



Undergraduate Programs

Student Guide

This guide will help answer many questions about the College of Business Undergraduate Degree Program. (BSBA in Accounting, Finance, Management, Management Information Systems, and Marketing & Supply Chain Management and BS in Hospitality Management Program)

Please Note: This is not a substitute for the Undergraduate Catalog

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First Steps

Technology

You are assigned both a **PirateID** and **ECU ID** when you are admitted to the University. Undergraduate Admissions will mail your **PirateID** and **ECU (Banner) ID** to you separately.

PirateID

Your PirateID is your username (sometimes called User ID). It is used to log in to various University systems like email. The ID is a personalized e-mail address that includes your last name, first initial(s), year entered ECU, and ends in "@students.ecu.edu". (Ex: doeja10@students.ecu.edu). Before using your Pirate ID, you must first activate your account and create a passphrase at <https://pirateid.ecu.edu>.

Your Pirate ID and passphrase will grant you access to all of the electronic resources (Blackboard, Pirate Port, and Piratemail) available to you at ECU. After activating your account, log on to these three systems to ensure that you have correct access. Please note that your password expires every 90 days. The Student Help Desk can assist you with any technical problems (<http://help.ecu.edu>).

ECU ID

Your ECU ID (also called Banner ID) is a unique identifying number for your student record; it takes the place of a social security number. You may also find out your Banner ID by logging into Pirate Port from ECU's homepage www.ecu.edu using your Pirate ID and click 'What is my ECU Banner ID?'

ECU EMAIL ACCOUNT (PirateMail)

Email account information is taken from records supplied by the Registrar. Incorrect information must be corrected by contacting the Registrar's Office. Student email accounts are created automatically and become operational at the time of admission. You can access your email account online at <http://mymail.ecu.edu> Email tutorials are available at <http://www.ecu.edu/cs%2Ditcs/tutorials.cfm>.

To get started:

- 1) First, if you don't know your Pirate ID, you may contact ECU's IT Help Desk at 328-9866.
- 2) Change your password from the default at <http://pirateid.ecu.edu>
- 3) Log into your account at <http://mymail.ecu.edu> with your ECU PirateID and passphrase.
- 4) If you are accessing your account for the first time, you will need to follow a few security steps:
 - Enter the picture word you see displayed.
 - Enter your passphrase to confirm it.
 - Select and answer a secret question. NOTE: Please try to remember your secret question and answer; you may need this in the future.
 - You may or may not enter an alternative e-mail address, although it is a good idea to do so.
 - Select your country/region, and if necessary, your state and zip code.
- 5) Click the Submit button. You may be prompted to choose the language you want to use and your time zone. Click OK.

Also Remember

Many handheld devices – smartphones, tablet PCs, iPads, PDAs, the iTouch, netbooks and laptops – can connect to the ECU wireless network. However, remember that mobile devices are not secure computing devices; therefore store only non-confidential information on these devices and always enable the password protection feature. Learn more at <http://www.ecu.edu/itcs/mobile>.

Pirate Port

Pirate Port is a customizable, image-rich, secure web portal that allows students, staff, faculty and prospective students to access secure internal campus resources and services. Click a tool to open or drag your most-used features onto your personal page. Some tools, such as Piratedrive network storage, open in a full window. You can access Pirate Port at: <https://pirateport.ecu.edu/portal/>

Banner

Banner is the University's integrated database system which encompasses registration, student information, and financial aid. Access to Banner is through Pirate Port via the Banner Self Service link. Banner tutorials are available at <http://www.ecu.edu/registrar/BannerStaffTutorials.cfm>

Blackboard

Blackboard (Bb) is a course management tool that provides a simple interface for courses offered by ECU. Once students are familiar with Blackboard, the interface they encounter for every class is the same. The Bb login is at <http://blackboard.ecu.edu>.

Advising

You register for classes online through Banner Self Service, accessed via Pirate Port. A registration PIN is required for you to register for classes. You meet with your advisor each semester to receive this PIN number. The College of Business advisors are available for guidance, but it is your responsibility to register for classes. Likewise, each student, new or continuing, has primary responsibility for assuring that he or she is completing degree requirements. Advisors are happy to discuss class choices, schedules, electives, etc., and answer any questions. You should take advantage of the advisor's expertise.

Undergraduate business student advisors are:

College of Business Advisors • Undergraduate Students		
For advisor information contact 252-328-5571 or cobadvising@ecu.edu		
Advisor Name	Email Address	Office Location
Amy Eason	easona@ecu.edu	Bate 3016
Kristen Harris	harriskr@ecu.edu	Bate 3016
Karen Kus	kusk@ecu.edu	Bate 3016
Brad McAllister	mcallisterb@ecu.edu	Bate 3016
Steve Myszak	myszaks@ecu.edu	Bate 3016
Jennifer Oneill	oneillj@ecu.edu	Bate 3016
Kevin Williams	williamske@ecu.edu	Bate 3016

Any undergraduate student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252-328-5571. Anyone answering the phone can set up an appointment.

Immunizations

You will receive a request from Student Health for your immunization records. You will need to have these records updated and submitted to Student Health per their instructions. If you are pursuing the degree solely through online courses, you are not required to submit immunization records.

Changing Your Contact Information

You can change your mailing address with the University by logging in to Pirate Port and selecting the link for Banner Self Service. From there, select Personal Information, then Update Addresses and Phones. From this screen, you can click on the address type (current, primary, etc.) and edit the information. The selection View Email Addresses shows your ECU email address only since it is the address the University will use to contact you. Your email address cannot be edited.

Helpful ECU Websites

Review the Undergraduate Catalog at <http://www.ecu.edu/acadprograms/catalogs.cfm>

Important deadlines are on the Academic Calendars website <http://www.ecu.edu/fsonline/senate/fscalend.cfm>

Detailed course descriptions for COB courses <http://www.ecu.edu/cs-bus/undergraduatecoursedescriptions.cfm>

Academic Policies

Academic Integrity

Academic integrity is expected of every East Carolina University student. Violation of the ECU academic integrity policy may result in a failing grade in the course. Procedures governing academic integrity violations are described at http://www.ecu.edu/cs-studentaffairs/osrr/students/conduct_process.cfm.

New Rule on Good Standing, Warning, Probation and Suspension

The ECU academic rule on Good Standing, Warning, Probation and Suspension has changed effective fall 2015. The goal of this rule change is to emphasize the importance of Good Academic Standing and provide clear and concise expectations. Students at East Carolina University are expected to be in Good Academic Standing. For students to be considered in Good Academic Standing, a cumulative GPA of 2.0 is required. Students who fail to meet Good Academic Standing will be placed on academic warning, probation, or suspension as detailed below:

1. A student whose cumulative GPA falls below 2.0 is placed on warning. If, during the semester on warning, the student's cumulative GPA remains below 2.0, the student is placed on probation. If, during the semester on probation, the student's cumulative GPA remains below 2.0, the student is suspended from the university for one semester. Students will be allowed to take summer courses during warning, probation, and suspension periods.
2. A student on probation who has below a 2.0 cumulative GPA will continue on probation if he/she earns at least a 2.5 term GPA.
3. Students who are enrolled in 12+ attempted credit hours during their first semester (fall or spring) will be academically suspended if they receive a GPA of 0 (including "I" incomplete grades) for that semester.
4. A student whose cumulative ratio of completed to attempted hours falls below 80% will receive an Academic Progress Alert.

Table 1: Academic Standing (Good Standing = 2.0 GPA)

First Semester < 2.0 GPA	Second Semester < 2.0 GPA	Third Semester < 2.0 GPA
Warning	Probation	Suspension (for 1 semester)

Suspension

A student suspended from the university must serve a semester-long dismissal. The student may attend summer terms at East Carolina University during this time. Please note: A student suspended after a spring term may enroll in summer terms without completing a readmission application. A student suspended after a fall or summer term must complete a readmission application and be readmitted to attend a summer term. Students attending one or more summer terms will be held to the same academic standards as during a fall and spring term. Summer academic terms (summer I, summer II and the 11-week term) are considered one academic term when calculating a student's academic standing at the conclusion of the summer terms. For example, a student on academic probation prior to attending one or more summer terms who does not earn at least a cumulative GPA of 2.0 (or GPA of 2.5 over all summer terms) will be suspended for the fall term.

Students readmitted to East Carolina University after suspension are placed on “probation after suspension” and expected to achieve a minimum cumulative GPA of 2.0. A student on probation after suspension who does not achieve a cumulative 2.0 GPA will be suspended unless he/she earns at least a 2.5 GPA in that semester, in which case he/she remains on probation.

During the time a student is suspended, he/she may attend a regionally accredited institution and transfer credits back to ECU. Students must have a 2.5 GPA on all transferable credit to be eligible to apply for re-admission to ECU. Credit will be awarded for all transferable courses for which a grade of C (2.0) or better was earned. Although credit may be allowed for courses the equivalent of which the student was previously enrolled in at ECU, duplicate credit will not be granted. For additional regulations applying to transfer credit, see Section 2, Admission and Readmission.

Appeals of Suspension

A student who wishes to appeal his or her suspension must appeal in writing to the Student Academic Appellate Committee (SAAC). The SAAC normally will not approve an appeal unless it is based on a personal, medical or psychological reason of an extreme nature that was unforeseeable and uncontrollable and the student provides evidence that the situation has been remedied. The written appeal from the student must contain the following information: Action requested, rationale for request, supporting documentation (if any) and signature of the student (unless received from student’s ECU e-mail account). Please refer to the SAAC appeal form on the Registrar’s website – www.ecu.edu/registrar. Completed appeal packets must be received in the Office of the Registrar by 5:00 p.m. on the day of the deadline published on the Registrar’s website. The decision of SAAC is final.

Declaration of Concentration in the College of Business

In order for you to declare your concentration in the College of Business, you must have a 2.5 overall GPA and a 2.5 on the following eight courses: ACCT 2401, ACCT 2521, ECON 2113, ECON 2133, FINA 2244, MATH 1066, MATH 2283, MIS 2223. You must earn a C or above in these eight courses.

Grade Replacements

1. Each student receives 4 grade replacements
2. They can be used on 1000 and 2000 level courses in which you have received a grade of C- or below
3. You must grade replace the course before you take a course in which the course you are grade replacing is the pre-requisite (for example, you would have to grade replace ENGL 1100 before you took ENGL 1200)
4. The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. Form can be found at: <http://www.ecu.edu/cs-acad/registrar/upload/GradeReplace%20SUMMER%2007.pdf>

Campus students take the grade replacement form to the Welcome Desk, first floor, Whichard Building. On line students can fax this form to the registrar’s office at 252-328-4232 or scan it and email to regis@ecu.edu.

Withdrawals from Course or Term

The ECU academic rule for undergraduate students' withdrawal from course(s) and term has changed effective fall 2015. The goal of this rule change is to encourage student success by reducing the number of unsuccessful course attempts and the undesired consequences that such attempts can have on student debt and timely graduation. This information includes a description of these changes.

The major changes that will be effective under this new rule are:

1. The number of Course Withdrawals that a student is permitted is limited to 16 semester hours.
2. A Term Withdrawal is not charged to the 16 semester hours allotted to a student to use for Course Withdrawals.
3. The deadline for withdrawal from individual courses and withdrawal from the University (term withdrawal) is 60% of the regularly scheduled class meetings.
4. Consequences of Course/Term withdrawals may impact tuition surcharge, transcript information and attempted hours.

Course Adjustment Period

During the first five days of classes of the fall and spring semesters, a student may drop or add a course or courses to his/her schedule. These five days are referred to as the Course Adjustment Period and the student should refer to the university calendar for specific dates. Course drops during this period do not count against a student's Course Withdrawal allotment of 16 semester hours. During the summer, the Course Adjustment Period is limited to the first two days of classes each summer term. Course Withdrawals during this period do not count against a student's Course Withdrawal allotment of 16 semester hours.

After Course Adjustment Period

Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. The consequences of withdrawing from a course or term may affect a student's progress in a major, tuition surcharge, and/or financial aid. Impact of Course/Term Withdrawal are as follows:

Impact of Withdrawal Rules for Non-Extenuating and Extenuating Circumstances

<i>Effect of Withdrawals on:</i>	<i>Non-Extenuating Circumstances</i>	<i>Extenuating Circumstances</i>
Tuition Surcharge	Course(s) count in surcharge calculation	None
Transcript	Withdrawal (W) noted on Transcript	
Grade Point Average (GPA)	None (for withdrawals within 60% of academic term)	
Attempted Hours	Courses(s) count as attempted hours	
Financial Aid	Course(s) subject to financial aid and Satisfactory Academic Progress rules	

Course Withdrawal

During the first 60 percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may withdraw from the course. After consultation with his/her advisor, the student must email regis@ecu.edu to process the request. The same 60 percent withdrawal period rule also applies to block courses of other lengths. It is the student's responsibility to consult official university bulletin boards, documents, and/or the university calendar to determine the appropriate withdrawal period for such block courses. Extenuating circumstances, however, can warrant consideration for withdrawal by exception, as explained below. Ordinarily, a student may withdraw from up to 16 semester hours in pursuit of a university degree.

Students may petition the Dean of Students for course withdrawals by exception (withdrawals after the 60 percent withdrawal period, withdrawals beyond 16 semester hour allotment, and withdrawals which do not count against the 16 semester hour allotment. Petitions for withdrawals after the deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in of itself a sufficient basis for exception. The Dean of Students will not accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been foreseen. Students whose petitions for withdrawals are denied by the Dean of Students may appeal the decision to the Student Academic Appellate Committee (SAAC). The decision of the Student Academic Appellate Committee is final.

Course Withdrawal Allotment

Students may withdraw from up to 16 semester hours during their pursuit of a university degree. Students may use these withdrawals between the Course Adjustment Period and the last day to withdraw from term-length courses without a grade.

Official Withdrawal from an Academic Term (Term Withdrawal)

Request Made Within 60% of the Academic Term: During the first 60 percent of regularly scheduled class meetings, a student may withdraw from the university without receiving grades for courses in which he/she is enrolled. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student's ECU email address.

Request Made Beyond 60% of the Academic Term

After 60 percent of regularly scheduled class meetings, a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student's ECU email address.

Please note: A term withdrawal is not charged to the 16 semester hours allotted to a student to use for course withdrawals.

Refund Rule

It is to the financial advantage of students withdrawing, dropping to part-time status or dropping to a lower block of credit hours to do so as early as possible in the term. Refunds for tuition and fees (excluding room and board charges which are determined by contractual agreement) will be considered during the twenty (20) class day refund period in fall and spring and the five (5) day refund period during summer. No refunds will be considered after the published "last day for partial refund".

Incompletes

A grade of I must be removed during the next semester (not counting summer session) in which you are enrolled in the university or it automatically becomes a failure. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper removal of incomplete form to the Office of the Registrar at least two weeks prior to the end of the semester. If you do not return to school, the I must be removed within one year, or it automatically becomes an F. An incomplete may not be removed by repeating the course. If you enroll in a course in which you have an Incomplete, the I will automatically become an F. You will not be allowed to graduate with an incomplete on your record.

Withdrawals

If you want to drop your only class or if you want to drop all of your classes, you will need to complete a withdrawal form. You must contact the Center for Academic Services for the form. If you withdraw before the drop date a W will appear on your transcript. If you withdraw after the drop date and are passing you will receive a W on your transcript. If you are failing at the time of the withdrawal, you will receive an F on your transcript.

Contact Info: Center for Academic Services
East Carolina University
Uptown 207
Greenville NC 27858
Phone: (252) 328-6077, Fax: (252) 328-1505, Email: cas@ecu.edu

Permission to Take Courses Elsewhere/Dual Enrollment

At times you may want to take courses at another institution, for example, you want to take a course while home for the summer at your local community college. In order to take the courses at another institution, you must complete the permission process. General rules surrounding the permission process include the following:

1. You cannot take a course elsewhere that you failed at ECU.
2. You must earn a C or above for the course to transfer.
3. One half of your degree hours must be from a 4 year institution (62 hours).

Please note: You must have a 2.5 on the transferred course(s) in order to qualify for readmission to ECU. Regardless of whether you complete one course or many, the transfer GPA MUST be a 2.5 or you will not be readmitted to ECU.

A new form will have to be completed every semester you want to participate in dual enrollment. Forms can be accessed at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>. You can complete this form electronically and email it to the Center for Academic Services at CAS@ECU.EDU or it can be faxed. The contact information is located on the top of the first page of the form. Once you have completed the course you will need to have the transcript sent to:

Registrar's Office
Uptown 207
East Carolina University
Greenville, NC 27858

Course Re-evaluation

Sometimes, courses do not transfer in as expected. For example, you may have taken English Composition 1 from *Smith & Jones University* that shows up on your transcript evaluation as an ENGL Elective. After reading the description for our ENGL1100, you may feel that the course you took should meet our ENGL1100 requirement. In the event that you do not receive credit for a course that you feel you should have, you can have the course reevaluated by completing the "Request for Re-Evaluation of Course Which Transferred By Title" form, located at <http://www.ecu.edu/cs-acad/advising/Advising-Forms.cfm>. You will need to complete the form, attach a course syllabus, and return to your advisor. The advisor sends the form to the Chair of the respective department for approval.

Graduation Requirements

Every student should confer with his or her academic advisor and/or the major department/school administrator or designee about program and degree requirements. At least two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, complete a graduation requirements review (also called a senior summary) in consultation with their advisor and complete the application for graduation that is available in the Office of the Registrar and departmental offices.

All requirements must be met before the first day of the subsequent term, as shown:

Graduation Term	Subsequent Term
Spring	First Day of Summer Term
Summer	First Day of Fall Term
Fall	First Day of Spring Term

A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in choice to the requirements of one specific catalog. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the degree requirements of that catalog.

Students pursuing a second undergraduate degree must select a catalog issued no more than three years prior to completion of the second degree program.

In order to graduate, all students must have earned a minimum cumulative GPA of 2.0 and a GPA of 2.0 in the major. If a student completes required courses in his or her major and takes other courses in that field as electives, these additional courses as well as cognate courses will be counted in computing the major GPA. Grades made on courses taken at other colleges and universities will not be considered except in the calculation of graduation with honors, but official transcripts must be on file in the Office of the Registrar.

Degrees with Distinction

Based on all work attempted at all higher education institutions throughout the students' academic career and without regard to institutional practices which substitute or "forgive" grades, three levels of distinction are granted to graduating undergraduate students as follows:

- "Summa Cum Laude" for a cumulative average of 3.90
- "Magna Cum Laude" for a cumulative average of 3.60
- "Cum Laude" for a cumulative average of 3.50

First Undergraduate Degree

Degrees with distinction are granted to transfer students under the following conditions.

1. The student must complete through enrollment in East Carolina University at least one-half the minimum number of hours required for the degree.
2. The student must have the required average on all work taken through enrollment in East Carolina University.
3. The student must have a cumulative average that meets the requirements for the appropriate degree with distinction on all work attempted (all ECU and transfer work, including courses where the grade replacement policy has been applied). If transfer work includes grades of D or F, those grades will be included in the calculation for degrees of distinction.

Second Undergraduate Degree

Second undergraduate degrees with distinction are awarded under the following conditions.

1. The student must complete a minimum of 30 semester hours through enrollment in East Carolina University.
2. The student must have a minimum GPA of 3.5 on course work for the second degree and a cumulative average that meets the requirement for the degree with distinction on all course work attempted for the first degree as well as for the second degree.
3. If transfer work includes grades of D or F, those grades will be included in the calculation for degrees of distinction.

Registration Instructions

Early in every semester, your advisor will send an email to get you ready for registration. **It is imperative you begin this process as soon as you receive the email.**

Registration for any particular semester begins on a date pre-determined by the Registrar's Office. You are assigned a registration time based on your earned number of credit hours at the start of the semester in which you are registering (the courses you are taking during that semester are not included in the total number of hours earned). Important registration dates are listed on official university calendar at www.ecu.edu/fsonline/senate/fscalend.cfm.

You are expected to complete registration, including the payment of all required fees, on the dates prescribed in the university calendar. If you fail to pay your fees by this date you will have your schedule canceled.

If a class is full, you will need to monitor Banner for an available seat. Some classes do have wait lists and you will be prompted to add your name to the wait list. Only a Department Chair has the authority to add a student to a closed class (business classes only).

Banner Registration Process

10 steps to Banner Registration

Step 1: Log into Pirate Port with PirateID and Passphrase and select the *Banner Self Service* link from Tools page.

Step 2: Select *Student and Financial Aid menu* and then select *Registration*.

Step 3: Select the *Add or Drop Classes*. Enter your Registration PIN from your advisor and select *correct term* and at the bottom, then select *Class Search* for courses. (Graduate students do not require a registration pin number)

Step 4: Search for courses. You can choose to enter a course number, choose instructional method, instructor, time and/or day.

Step 5: Once you have entered your information, select the *Class Search* link at the bottom. This returns a list of all courses meeting the criterion you entered. Select the section you want by checking the box next to that section. (If a "C" appears, this section is closed.)

Step 6: After checking the appropriate section, scroll to the bottom and select *Register* or *Worksheet*.

Step 7: You will be taken back to your schedule to view it with the new class added. If there were any errors (prerequisite, co-requisite, other restrictions), the error would display with your schedule and the course will not be added.

Step 8: Repeat steps 4-7 to add additional classes.

Step 9: To Drop classes, from your schedule page pull the drop down menu beside the course you wish to drop and select ****Web Dropped****.

Step 10: At the bottom, select the *Submit Changes* link and the course will be removed from your schedule.

Helpful Hints for Registration

Students who are pursuing their program via online classes should only register for DE classes designated with section numbers beginning with a “6” – sec. 601, 602, 603, 661, 662, etc. DE online classes have a lower tuition because campus amenities such as Student Health and the Student Recreation Center are not included. You still have access to the library as a DE student. Section numbers beginning with “0” – sec. 001, 002, 061, 062, etc. are campus-based but taught online and require all student fees.

Tuition Payment

Once you have registered for courses, you may pay your tuition online via Pirate Port or by calling the Cashier’s Office at 252-328-6886 or 888-331-5328. The Cashier’s Office does not mail paper bills. With E-Billing, only you and your authorized users will receive email notifications of new billing statements. All students have online access to current billing statements. You also have the ability to view prior bills, print statements, make online payments, and set-up authorized users. You gain access to your Online account through Pirate Port (<https://pirateport.ecu.edu/portal>) and should choose the “TUITION STATEMENTS AND PAYMENTS” link on the “Tools” tab. You can authorize other users to access billing statements as well as make payments online. Authorized users gain access by logging into https://epay-banner.ecu.edu/C20694_tsa/web/login.jsp. Please check the academic calendar for tuition deadlines (<http://www.ecu.edu/fsonline/senate/fscalend.cfm>). Schedules are purged for students who have not paid tuition; the entire schedule is purged if there is any balance due. Please check your tuition statement via Pirate Port if you modify your schedule during the registration period.

Refunds

Partial tuition refunds are dependent upon the date the class or classes are dropped. Not all schedule changes result in a refund. Student refunds issued from the Cashier’s Office will be handled electronically through TouchNet. Students currently access TouchNet through the ECU Pirate Port web portal (<https://pirateport.ecu.edu>) to view bills, make payments, view, download, and print 1098-T tax statements, and set up tuition plans. For additional information visit: http://www.ecu.edu/cs-admin/financial_serv/customcf/TouchNet_eRefunds.pdf.

Textbooks

Textbook information is on the Student Store website (www.studentstores.ecu.edu/shop). You can search for books, order them, and have them delivered to you. Or you can use the textbook information to order through any online retailer. You are not required to order textbooks from the ECU student store. Popular online textbook retailers include http://www.half.ebay.com/textbooks?tag=tb_books, <http://www.chegg.com/>, <http://www.bigwords.com/>, <http://www.addall.com/>, and <http://www.amazon.com/New-Used-Textbooks-Books/b?ie=UTF8&node=465600>. Please note that these sites are independent book sellers and not associated with East Carolina University.

Financial Assistance

The Financial Aid Department (www.ecu.edu/financial) is independent of the College of Business and all student loans are processed through that office. If you are seeking financial assistance for studies, it is best to start the process early. For undergraduate students, 12+ hours equals full-time, 9-11 equals three-quarter time, 6-8 equals half-time, and 1-5 equals less than half-time enrollment. With the exception of the Pell Grant Program (some students are eligible for a Pell Grant with enrollment of 1-5 credits), an undergraduate student must be enrolled at least half-time to receive financial aid. Financial Aid counselors are assigned on an alphabetical split as follows:

A,F,S - Tyler Anderson, Financial Aid Counselor andersonty15@ecu.edu

B,J,V - Ginger Jones, Assistant Director for Operations jonesgi@ecu.edu

C,E,G - Marian Purvis, Financial Aid Counselor purvisma@ecu.edu

D,M,P - Jaryd Earlosky, Financial Aid Counselor earloskyj@ecu.edu

H,I,R - Laura Jarman, Financial Aid Counselor jarmanl14@ecu.edu

K,S,W - Douglas (Doug) Collins, Assistant Director for Federal Programs collinsjoh@ecu.edu

L,T - Roselyne (Roz) Dant, Assistant Director for Accounting and Compliance dantr@ecu.edu

N,O,Q,U - Vacant, Assistant Director for Athletic and Departmental Scholarships

X,Z - Deana Summerlin, Asst Dir for State Programs, School of Dental Med, and Brody School of Med summerlind@ecu.edu

Y - Sherell Harris, Assistant Director for Institutional Programs harris@ecu.edu

LaToya Battle, Financial Aid Counselor

Chelsea Lackney, Financial Aid Counselor

Computer Requirements

The College of Business requires student acquire a laptop/mobile computer loaded with the Microsoft Office Professional Suite 2013 (must include Access). If you are planning to purchase a computer, see <http://www.ecu.edu/cs-bus/upload/2016-2017-COB-Student-Laptop-Requirements.pdf> for computer recommendations. Once enrolled, students are eligible for free Microsoft products, www.ecu.edu/microsoft4students. Any questions or concerns regarding this policy should be directed to your academic advisor at (252) 328-5571.

Electronic Library Resources

Joyner Library contains over one million volumes and several thousand periodicals. Access to materials is provided through an online catalog. ECU subscribes to more than 100 databases, which provide full text journal, magazine and newspaper articles; information about companies and industries; accounting materials; and legal cases, statutes, and regulations. Visit <http://www.ecu.edu/lib/> and select the Electronic Resources for a complete list of databases or use the Pirate Source database, also listed on the library home page, to find the best resources for specific subject areas. Most databases are accessible from off-campus. Log in to them from the Joyner website using your PirateID and password. Get help finding and using library resources at the Reference Desk located on first floor of Joyner Library. Email and telephone reference services are also offered. For additional information, contact the Business Librarian, Jan Lewis, at 252.328.2267 or by email to lewisja@ecu.edu.

Communication Policies

Once you have registered for classes, the University, faculty, and administration will communicate through your ECU email account only. Please check your email frequently and keep the account cleaned out to avoid missing important announcements. It is assumed that you have received and read your email messages within 24-hours of the time the message was sent. If you are not getting frequent emails from the Advising Center, please let your advisor know.

Due to the increasing emphasis placed on the importance of communication skills for our students, emails sent to the Advising Center must meet some minimum level of quality before receiving a response. Emails are a form of business communication and should be given the same consideration as other forms of more “traditional” business communication. The College of Business Advising Center will not respond to emails that do not use proper punctuation and capitalization.

Email Etiquette Tips for Students

There *are* certain professional standards expected for e-mail use. E-mail messaging now exceeds telephone traffic and is the dominant form of business communication. Here are some things to keep in mind regarding professional e-mail conduct:

1. Be informal, not sloppy. Your friends and colleagues may use commonly accepted abbreviations in e-mail, but when communicating with professors and advisors, students should follow standard writing protocol. Your e-mail message reflects you as a student, so traditional spelling, grammar, and punctuation rules apply.
2. Keep messages brief and to the point. Just because your writing is grammatically correct does not mean that it has to be long. Nothing is more frustrating than wading through an e-mail message that is twice as long as necessary. Concentrate on one subject per message whenever possible. Include all information your recipient will need to answer your email when you are asking a question. “This class is closed” or “when is the test” is not sufficient information.
3. Use the subject field to indicate content and purpose. The subject line is there for a reason. Do not leave it blank! Don't just say, "Help" or "Sorry." Be brief, but specific about the subject of your email.
4. The Reply Button. Use the reply button when replying to an email of the same subject. Do not reply to an email with a new question or unrelated information. Send a new email with a new subject for that. Do not save old emails so that you can respond later with new questions without having to look up the email address. Most email programs have address books that will serve this purpose. If not, take the time to write down important email addresses so that you will have them when you need them.
5. Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not, however, use a lot of colors or graphics embedded in your message, because not everyone uses an e-mail program that can display them.

6. Use the blind copy (BCC) and courtesy copy (CC) appropriately. Don't use BCC to keep others from seeing who you copied; it shows confidence when you directly CC anyone receiving a copy. Be cautious with your use of CC; overuse simply clutters inboxes. Copy only people who are directly involved.
7. Don't use e-mail as an excuse to avoid personal contact. Don't forget the value of face-to-face or even voice-to-voice communication. E-mail communication isn't appropriate when sending confusing or emotional messages. Don't use e-mail to avoid an uncomfortable situation or to cover up a mistake; this type of situation should be dealt with in person.
8. Please read emails from your advisor/instructors thoroughly before responding to the email. You may miss the answer to your question if you do not read the entire email.

Remember that e-mail isn't private. Never put in an e-mail message anything that you wouldn't put on a postcard. Remember that e-mail can be forwarded, so unintended audiences may see what you've written. You might also inadvertently send something to the wrong party, so always keep the content professional to avoid embarrassment.

Online Programs

Starting Courses

All course information is disseminated through Blackboard (Bb). You will not have access to Blackboard immediately after admission; it may be several weeks before you have access. Once you are able to log on, don't be alarmed if your classes don't appear in Blackboard right away. The professor will make the class available when he or she has finished preparing the class. This may be two weeks prior to the first day of classes, or it may be the day classes begin. The professor is required to have the Bb course available by 9:00 am on the first day of classes. If a course is not available by this time, please contact your professor. Once you have access to the class in Blackboard, find and review the syllabus. This will give you the outline and structure for the semester. It will guide you through course lectures and readings as well as give you due dates and requirements for homework, papers, and exams.

Online Classes

There is very little difference between the online classes and the face-to-face classes aside from the obvious fact that you are not physically in class. With few exceptions, the same professor that teaches the face-to-face class also teaches the online class. The course content, the volume of work, the textbook, homework, assignments, etc. are the same. You still interact with your professor and classmates, only in the online class the interaction is via email, chat rooms, and threaded discussions. Your professor may also require group projects and team activities; you just move information electronically rather than meeting in the graduate lounge or library. Blackboard is the primary means of disseminating information regardless if you are in the face-to-face class or the online class.

In online classes, you do things in "bands" of time. For example, you may have from Monday morning 8am to Wednesday afternoon 5pm to take a quiz; log in and take the quiz at a time that is convenient for you. Typically, major project and paper deadlines have specific due dates.

Unreliable connectivity due to inadequacies of service providers (public or private) or due to geographic, technical infrastructure, societal issues, or political circumstances are not acceptable reasons for incomplete assignments. Also, remember that servers DO fail on occasion. Deferring assignments to the last moment is not wise. Students are responsible for meeting all current hardware, software, and connectivity requirements. Note that, due to the rapid progression of technology, these requirements are subject to and often do change.

Proctoring

All online classes will have at least one proctored exam; most classes will have more than one. There is an on-campus proctoring center if you live nearby. Proctors for all exams (including at the ECU center) must be scheduled at <http://services.northcarolina.edu> . For more information on the proctor policy and the ECU Proctoring Center visit <http://www.ecu.edu/business/op.cfm> .

Characteristics of Successful On-Line Students

Self-Directed and Self-Motivated

Distance learning students need to be self-directed and self-motivated in their approach to learning. The learner has to assume a greater share of the responsibility for learning that takes place in an online environment. Professors assume the role of facilitator and guide for exploration of a subject and not the dispenser of the information.

Visual Learner

Unlike the traditional classroom where students receive auditory, visual, and non-verbal input, the virtual classroom is primarily text based. Communication occurs almost solely via the written work. Print materials are the primary source of directions and information in on-line courses. Distance learning provides less opportunity for verbal interaction. Because some students learn best by listening and interacting with other students and instructors, if you are dependent upon auditory input, you could be at a severe disadvantage in an on-line course.

Assertive

There are fewer ways to be noticed in an Internet class. You must make yourself known by introducing yourself, participating in discussions, and e-mailing the professor. You will have to take the initiative without the prompts provided by regular classroom interaction.

Good Writing Skills

In the Virtual classroom, nearly all communication is written; therefore, it is critical that students have the ability to express themselves effectively in writing. How you communicate your ideas is the most crucial element of success in Internet courses. This is the main source of information available to the instructor. There are no non-verbal cues to send or to receive; there are no voice tones or inflections to interpret. In many instances, the instructor knows you only through your written words.

Persistent

An Internet student must realize and accept that this is a different learning environment and that things will not always go as expected. Multiple attempts may be common before tasks are successfully completed. There will be occasions when you are confused and uncertain of what to do, when you don't fully understand something, or when you have computer and/or network problems. You must persist and refuse to give up when these things happen.

Problem Solver

Things will go wrong. You will be more successful if you attempt to resolve a problem that occurs rather than waiting for assistance. When you run into an obstacle, you must find solutions that allow you to fulfill course requirements. For example, if you can't e-mail your material, send it by fax. If you can't fax it, deliver it by hand.

Ability to Organize and Prioritize Work

On-line courses require you to structure your schedule; balance time around the assignments and the requirements of the class. It will be important to review the things you have to do, prioritize the list, and develop a schedule setting deadlines for accomplishing tasks. Then just do it.

Ability to Stay on Task

It is very easy to get distracted by the "neat" and "fun" sites and to find yourself wandering through cyberspace instead of getting your assignments finished. There are fewer external cues or prompts to return you to the task at hand like in a regular classroom setting. You will be required to preview, study, and review course material without the direct supervision of the professor or the stimulation of classroom interaction.

Student Organizations

There are many benefits to joining a student organization. The experience contributes to your overall college education, as well as gives you many opportunities for leadership and professional development. You will discover that the more involved you are within the college community, the more you will benefit from your experience. Being involved in student organizations will help with networking when it comes time to apply for an internship or job after college. There are important life skills that are needed in the work world after college gained from being an active member. Members learn how to be team players and how to work well with others on a project. Members also learn to develop leadership skills, how to manage a project, and how to organize meetings and events. Other benefits include making new friends, developing new skills and abilities, learning to set and achieve goals, sharing your time and talents, as well as having fun! View all College of Business Student Organizations at <http://www.ecu.edu/cs-bus/studentorganizations.cfm>.

Military Students

Please review the military information at the following website <http://www.ecu.edu/military/> . This will help you complete the paperwork necessary for Military Tuition Assistance, Military Tuition Waivers, and VA benefits. Questions can be directed to Mr. Michael Hale in the Cashier's Office (252-328-5618, halem@ecu.edu) or Ms. Connie Blake, Veteran Affairs Coordinator (252-328-1731, blakec@ecu.edu or vaoffice@ecu.edu).

Center for Student Success

The **Center for Student Success** is home to the College of Business Advising Center, the Business Communication Center, and the College of Business Career Center. The CSS provides a seamless approach to the delivery of services for business students and prepares them to become productive leaders in society. CSS staff may be reached at (252) 328-5571.

Advising Center

The Advising Center acts as a resource for all business students by providing current academic requirement information, advice on major decision-making, professional enrichment programs, and information on campus resources

Advisee Last Name Begins With	Advisor Name	Email Address	Office Location
A,H & J	Jennifer O'Neill	oneillj@ecu.edu	Bate 3016
B,D & Z	Kristen Harris	harriskr@ecu.edu	Bate 3016
C, E, Q, U, W & X	Karen Kus	kusk@ecu.edu	Bate 3016
F, G, I & L	Amy Eason	easona@ecu.edu	Bate 3016
K, P & R	Kevin Williams	williamske@ecu.edu	Bate 3016
M, N, O & Y	Brad McAllister	mcallisterb@ecu.edu	Bate 3016
S, T & V	Steve Myszak	myszaks@ecu.edu	Bate 3016

Business Communications Center (BCC)

Communication is the lifeblood of business. Communication isn't merely disseminating information. It's creating and maintaining relationships. BCC coaches College of Business (COB) students in communication skills and provides support as they prepare for their careers. The Center's services include:

- Individual and small group consultations
- Monthly workshops in communication skills
- Evaluation of classroom presentations
- Online resources and tutorials

BCC's goal is to strengthen the communication skills of business students through partnerships with faculty, workshops, consultations, and online tutorials. Contact the Center at (252) 737-2759, Richard O'Dor, Director, bcc@ecu.edu

Career Center

The COB Career Center Office helps match students with high quality internships and full-time jobs and provides resume and interview information. They can be reached at 252-737-1514 or 866-627-1236 or cobcareers@ecu.edu. The homepage is <http://www.ecu.edu/cs-bus/careers/index.cfm>. Lee Brown, Assistant Director, brownjo@ecu.edu

Campus Map

You can go to this link to access a main campus map or Health Sciences campus map: <http://www.ecu.edu/cs-ecu/maps.cfm>

Frequently Requested Phone Numbers

Admissions	(252) 328-6640
Cashier Office	(252) 328-6886
Center for Counseling & Student Development	(252) 328-6661
Financial Aid Office	(252) 328-6610
Registrar's Office	(252) 328-6747
Help Desk	(252) 328-9866
Office of Student Rights and Responsibilities	(252) 328-6824

Frequently Asked Questions

What differences are there between the campus-based and online programs?

In regards to program specifics, the College of Business does not differentiate between delivery methods. Your program will be the same regardless of whether online or face to face. This includes admission criteria, application deadlines, and class requirements. You can mix delivery methods in a semester, or change from semester to semester.

Will I get a Student ID?

Students enrolled in online classes will receive a card from the Division of Continuing Studies that identifies you as an ECU student. This card allows you to access the school libraries of the UNC system. New campus-based students will receive their ECU1Card at orientation. More information about the 1 Card can be found at <http://www.ecu.edu/1card/>.

Would I be considered an NC resident?

To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in NC. In particular, it means maintaining a permanent home of indefinite duration as opposed to maintaining a mere temporary residence to enroll in an institution of higher education.

Thus, physical residence alone is not sufficient. The big indicators are driver's license, voter registration, physical residence, car registration, etc. Every one of those must be in place for a calendar year before someone can even hope to have in-state status. For example, if you started living in North Carolina January 2007 but you delayed getting a NC driver's license until March 2007, the year does not start ticking until March 2007 (or the latest of the dates). The NC Legislature sets the rules for in-state status. The Universities do not. The Legislature has written the rules into the Law, not just regulations. They are very meticulous about people getting in-state status.

The Center for Academic Services (252-328-6077) is responsible for interpreting the law with regard to in-state status and can further clarify the distinction between in-state and non-state residence. Students can appeal their out-of-state status. The link to their web page that contains a summary of the policies governing the determination of in-state residency for tuition purposes is <http://www.ecu.edu/cs-acad/registrar/Residency.cfm>

How do I access my email?

You log into all ECU electronic resources (email, Blackboard, Pirate Port) using your PirateID and passphrase. Information about your PirateID and default passphrase will be forwarded to you by the University in separate mailings. Your advisor will also discuss your PirateID and default passphrase with you during your initial advising appointment. Problems with user IDs or passphrases are resolved by calling the student help desk at 252.328.9866.

Email is the primary means of contact. ECU faculty and administration use only ECU student email accounts. It is assumed that you have received and read your email messages within 24-hours of the time the message was sent. You may reach the email login site at <http://mymail.ecu.edu> .

How do I access my online class?

You log into all ECU electronic resources (email, Blackboard, Pirate Port) using your PirateID and passphrase. Information about your PirateID and default passphrase will be forwarded to you by the University in separate mailings. Your advisor will also discuss your PirateID and default passphrase with you during your initial advising appointment. Problems with user IDs or passphrases are resolved by calling the student help desk at 252.328.9866.

Blackboard is the primary means of disseminating information to students. Use your PirateID and passphrase to log into your Blackboard account. You may reach the Blackboard login site at blackboard.ecu.edu. You may want to bookmark the Blackboard login site, as you will need to check your Blackboard courses daily.

What is the difference between my ECU ID and PirateID? How are they used?

You are assigned both a PirateID and ECU ID when you are admitted to the University. Undergraduate Admissions will mail your PirateID and ECU (Banner) ID to you separately.

PirateID

Your PirateID is your username (sometimes called User ID). It is used to log in to various University systems like email. The ID is a personalized e-mail address that includes your last name, first initial(s), year entered ECU, and ends in "@students.ecu.edu". (Ex: doeja10@students.ecu.edu). Before using your Pirate ID, you must first activate your account and create a passphrase at <https://pirateid.ecu.edu>.

Your Pirate ID and passphrase will grant you access to all of the electronic resources (Blackboard, Pirate Port, and Piratemail) available to you at ECU. After activating your account, log on to these three systems to ensure that you have correct access. Please note that your password expires every 90 days. The Student Help Desk can assist you with any technical problems (<http://help.ecu.edu>).

ECU ID

Your ECU ID (also called Banner ID) is a unique identifying number for your student record; it takes the place of a social security number. You may also find out your Banner ID by logging into Pirate Port from ECU's homepage www.ecu.edu using your Pirate ID and click 'What is my ECU Banner ID?'

Where can I get Technology Help?

The IT Help Desk, online at <http://help.ecu.edu>, offers technical assistance to ECU students including software support, answers to general technology-related questions, getting connected to the university network and more.

IT Help Desk: Regular Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m.; After-Hours Student Support: Sunday - Thursday, twenty-four hours a day; Friday - Saturday, 8:00 a.m. - 8:00 p.m.

Phone Support: 252-328-9866; Toll Free: 1-800-340-7081

East Carolina University is an equal educational opportunity institution. In keeping with this policy, the university makes no distinction in the admission of students, or in any other of its activities, based on race, color, sex, creed, handicap, or national origin.