



Academic Success & Your Notre Dame Experience

GROW  
THE GOOD  
IN BUSINESS™

Tabitha Kingsbury  
Assistant Director of Student Services



MENDOZA COLLEGE OF BUSINESS

# Agenda

- Who We Are
- Program Information
- Resources
- Outlining your Experience & Academic Excellence

# Before We Get Started...

- **Join WiFi “Eduroam” with NDID and Password**
  - If you cannot remember please sign on as a guest
- **Download ND Mobile App (any app store)**
  - Set your persona as “Graduate Student”
  - Choose Orientation Icon - Mendoza Schedule
- **Share Your Moments**

#NowIrish2023

#mendozacollegeofbusiness

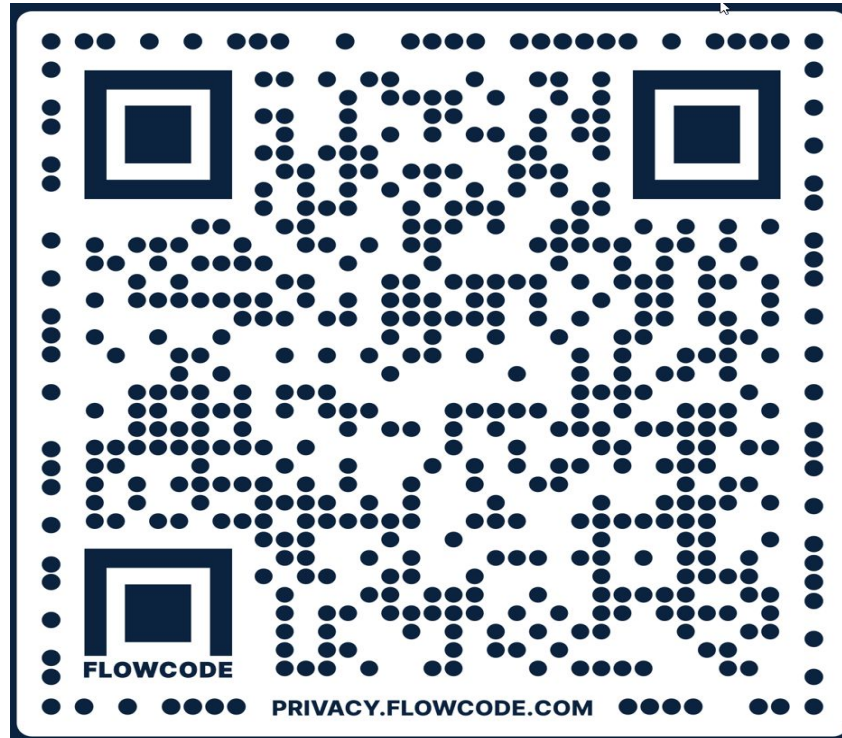
#growthegoodinbusiness

Follow IG: @notredamebusiness



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# Share Your Moments...



# Professional Headshot Photos

Duncan Student Center

Email your selected photo in for placement to online directory: [tkingsb2@nd.edu](mailto:tkingsb2@nd.edu)

# Student Services Team



**Christine Gramhofer**  
Director of Student Services



**Tabitha Kingsbury**  
MS in Accountancy



**Kim Brumbaugh**  
MS in Executive & Residential Non-Profit  
MS in Finance



**Hermalena Powell**  
MS in Business Analytics  
MS in Management



**Teresa True**  
MBA Programs



**Sam Crisp**  
MBA Programs



**Cathi Kennedy**  
MBA Programs



**Sherry Nadai**  
MBA Programs



**Cassie Kline**  
Executive MBA - South Bend

# Operations



**Morgan McCoy**  
Director of Operations  
Mendoza Graduate Programs



**Wendy Walker**  
Program and Events Manager  
Specialized Masters Programs



**Kalynda Hamilton**  
Student Onboarding Coordinator  
Mendoza Graduate Programs



**Kari Friestad**  
Assistant Director of Academic Operations  
Mendoza College of Business

**Zoë Bonnichsen**  
Academic Operations Coordinator  
Mendoza Graduate Programs

# Mendoza Graduate Business Programs Served

The Student Services team serves over 500 students in these programs:

- MS in Accountancy
- MS in Business Analytics
- MS in Finance
- MS in Management
- Master of Nonprofit Administration
- Executive Master of Nonprofit Administration
- One-year MBA
- Two-year MBA
- MBA dual degree programs:
  - Science, Engineering, Law, Global Affairs, & Business Analytics





# Student Services

- General resource and support for your academic experience
- Academic advising
- Liaison to university resources
- Collaborate with academic departments and other program administrators on curriculum and scheduling
- Work closely with faculty to resolve academic and student challenges
- Enrich student experience in partnership with experiential learning and career development colleagues
- International immersions (if available)
- Mendoza Graduate Business student leadership, clubs, & committees
- Mendoza Graduate Business Commencement Ceremony

**The Student Services team is your resource for all academic and student life questions**

# Expectations for Us

- Thorough and thoughtful advising
- Clear, consistent, and timely academic/program communication
- Consistency in interpreting and upholding policies
- Encouragement and assistance in meeting goals
- Liaison with or referrals to resources

# Expectations for You

- Schedule consistent appointments, and come prepared
- Thoroughly *read and review* academic/program communications and act when prompted
- Understand importance of maintaining a level playing field
- Be present in class and keep up with class work
- Discover and utilize ND resources

## Where you can find us?

- Stayer- Suite 300

## When we are available?

Monday–Friday, 8:00 a.m. – 5:00 p.m.

## How you can reach us?

MSA: Tabitha Kingsbury, [tkingsb2@nd.edu](mailto:tkingsb2@nd.edu)

# Program Information

# Program Requirements

## Tracks: Assurance and Advisory Services Track Or Tax Services

	<u>Assurance &amp; Advisory</u>	<u>Tax Services</u>
Track Requirements (4 classes)	12	12
Accountancy Electives	2	
Tax Electives		3
Analytics and Finance Electives	2	2
Communication Electives	2	2
General Electives	12	11
Minimum required credit hours	30	30

- **Maintain 2.8 GPA**
- **Electives**

Can decide to pursue optional  
Data Analytics major (8 credits).

# Interterm: Optional

## Diversity, Equity and Inclusion Grow the Good in Business Case Competition

### The Opportunity

- Work with Specialized Masters colleagues on a live case
- Network with corporate sponsors
- Build DEI competencies
- Receive coaching on professional presence and presentation skills
- Present case solution to expert panel of judges
- Chance to win prize money

### Logistics

- Monday, March 6 - Thursday, March 9
- Anticipated 8am - 2pm (all other classes are not in session)
- 1 credit: Satisfactory/Unsatisfactory grade



# Interterm: Optional

## Grow Irish Week

- Participating in the week of classes will award 1 credit
  - Options of a week long course or one MT and one WR courses
- Skill Building courses
  - Develop problem-solving methodologies and critical thinking skills
  - These courses are focused on providing a foundational set of skills to prepare you for success in your chosen areas of concentration
  -
- More information & sign up email January 16th from the Experiential Learning Team



# Academic Calendar

Spring semester: January 16 - May 8

- Mod 3: January 16 - March 1
- Interterm: March 4- March 8 (Optional Class)
- Spring Break: March 9 - 17
- Mod 4: March 18 - May 8
- Final exams: Monday - Wednesday: May 6 - 8

See the Academic Calendar for further information on deadlines

# Registration Dates and Details

Last Day to Add a T/R Mod 3 or Full Semester Class: Wednesday, January 17

Last Day to Add a M/W Class Mod 3 or Full Semester : Thursday, January 18

Last Day to Drop a Mod 3 Class: Friday, February 2

Last Day to Add a M/W Mod 4: Tuesday, March 19

Last Day to Add a T/R Class Mod 4 : Wednesday, March 20

Last Day to Drop a Full Semester Class: Friday, March 22

Last Day to Drop a Mod 4 Class: Friday, April 5

# Academic and Community Expectations

- Academic Code of Business Graduate Programs
  - Policies and regulations governing attainment of academic credit and degrees
- Graduate Academic Code of Honor
  - Student and faculty expectations & responsibilities for honorable conduct in all academic activities
- du Lac: A Guide to Student Life
  - Central resources for ALL students (undergraduate, graduate, professional)

# Academic Code

- Section 4.3 Grades
  - Passing grades: A (4.000) through C- (1.6667) or “S”
- Section 5.3.1 In Good Standing
  - To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 2.800 in every semester.
- Section 5.4.1 Academic Dismissal
  - Dismissal will result from:
    - i) two consecutive terms on probation
    - ii) a term G.P.A. below 2.300

# \*\*Good Standing | What else?

- **ND Roll Call**
  - Declaration of intent to enroll
  - 7-10 business days before start of term
  - Email prompt and reminders from Registrar Office
  - Failure to act results in separation from ND
- **Student Account Holds**
  - Financial
  - Immunizations
- **Course Instructor Feedback (CIF)**
  - Email prompt and reminders from University
  - Due typically week before finals
  - Failure to act results in grades held for seven business days after posting
  - Program leadership cannot see written comments nor can they open CIFs past the deadline.

# Academic Code of Honor

## In Your Own Work

- All submitted work must be your own —no matter how small or insignificant the assignment, whether it is graded or ungraded, a draft or a final version

## In Working with Other Students

- Collaborative study that has been explicitly forbidden by your instructor is also forbidden by the Honor Code
- Be mindful about sharing information, especially between groups or during a quiz or exam

## What is Your Responsibility

- Be sure to learn from each of your instructors how the Honor Code applies specifically to that course; clarify any questions you have about individual and group work
- When in doubt--ASK

# Honor Code Violations

- Plagiarism - Submitting without citation work that incorporates someone else's ideas
- Giving or receiving unauthorized aid on an exam or quiz
- Falsifying data of any kind
- Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence
- Turning in the same work for two or more courses without the explicit approval of all of the instructors involved
- Failing to take responsible action upon witnessing or becoming aware of an Honor Code violation

# Honor Code Pledge

- Every Notre Dame graduate business student is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students.
- **The Graduate Business Honor Code Pledge**

*“The MCOB graduate business students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenge posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Honor Code.”*



# du Lac: A Guide to Student Life

- Office of Community Standards
  - We are all responsible for creating a safe and vibrant campus community
  - “We expect members of our community to conduct themselves with integrity and reflect the values of an institution that believes deeply in the education of the mind and the heart – allowing you and our community to flourish.”
- Office of Institutional Equity & Title IX
  - Training and resources
  - More information and reporting: **[titleix.nd.edu](https://titleix.nd.edu)** and **GreenDot**
  - Canvas invite in September to complete required online tutorial

# Resources Available to You

# Finding Important Information - nd.edu

- [Specialized Master's Student Portal](#)
- **Search InsideND** - [inside.nd.edu](#)
- [Find.nd.edu](#)
- Registrar.nd.edu
- Dining.nd.edu
- Irish1card.nd.edu
- Oit.nd.edu
- Library.nd.edu
- Faith.nd.edu
- **ND Mobile App** - maps, dining menus, news, video and sports highlights



**Notre Dame Mobile**

University of Notre Dame

★★★★★ 3.2, 15 Ratings

Free

***Use Graduate student persona  
(not all will be relevant)***

# Where to Find Important Information

## Specialized Master's Student Portal:

- Academic calendar, schedules, program requirements, sample syllabi
- Campus resources, registration information, appointments

## Inside ND:

- ND Roll Call
- Course schedule, class search
- Grades
- Graduation Progress System (GPS): track your own progress Canvas

# Specialized Master's Student Portal

mendozamsportal.nd.edu

## Academic Information

- Policies
- Honor Codes

## Advising

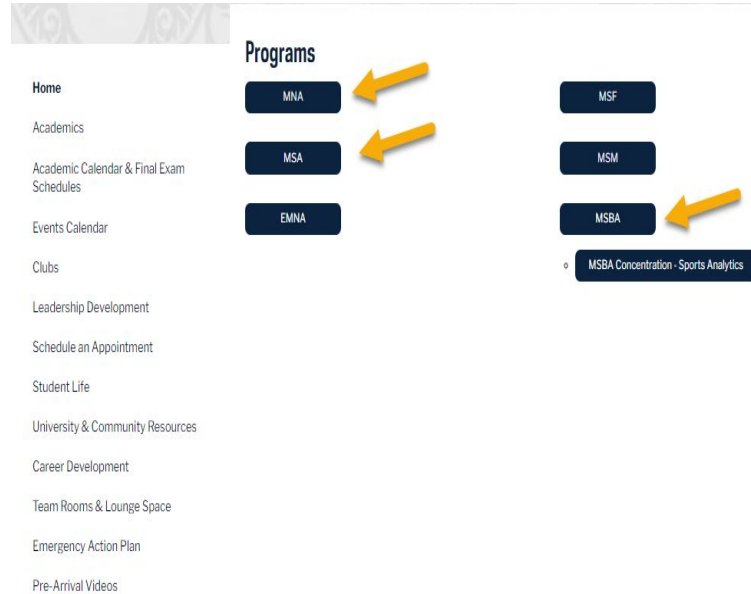
- SS Team
- Schedule Advising Appointments

## Planning

- Program/Degree Requirements
- Course Schedules
- Final Exam Schedule

## Registration

- Registration Timelines
- Guides & Tutorials



# Important Information & Resources

- Student Health Insurance required
  - Spring Waiver deadline - **February 15**
  - [Insurance Plans & Rates](https://uhs.nd.edu) (uhs.nd.edu)
  - Connie Morrow, cmorrow@nd.edu, 574-631-1882
- Covid.nd.edu - more information and resources
  - Upload Proof of Vaccination
  - General Mask Guidelines

# Your Health & Wellbeing

- Multiple campus resources available
  - University Health Center ([uhs.nd.edu](https://uhs.nd.edu))
  - University Counseling Center ([ucc.nd.edu](https://ucc.nd.edu))
  - Care & Wellness Consultants ([care.nd.edu](https://care.nd.edu))
  - [McDonald Center for Student Well-being](#) (McWell)



# Student ID Cards (Irish1Card.nd.edu)

- Building/Facility access – may need PIN
  - Mendoza/Stayer – 24/7 unless communicated
    - After-hours building access
      - Irish1Card
      - Pin Number (set when you registered your card)
  - Other Specialized Masters' study spaces
    - Student lounge (two stories) - Mendoza 149 (Irish1card swipe access - drink station)



# Student ID Cards Continued

- Building/Facility access – may need PIN
  - Mendoza Atrium
  - Hesburgh Library
  - RecSports Facilities
- Purchasing/Dining - Domer Dollars (cashless campus)
- Events
- Transportation – South Bend Transpo bus

# Study and Team Spaces

- Team Rooms
  - Swipe access
  - Two hour maximum; cannot be reserved; cannot be left unattended
  - Groups have priority over individuals; individuals have 15 minutes to vacate for a group
  - Follow posted capacity guidelines
- Other study space
  - Student lounges
  - Hesburgh library
  - Duncan Student Center
  - IDEA Center

# Student Centers

- **Duncan Student Center**
  - 5th floor – Career Services
  - 2<sup>nd</sup> floor – Graduate lounge space
  - Smith Center for Recreational Sports – gym, track, weights, cardio
  - Dining
  
- **LaFortune Student Center**
  - Banking
  - FedEx
  - Barber Shop/Hair
  - Dining
  - Meeting and lounge space



# Campus Safety & Security

- Emergency: 911
- Campus Security: 574-631-5555 or 1-5555 from campus phone
- ND Alert & Emergency.nd.edu
  - Comprehensive notification system
    - Severe weather & campus emergencies
- Speakup.nd.edu
  - The University encourages students to [report](#) all incidents of bias, discrimination, and/or harassment so that the University can take appropriate action to assist the students involved and improve the campus climate.

***“If you see something, say something”***

# Leadership & Other Opportunities

- MSAA Officer Positions
- Specialized Masters Council
- Mendoza and University Clubs
- IDEA Center

# Reminders & Logistics

- Becoming Irish Items
- Mendoza IT
- Notre Dame Campus ID card: <https://irish1card.nd.edu/>

# GreenNDot

- Violence prevention strategy and initiative
  - Individual safety is a community responsibility
  - Integrate moments of prevention into existing relationships and activities
  - Train and engage campus-wide proactive bystanders
  - Violence will not be tolerated in our community and that everyone has a responsibility to help
- In contrast to red dots, green dots signify an individual choice to make ND safer
  - Behavior, choice, word, or attitude that promotes safety and intolerance for violence

# Tips & Reminders

- Focus on getting a good start; don't get behind
- Balance of academic, career, and extracurricular activities
- Utilize the community of support and resources
  - University resources
  - Faculty & Staff
  - Project teams & other classmates
- Ask questions and seek assistance early



# Owning Your Experience & Academic Excellence

Your Actions and Behavior Directly Impacts  
Academic Excellence

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Embrace the Tradition of Excellence

# What will your experience be like?

- **Challenging**
  - Resiliency
  - Community
  - Communication
- **Transformational**
  - Share generously
  - Open yourself to coaching
- **Unexpected**
  - Take risks in your learning
  - Live your values

“Whatever you value, be committed to it and let nothing distract you from this goal. The uncommitted life, like Plato’s unexamined life, is not worth living.”

*~The Hesburgh Papers, 1979*

# Four E's of Student Services Support in Your Student Journey to Own Your Experience

- **Enrich**
- **Empower**
- **Encourage**
- **Expect**

*Be you, just the best version of yourself*

# What does it mean to be the best version of yourself?

- **Accountable and work ethic**
- **Attendance and participation (ROI)**
  - Active Learner
  - Collaborate
  - Leaders v. Leadership
- **Make the program your job**
- **Self-awareness**
  - Understand your values and culture
  - Respect others values and culture
  - Collectively live ND values: Responsibility, Excellence, Integrity, Leadership, & Spirituality

# Tips & Reminders

- Get Ahead Early
- Accept Responsibility
- Comparison v. Confidence
- Syllabi & Learning Outcomes
- Graduate mindset



# Communication with Faculty

- Faculty own their classroom (content; learning team; grading)
- Attendance Policy
- Exam Schedule
- Managing Conflicts
  - In attendance from first day of term through end of term finals
  - avoidable v. unavoidable
  - transparency and advance notice



# Communication in General | Listservs

- University-wide (Fr. Jenkins, Provost, etc.)
- High-level ND (Parking, Risk Management, Athletics, etc.)
- Mendoza-specific (Dean's Office, IT, etc.)
- Student Services-specific (mgpstusvcs@nd.edu)
- Program-specific listservs:
  - mcob-students-msa24-list
- Faculty to Student - Canvas or direct emails
- Student to Student (peer-to-peer, student organization)

# Final Thoughts...

- Why are you here?
- What has been your academic experience to date? Are you comfortable with that narrative/timeline?
- How do you define excellence?
- How do you define success in the different areas of your academic, personal, and professional lives?
- Set 1-3-5 goals

# Questions?

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GOOD CONSUMER  
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