



RUTGERS  
EXECUTIVE MBA

# EMBA Student Guide

## Welcome to the Powerhouse!

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## Welcome to Rutgers EMBA: "The Powerhouse!"

We are delighted to have you on board and look forward to a great two years together, and many more after you graduate. Team EMBA has created a concise handbook to answer most of your questions pertaining to various aspects of the program.

### 1. Course Registration and Term Bill

The EMBA staff will register you for your courses each semester. After you are registered, a term bill will be generated. There is a 2-3 week time frame in which to pay your term bill. Failure to pay the term bill before or on the due date will result in a late payment fee of \$125.00. Please note, Rutgers will no longer accept payments issued by sponsoring companies to students after the completion of semester courses. Sponsoring companies must issue a letter of credit directly to Rutgers before the term bill due date.

More information about term bills and payment plans can be found at: [newarkbusinessoffice.rutgers.edu](http://newarkbusinessoffice.rutgers.edu)

- For specific information relating to your account and letters of credit, please contact:

**Rutgers-Newark Business Office:**

Blumenthal Hall  
249 University Avenue - 3rd Floor  
Newark, NJ 07102  
Phone: 973-353-5423 Fax: 973- 353-1498  
[newarkbusinessoffice.rutgers.edu](http://newarkbusinessoffice.rutgers.edu)

**Specific Points of Contact alphabetized by last name:**

A-G: Nicola Williams (973) 353-5807  
H-O: Ashelee Farmer [adf75@newark.rutgers.edu](mailto:adf75@newark.rutgers.edu)  
P-Z: Tracy Mcphaul (973) 353-5424  
<https://businessoffice.newark.rutgers.edu/staff-directory>

For outside vendor billing (Prudential, Verizon etc.), Veterans/Chapter Post 911, and Chapter 31 please contact Roslyn Tanksley: (973) 353-5955/ [tansley@newark.rutgers.edu](mailto:tansley@newark.rutgers.edu)

### 2. Financial Aid

After program enrollment, many students are interested in Financial Aid. While the Executive MBA staff members are not directly involved with the financial aid process, we can point you in the right direction. For more information about student loans and financial aid, please visit the official financial aid website at: <https://myrun.newark.rutgers.edu/office-financial-aid>

**Office of Financial Aid**

249 University Avenue  
Newark, NJ 07102-1896  
Phone: 973-353-5151, Fax: 973-353-5057  
Email: [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)  
Office Hours: 8:30am - 4:30pm Mon, Tue, Thu & Fri / 10:00am - 6:00pm Wed (Fall & Spring)

**myRUN Supportal**

The myRUN One Stop offers cross-functional services in the areas of financial aid, the registrar and student accounting: <https://rutgers.force.com/OneStopPortal/s/Newark>

### 3. Creating a NetID

- Go to [netid.rutgers.edu](http://netid.rutgers.edu) and select Net ID Activation
- Enter your information and click “continue”
- Read the Acceptable User Policy and click on the accept button when completed.
- Select account type “student” from the drop down menu and fill in the remaining fields.
- Select “create account”
- Follow the remaining online instructions to select a username and password.
- Difficulties creating a NetID? Please send inquiries to [helpdesk@business.rutgers.edu](mailto:helpdesk@business.rutgers.edu)

### 4. Veterans

Rutgers University provides extensive resources for veterans and active service member students. Please visit the **Office of Veteran and Military Programs and Services** site, [veterans.rutgers.edu](http://veterans.rutgers.edu) for more information and resources. For any immediate questions related to your benefits, please contact the Assistant Director of Veteran Affairs, Paul Lazaro, [lazaro.paul@rutgers.edu](mailto:lazaro.paul@rutgers.edu). We also have former US Marine Captain and EMBA alum, Chris Wilson, standing by to help you navigate the GI Bill. Prof. Langdana will be glad to connect you to him, if necessary.

### 5. Program Materials

- Textbooks are picked up from the EMBA office in August and December. You will receive class syllabi and professional vitae of professors electronically within the same time frame.

### 6. Photo ID

All new students must be registered for classes to be eligible for a student RU ID card and submit a photo online for approval. After you have activated your NetID and Rutgers email account, log on to <https://ipo.rutgers.edu/bs/online-photo-submission> to easily submit the photo you would like used for your RU ID card. The photo will be reviewed and you will be notified via Rutgers email. The photo submission process must be completed at least 24 hours before the RU ID card will be available. Please make sure to have your photo uploaded by the first week of September.

Please note, students are responsible for replacing their IDs, for whatever reason.

### 7. Week in Residence (WIR) Classes

- Classes are held at the [Heldrich Hotel](#), New Brunswick, at the beginning of each semester; September and January. The classes will run all day from Sunday to Friday. Detailed information on parking, class schedules, and directions will be provided.
- Approximately 25% of the coursework for the semester is completed during this week.
- Your meals and room will be provided for your stay.

### 8. EMBA Newark Class Days

- Classes are held on the second floor of 1 Washington Park.
- Classroom 228- 1st Year Students
- Classroom 226- 2nd Year Students
- EMBA students enjoy specially catered meals and class breaks in the 2nd and 3<sup>rd</sup> floor lounges.
- The EMBA class day schedule is as follows:
  - Breakfast 7:30-8:30

- Morning Class 8:30- 12:15
- Morning Break 10:15- 10:30
- Lunch 12:15- 1:15
- Afternoon Class 1:15- 5:00
- Afternoon Break 3:00- 3:15

## 9. WSJ Subscription

Online access to the WSJ will is offered to all Rutgers students. You will need to create your own account by following these steps:

- Go to [partner.wsj.com/partner/rutgersuniversity](https://partner.wsj.com/partner/rutgersuniversity)
- Authenticate your Rutgers subscription using your NetID and password.
- Once you have authenticated your subscription, WSJ will ask you to create a unique login and password.
- Please contact the Rutgers Reference Desk for technical assistance: 973.353.5901, <https://www.libraries.rutgers.edu/indexes/wsj-current>

## 10. Parking

We will be provide a Rutgers Parking Pass for up to two vehicles each year. The vehicle registration form and a list of parking lots available to you are on [myRBS](#). Once your vehicle(s) is registered, you can update your parking information in the Rutgers Parking Portal – [rudots.nupark.com/portal](https://rudots.nupark.com/portal). The parking lot closest to 1 Washington Park is on Essex Street, [Lot 506](#).

## 11. Summer China Program

**Information on the post-Covid International program has been provided in the Open Houses, and more updates soon in class as events unfold.**

The 10-day China Experience program is scheduled for early June following your first year in EMBA. We visit Beijing and Shanghai for a unique business and cultural experience. In addition, much of the lifelong bonding that really characterizes graduates of The Powerhouse, occurs during the China trip. One Rutgers EMBA famously said, “Before China we were all close---after China we became family.” There will be a detailed orientation meeting before we leave for China; visa requirements and a myriad of other details will be discussed.

Please note that any withdrawal from the China trip after the deadline of 2/15 will result in significant cancellation charges. These charges will be added to your term bill in your second year. The charges will range from \$2500 (if your withdrawal is soon after the 2/15 deadline) to \$3,500 (if your withdrawal is later). Of course, exception will be made for medical emergencies with appropriate supporting documentation.

Since the China Summer course occurs between semesters 2 and 3, credits are applied to semester 3.

\*This course counts as one of 4 required electives. For more information please visit link below:

<https://www.business.rutgers.edu/executive-mba/china-experience>

## 12. Career Services

REMBBA provides two avenues for Executive Coaching.

- John T. Renaldo  
Career Counseling Officer- Rutgers Office of Career Management  
Tel: 848-445-9356 (o) | 973-513-1703 (c)  
[jrenaldo@business.rutgers.edu](mailto:jrenaldo@business.rutgers.edu)
- Distinguished Executive-In-Residence, Professor Joe Schaffer, will be providing Executive Career coaching sessions for EMBA's. Please reach out directly to Joe at [jschaffer@business.rutgers.edu](mailto:jschaffer@business.rutgers.edu) and he will connect with you on a first-come basis.

In addition to executive coaching, REMBA students will also be able to utilize the new Business Knight platform offered by RBS Career Development. Please visit <https://businessknight-csm.symplcity.com/>

## 13. Makeup Exams

Makeups for medical or travel-related reasons are possible, of course, with the right documentation. But makeups based on last-minute "crises" will be more difficult to accommodate. ("Last minute" is < three days).

In the case of last-minute, non-medical, or non-travel-related makeups, the makeup will be at the discretion of the professor. Based on the decision made, the professor may penalize the student by reducing the total overall course grade by 1/3. In other words, if your request for a last minute (just before the exam), non-medical, non-travel-related makeup has been accepted, and if you finally were to obtain, say, a B overall in the course, then your final overall published grade may be downgraded by 1/3 to B- in this example.

Please note, if this is a legitimate last-minute request as in "my daughter's soccer team just made it to the Finals in Richmond, VA, and I need to be there", then yes, of course, with documentation, we can work it out with no penalty. Grades are final and can be changed/discussed only at the discretion of the professor of the course in question.

## 14. Elective Selection

- All of your EMBA electives are held in the fourth semester.
- You will make your selections at the end of your third semester. You need to choose all 3 of your electives in any one area if you are interested in obtaining a concentration.
- To obtain a concentration in Finance, for example, you will need to take all three electives in the Finance area. These three electives coupled with the summer program will give you the 12 credits needed to formally obtain the concentration.
- The concentration does not appear on your diploma, only on your transcript.
- You are limited to 18 credits per term. For exceptions please reach out to Dean Kathleen Harmon.
- The choice of a concentration is optional; concentrations are not compulsory. In fact, recently, most of the class has opted not to concentrate but to instead "pick and choose" electives that covers several areas.
- Electives offered by EMBA can be viewed at: <https://www.business.rutgers.edu/executive-mba/special-courses>

### Other Options

- You may take an RBS course in the evening program during your time at EMBA, this will be included in your full-time tuition. Classes in Newark and New Brunswick meet once a week in the evenings. The RBS schedule will be posted online in October and March. To check out the spring course offerings go to: <https://sis.rutgers.edu/soc/#home>, choose the campus, graduate level and Fall or Spring of the current year. We

will need to know if you will be taking a course by the end of October / March in order for us to obtain a special permission number allowing you into the course.

- The Student Instructional Rating Survey (SIRS) is a University-wide survey of students for their comments about their experiences in the classroom. We urge EMBA students to utilize this resource when choosing courses taught by professors outside of the EMBA program. The results are used by the individual instructors and the University for the assessment and improvement of teaching. To view individual instructor evaluation results, please visit: <https://sirs.ctaar.rutgers.edu/>
- You may do a Research Seminar/Independent Study with a professor who has agreed to be your adviser. The Research Seminar topic must be approved in advance by the EMBA Director, Prof. Farrokh Langdana.
- There is also an opportunity for students interested in getting additional hands-on experience and experiential learning to do a Capstone Consulting Project. The course is designed to provide students with a fieldwork experience that is multifunctional in nature. The class is structured as a consulting engagement and allows students to apply the skills learned in their core classes. At the end of the course, the students present their recommendations and a final written report to their respective clients and to the professor. In this case, you will work in teams of 3-4 students with Professor Doug Brownstone ([doug.brownstone@rutgers.edu](mailto:doug.brownstone@rutgers.edu)). This needs approval from Professor Langdana and Professor Brownstone, and only 3 EMBA teams will be eligible for this elective.

*All the options above will be included in your full-time tuition.*

## **15. RUHere**

Before you begin each semester, you will need to verify your attendance. At the end of each semester you will begin to see a notice when you attempt to login to any Rutgers online system. Simply click 'Yes, I am attending' to complete the verification. For more information go to: <https://myrun.newark.rutgers.edu/ruhere>

## **16. Obtaining Your Grades**

Please visit: [myrun.newark.rutgers.edu/viewing-grades](https://myrun.newark.rutgers.edu/viewing-grades)

## **17. Academic Policy**

- Scholastic Standing

Students must maintain an academic average of no less than 2.5. The student's average is computed based on all courses taken for credit. Each grade received in a course that has been failed and then repeated is included in the calculation. Grades received in courses not given at a graduate department of Rutgers University or New Jersey Institute of Technology are not included in the computation.

Grades are rounded to the third decimal place; a 2.499 is not equivalent to a 2.5. The EMBA office reviews each student's academic record at the end of each semester. Students will be placed on academic probation and will receive a probation letter from the Assistant Dean the first time his or her cumulative grade point average falls below 2.5. Students on academic probation will be required to meet with the Assistant Dean. If the student once again fails to uphold academic standards and the cumulative grade point average falls below 2.5 a second time during their time in the program, he or she will receive a letter of dismissal from the Assistant Dean. Appeals of these actions may be submitted in writing, addressed to the EMBA Director and MBA Policy committee. The student may email or drop off such appeals to the EMBA office in Newark. The successful completion of such a program is a condition of the student's continued enrollment at Rutgers Business School.

- Incomplete Coursework

If, for legitimate reasons, a student is unable to complete all the required coursework or examinations, a faculty member may choose to submit a grade of INC (incomplete). If the coursework is not completed, the INC is automatically changed to an F on February 1 for the summer semester, June 1 for the fall semester, and September 1 for the spring semester. Justified reasons for the submission of the grade of INC might include illness requiring medical attention, personal emergency obligations claimed by the student and recognized as valid, recognized religious holiday(s), and severe inclement weather causing dangerous travel conditions. The scholastic standing committee may contact students incurring more than two INC grades in the same semester. The committee reserves the right to place on probation any student who consistently fails to complete coursework on time, in which case that student will be permitted no future INC grades.

- Grade Deficiency

A student may repeat a failed credit or not-for-credit course only once. Both grades will be used in computing the grade-point average. A second failure in that course will be grounds for the dismissal of the student from the program.

- Makeup Classes

If you are on state tuition waiver, you will be responsible for the cost of the bill for your makeup course.

## 18. Code of Conduct

Principles of academic integrity require that every Rutgers University student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Principles of academic integrity require that every Rutgers University student:

- |  |  |
|--|--|
| • Act of dishonest                             | • Distribution of Alcohol, narcotics, or dangerous drugs |
| • Safety violations                            | • Stalking   |
| • Sexual Assault/non-consensual sexual contact | • Disorderly Conduct                                     |
| • Bullying, intimidation and harassment        | • Undisclosed recording                                  |
| • Defamation                                   | • Violations of other university policies                |
| • Hazing                                       | • Abuse of the disciplinary system                       |
| • Invasion of privacy                          | • Theft or damage to property                            |

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. For more information, please visit: <http://academicintegrity.rutgers.edu/>.



## 19. EMBA Student Listservs

To receive important information and notices on course cancellations or changes, all students of the Executive MBA Program are subscribed to the appropriate Rutgers Business School list. All instructors have posting rights to the EMBA Student listserv. This list allows instructors to post any message that will be distributed to every student of that graduating class.

## 20. Computing Services

For further assistance with computing resources, please contact RBS Computing Services Help Desk located in Room 526.

Tel: (973) 353-1821 / Fax: (973) 353-5176

E-mail: [helpdesk@business.rutgers.edu](mailto:helpdesk@business.rutgers.edu)

Website: [myrbs.business.rutgers.edu/otis](http://myrbs.business.rutgers.edu/otis)

## 21. Executive MBA Program Website

Please visit our “Resources for Current REMBAs” page for other necessary information.

[myrbs.business.rutgers.edu/executive-mba](http://myrbs.business.rutgers.edu/executive-mba)

## 22. Rutgers Online Directory

Search for Rutgers people, buildings, university units, websites or events at:

[search.rutgers.edu/people.html](http://search.rutgers.edu/people.html)

## 23. Rutgers Executive MBA Program Staff

- **Farrokh K. Langdana**  
Director, EMBA Program, Professor, Finance/Economics  
(973) 353-5620 – [langdana@business.rutgers.edu](mailto:langdana@business.rutgers.edu) – Room 990
- **Josephine Sears**  
Program Coordinator  
(973) 353-1697 – [jsears@business.rutgers.edu](mailto:jsears@business.rutgers.edu) – Room 456
- **Michele Taylor**  
Senior Administrative Assistant  
(973) 353-1123 – [mitaylor@business.rutgers.edu](mailto:mitaylor@business.rutgers.edu) – Room 452