applications have been received and the deadline to apply to graduate has passed, an acknowledgement of receipt of the application will be sent to each student along with details of the Convocation ceremonies (date / time / instructions).

If a student chooses to not attend the convocation ceremony, the diploma will be sent to the student's mailing address (as provided on the application to graduate form) via courier or Express Post following the ceremony.

Applications received after the deadline, are held for the following graduation ceremony. There is no fee required with the Application for Graduation. All applications for graduation will be reviewed by staff in the Office of the Registrar, and the student will be notified in writing if there are missing elements in their program of study.

9. Laurentian Online

The Laurentian Online team is responsible for the delivery of each online course. Do communicate with Laurentian Online by email online@laurentian.ca or call the Call Centre for questions or issues related to the following:

- Course offerings;
- Final examination registration or support services;
- Registration in courses that are full – added to waitlist;
- Issues with a component or section of the course in D2L;
- Issues with textbook orders through the Laurentian Bookstore;
- Other course delivery inquiries.

10. 2016-17 Online Schedule of Course Offerings

The following schedule is available to help you plan your program progression. The timetable of course offerings available through WebAdvisor is the only official schedule of course offerings.

Course code	2016-17 NEW Course code	Course Name	2016F	2017W	2017SP
Business Foundations					
COMM 5001	ACCT 5001	Accounting	offered		
COMM 5002	FNCE 5001	Fundamentals of Finance			offered
COMM 5011	MKTG 5001	Marketing	offered	offered	
COMM 5012	HROB 5001	Organizational Behaviour	offered		offered
COMM 5021	OPER 5001	Business Statistics		offered	
COMM 5022	OPER 5002	Management Science			offered
COMM 5031	OPER 5011	Operations Management	offered	offered	
Common and Capstone Courses					
COMM 5101	MGMT 5101	Ethical Leadership	offered		offered
COMM 5102	FNCE 5101	Corporate Finance		offered	
COMM 5111	MKTG 5121	Advanced Marketing Planning		offered	offered
COMM 5112	MGMT 5111	Global Management		offered	offered
COMM 5131	MGMT 5131	Consulting Project		offered	
COMM 5122	MGMT 5121	Strategic Management	offered		offered
General Management Elective Courses					
COMM 5401	MGMT 5201	Leading by Design			offered
COMM 5402	MGMT 5211	Learning Organizations		offered	
COMM 5701	OPER 5102	Project Management	offered		
---	ACCT 5906	Mgmt Acct for Strat. Decision Making			offered
---	MGMT 5906	Research Methods		offered	

Note: Economics and Management Information Systems courses TBA

Updated July 2016