Visiting & Non-Degree Students

East Carolina University

College of Business
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Eligibility – Graduate Classes
The MBA program is composed of 20 classes at 3 semester hours each for a total of 60 semester hours. These classes are divided into the core level and breadth level at 10 classes each. You can download a planning sheet at http://www.ecu.edu/cs-bus/academicprograms.cfm#gradplansheet which distinguishes core and breadth classes.

Core level graduate business classes are available to any student who is currently enrolled in or who has completed an MBA program. Breadth level graduate business classes are only available to those currently enrolled in an AACSB-accredited program or who holds an MBA from an AACSB-accredited institution (http://www.aacsb.edu/General/InstLists.asp?lid=3).

Please review our class schedules (http://www.ecu.edu/cs-bus/graduateregistration.cfm#CP_JUMP_14106) and course descriptions (http://www.ecu.edu/cs-bus/gradbusinesscoursedescriptions.cfm) for course availability and prerequisite requirements. All prerequisites must be satisfied without exception. It is in your best interest to contact an advisor prior to submitting a non-degree application. Only an advisor can determine your eligibility to take courses. Graduate business advisors are:

Ms. Tina Williams – MBA Advisor for students with last names beginning A-B – williamsti@ecu.edu
Ms. Tendai Ndabvonga – MBA Advisor for students with last names beginning C-H – ndabvongat@ecu.edu
Mr. Paul Russell – MBA Advisor for students with last names beginning I-P - russellp@ecu.edu
Ms. Courtney Altizer – MBA Advisor for students with last names beginning Q-Z – altizerc@ecu.edu

Any student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252-328-6970 or toll-free at 1-866-592-0835. Anyone answering the phone can make the appointment, as the calendars are electronic.
Applying as a Non-degree Student – Graduate Classes

Students taking classes at East Carolina University, but not enrolled in a degree program, are non-degree students. In order to take any graduate business class as a non-degree student, there are three steps to follow:

1. You will need to send transcripts (official or unofficial) to the College of Business Graduate Office via email to gradbus@ecu.edu, via fax to 252-328-2106, or via mail to the following address:
   East Carolina University
   College of Business
   3203 Bate Building
   Greenville, NC 27858

   The transcripts must show that you are currently pursuing an MBA or that you have completed your MBA. They also allow us to check for the necessary prerequisites and AACSB accreditation.

2. If you are currently enrolled in an MBA program, we need a letter/email/fax from your program director stating that you are a graduate student in good standing and that the class(es) you are interested in taking are applicable to your program.

3. You will need to enroll with ECU as a non-degree student by completing the non-degree application online at http://www.ecu.edu/gradschool/. At the “Application Type” screen, select Non-Degree Graduate as seen in the screen-shot below. Official transcripts from your undergraduate institution and your current graduate program must submitted by mail to the Graduate School at the following address:
   East Carolina University
   Graduate School
   131 Ragsdale Building
   Greenville NC 27858

   The College of Business Graduate Office adheres to the following application deadlines:
   Fall Deadline - June 1
   Spring Deadline – October 15
   1st Summer Deadline - March 15
   2nd Summer Deadline - May 1

   Admission as a non-degree student by the Graduate School does not guarantee your approval to take classes in the College of Business. Students who are admitted to the University as non-degree seeking students are not eligible for financial aid.
Eligibility – Undergraduate Classes
Students who have completed an undergraduate degree but are not enrolled in an MBA program are not eligible to take graduate business classes. You may take undergraduate business courses to apply toward waivers for our MBA program. Our online undergraduate business classes are reserved for our online undergraduate students until demand by our degree-seeking students has been satisfied. Because of this limited capacity, it may not be possible to find suitable online classes. The community college can serve as an additional resource for appropriate classes.

It is in your best interest to contact an advisor prior to submitting a non-degree application. Only an advisor can determine your eligibility to take courses. Graduate business advisors are:

Ms. Tina Williams – MBA Advisor for students with last names beginning A-B – williamsti@ecu.edu
Ms. Tendai Ndabvonga – MBA Advisor for students with last names beginning C-H – ndabvongat@ecu.edu
Mr. Paul Russell – MBA Advisor for students with last names beginning I-P - russellp@ecu.edu
Ms. Courtney Altizer – MBA Advisor for students with last names beginning Q-Z – altizerc@ecu.edu

Any student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252-328-6970 or toll-free at 1-866-592-0835. Anyone answering the phone can make the appointment, as the calendars are electronic.

Applying as a Non-degree Student – Undergraduate Classes
1. You will need to send transcripts (official or unofficial) to the College of Business Graduate Office via email to gradbus@ecu.edu, via fax to 252-328-2106, or via mail to the following address:
   East Carolina University
   College of Business
   3203 Bate Building
   Greenville, NC 27858

   The transcripts must show that you have completed an undergraduate degree. They allow us to check for the necessary prerequisites and suggest appropriate undergraduate courses.

2. You will need to enroll with ECU as a non-degree student by completing the non-degree application online at http://www.ecu.edu/gradschool/. At the “Application Type” screen, select Non-Degree Graduate as seen in the screen-shot on the previous page. Official transcripts from your undergraduate institution must submitted by mail to the Graduate School at the following address:
   East Carolina University
   Graduate School
   131 Ragsdale Building
   Greenville NC 27858

   The College of Business Graduate Office adheres to the following application deadlines:
   Fall Deadline - June 1
   Spring Deadline – October 15
   1st Summer Deadline - March 15
   2nd Summer Deadline - May 1

   Admission as a non-degree student by the Graduate School does not guarantee your approval to take classes in the College of Business. Students who are admitted to the University as non-degree seeking students are not eligible for financial aid.
Applying as a Certificate Seeking Student
Prospective certificate seeking students should have completed their MBA from an AACSB accredited MBA Program. In order to take any graduate business class as a non-degree student, the following steps must be taken:

Apply as a Certificate seeking student by completing the application online at http://www.ecu.edu/gradschool/. At the “Application Type” screen, select Certificate. A complete application package will include the application itself, the application fee and official transcripts from any institution you’ve attended since high school. These materials should be submitted to the University Graduate School.

East Carolina University
Graduate School
131 Ragsdale Building
Greenville NC 27858
gradschool@ecu.edu

The College of Business Graduate Office adheres to the following application deadlines:
Fall Deadline - June 1
Spring Deadline – October 15
1st Summer Deadline - March 15
2nd Summer Deadline - May 1

Some certificate courses are approved for Federal Financial Aid. More information can be found via the Financial Aid Office.
Getting Started at ECU

Technology
You will need to change your passphrase before you attempt to log on to any of the University systems (https://pirateid.ecu.edu/).

You are assigned both a Pirate ID and ECU ID when you are admitted to the program. Your Pirate ID is your username or userid and is used to log in to various University systems like email. To look up your Pirate ID, go to http://www.ecu.edu/cs-ecu/email_phone.cfm. Your PirateID is also the first part of your e-mail address (PirateID@ecu.edu). Your ECU ID (sometimes called Banner ID) is a unique identifying number for your student record; it takes the place of a social security number. The Graduate School will mail your Pirate ID and ECU ID to you separately; you can also receive these from your advisor.

Your default passphrase will be $ plus your ECU ID, also referred to as your Banner ID.

Your Pirate ID and passphrase will grant you access to all of the electronic resources (Blackboard, OneStop, and PirateMail) available to you at ECU. After changing your password, 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://www.ecu.edu/9866/).

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 https://mymail.ecu.edu/. Email tutorials are available at http://www.ecu.edu/cs-itcs/email/outlooklive.cfm.

OneStop
OneStop is the University’s web portal. It contains information about your classes, grades, general university information, transportation, and registration. You may access OneStop at https://onestop.ecu.edu/onestop/.

Banner
Banner is the University’s integrated database system which encompasses registration, student information, and financial aid. Access to Banner is through OneStop via the Banner Self Service link. Banner tutorials are available at http://www.ecu.edu/cs-admin/studentbanner/.

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. The CoB provides a sample Bb class which can be accessed by visiting the Bb login site, click on “Login,” and use ecuonline as both the username and passphrase.

Registration Instructions
Once it has been determined you meet the criteria to take a class in the College of Business, your advisor will enter the system permissions necessary to allow you to register for the class. Students register online through the Banner registration system, accessed via OneStop. No PIN or registration number is required for graduate students to register for classes. It is the student’s responsibility to register for classes. You will not be able to register for classes until an advisor has approved your class choices. If a class is full, you will need to monitor Banner for an available seat; there are no waitlists and professors cannot special add you to a class.
Registration for any particular semester begins on a date pre-determined by the Registrar’s Office. Important registration dates are listed on official University calendars available online at www.ecu.edu/fsonline/senate/fscalend.cfm. Students can register for classes on any date on or after that beginning date. Students are expected to complete registration, including the payment of all required fees, on the dates prescribed in the university calendar. Students who fail to pay fees by this date will have their schedules canceled.

Banner Registration Process

1. Login to OneStop (www.onestop.ecu.edu) with PirateID and Passphrase and select the Banner Self Service link from Tools page.
2. Select the Student and Financial Aid tab, then Select the Registration link.
3. Select the Add or Drop Classes link. Select correct term, and select the Class Search link to look for courses.
4. Choose the subject for which you are looking. You can choose to enter a course number, choose instructional method, instructor, time and/or day. If you want to see all graduate courses in a particular subject, enter 6% as the course number.
5. Once course criteria are entered, 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.
6. After checking the appropriate section, scroll to the bottom and select the Register link.
7. You will be taken back to your schedule to view it with the new class added. If there were any errors (pre-requisite, co-requisite, other restrictions), the error would display with your schedule and the course will not be added.
8. Repeat steps 3-7 to add additional classes.
9. To drop classes from your schedule page, use the drop down menu next to the course you wish to drop and select **Web Dropped**.
10. At the bottom, select the Submit Changes link and the course will be removed from your schedule.

Helpful Hints for Registration

Students who pursuing their program via online classes only should 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 gym 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. will carry all student fees and are taught face to face.

All campus sections are subject to the main and medical campus tuition and fee rates found under the Main and Medical Campus Tuition and Fee Rates link on the Cashier’s website at http://www.ecu.edu/cs-admin/financial_serv/cashier/tufee.cfm. All online sections are subject to distance education tuition and fee rates found under the Distance Education Tuition and Fee Rates link found on the Cashier’s website. Note that for students taking a mix of campus and online classes both tuition rates will be reflected on their tuition statement.

Tuition Payment

Once you have registered for courses, you may pay your tuition online via OneStop (onestop.ecu.edu), or by calling the Cashier’s Office at 252-328-6886 or 888-331-5328. Tuition bills are available online only; a paper bill will not be mailed to you. 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 OneStop if you modify your schedule during the registration period. Keep a copy of your tuition payment receipt for your records.
Textbooks
Textbook information is on the Student Store website (www.studentstores.ecu.edu/shop). You can search for books by course, 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.amazon.com/New-Used-Textbooks-Books/b?ie=UTF8&node=465600, http://www.chegg.com, http://www.bigwords.com/, and http://www.addall.com/. Please note that these sites are independent book sellers and not associated with East Carolina University.

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 advisor. 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.

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.

Due to the increasing emphasis placed on the importance of communication skills for our graduate students, emails sent to the Graduate Office 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 Graduate Office will not respond to emails that do not use proper punctuation and capitalization.

Immunization Requirements
You will receive a request from Student Health for your immunization records. If you are taking only online courses, you are not required to submit immunization records. If you plan to take a campus class, you will need to have these records updated and submitted to Student Health per their instructions.

Computer Requirements
For College of Business courses, you will need a PC with Windows XP or better as well as MS Office Professional Suite 2007 (must include Access). Once you are a student, you can purchase Office from the ECU Student Store at a greatly reduced price http://www.ecu.edu/cs-admin/studentstores/Computers/Software.cfm. You will also need reliable Internet access; a cable modem is best. You will also need a headphone/microphone to attach to your PC for online lectures and chats. Since you will use this throughout the program, get a good one (about $25). Every student is responsible for providing the computer hardware, software, and connectivity required for classes.
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.

At the graduate level, the work is tougher than at the undergraduate level, and there is more of it. Falling behind in a graduate class is easy to do and hard to fix. Keeping up with your assignments is critical, and there is not someone reminding you what is due 2-3 times a week.

You’ll need 10-15 hours of work a week for first year classes (numbered under 6300) and 15-20 hours per week for second year classes (over 6300). Keep in mind that you will be adding that amount of time to the 3 hours a week that the physical class would otherwise require. Most of our students who work full-time take two classes each fall and spring and a class each summer session. If your 40 hour job is really 60 hours, it is best to start with one class each semester. Our full time students will take three or four classes each semester depending on their personal obligations and part time job.

Unreliable connectivity due to inadequacies of service providers (public or private) or due to geographic, technical infrastructure, societal issues, or political circumstances is not an acceptable reason 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. You must either find a proctor in your area that meets the approval of the university, or you may use the proctoring office at ECU http://deproctoring.eai.ecu.edu/. We strive to make the process of finding a proctor as easy as possible. Visit http://www.ecu.edu/cs-bus/examproctoring.cfm for the proctor policy. Exams are either paper-based or delivered online via Blackboard.

Electronic Library Resources
Joyner Library contains over one million volumes and several thousand periodicals. Access to these 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. Go to the library home page at http://www.ecu.edu/lib/ and select the Electronic Resources link to see the 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 Pirate ID 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.
Add/Drop/Withdrawal

Before add deadline - http://www.ecu.edu/fsonline/senate/fscalend.cfm
A graduate student may make schedule changes (add or delete one or more courses) at any time from the start of registration until the last add date for a semester. During this time, students can alter their own schedules via Banner. The last add date is usually six or seven calendar days after the start of a semester. The date can be found on the official University calendar via the link above. Once the add deadline has passed, a student can drop a course through the Registrar’s Office, but can no longer add a course. Switching sections is not allowed after the add deadline. Adding a course is always subject to seating availability.

After add deadline -http://www.ecu.edu/fsonline/senate/fscalend.cfm
The Registrar’s Office processes all requests to drop a class or withdraw for the semester after the add deadline. Note there are different email addresses to use dependent upon whether a student is registered for a campus or distance education (DE) class.

- Campus (face-to-face) classes (any class section number beginning with 0): Students must contact the Registrar’s office by phone, in-person, email (Regis@ecu.edu), or by letter/fax. Graduate students do not need a schedule change form or a signature/approval from the graduate business office. The student needs to provide the Registrar with the following information:
  1) name
  2) Banner ID (ECU ID)
  3) course name/number
  4) reason

- Distance Education internet classes (any class section number beginning with 6): Students must contact the Registrar’s office by phone, in-person, email (DEDrops@ecu.edu), or by letter/fax. Graduate students do not need a schedule change form or a signature/approval from our office. The student needs to provide the Registrar with the following information:
  1) name
  2) Banner ID (ECU ID)
  3) course name/number
  4) reason

Withdrawal - Dropping your only class or all your classes
If a student wishes to drop their only class or to drop all of their classes, the process is called Withdrawal. All withdrawals must be made prior to the final drop date. Campus based students should contact the Registrar’s Office in person or via letter/fax. Distance Education students can contact the Registrar’s Office by letter/fax or email at DEDrops@ecu.edu. There is additional paperwork to be completed after your initial email so make sure you complete the entire process. You may not withdraw by phone.

Registrar’s Office Contact Info:
East Carolina University
Office of the Registrar
Whichard Building
Greenville NC 27858
Phone: (252) 328-6747
Fax: (252) 328-4232
**Final Drop Date** - [http://www.ecu.edu/fsonline/senate/fscalend.cfm](http://www.ecu.edu/fsonline/senate/fscalend.cfm)

A graduate student may drop a course and receive no grade up to approximately three weeks prior to the last day of classes. The final drop date can be found on the official University calendar available via the link above. The final drop date is a hard deadline with no exceptions.

**Refunds**

Students are given a partial tuition refund dependent upon the date the class or classes are dropped. Not all schedule changes result in a refund. In order to facilitate refunds, each registered East Carolina University student will receive an ECU Debit Card. The card will arrive in the mail at the student’s primary address on file with the University. To receive a refund, the student must activate the ECU Debit Card. During card activation, the student will choose how to receive the refund money. Visit [http://www.ecu.edu/cs-admin/financial_serv/cashier/Higher-One-ECU-Debit-Card.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/Higher-One-ECU-Debit-Card.cfm) and [www.ecucard.com](http://www.ecucard.com) for more information.

Please copy your advisor on any email correspondence regarding dropping a class or withdrawing. No course is officially dropped or added until the required procedure is completed. It is the student's responsibility to complete the procedure for course drops. If in doubt, ask the CoB Graduate Office.

**Readmission**

You may take a semester or more away from ECU, then return to take additional classes if needed. If you go a semester or more without registering for classes, you must complete a readmission application online from the Graduate School website [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool). At the “Application Type” screen, select Readmit Nondegree as seen in the screen-shot below. A readmission application is required to reactive your record in the University system and must be completed by the same deadlines that apply to a new applicant. There is no fee associated with the readmission application. Once you have completed the readmission application, contact your advisor to discuss course options.