MBA PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>General MBA</th>
<th>MBA with Healthcare Management Concentration</th>
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<tbody>
<tr>
<td><strong>12 courses/36-credits:</strong></td>
<td><strong>12 courses/36 credits:</strong></td>
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<tr>
<td>9 core courses and 3 elective courses</td>
<td>9 core courses, 3 healthcare management courses</td>
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<tr>
<td><strong>MBA Core Courses:</strong></td>
<td><strong>MBA Core Courses:</strong></td>
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<tr>
<td>MBA 805 - Financial Policy</td>
<td>MBA 805 - Financial Policy</td>
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<tr>
<td>MBA 810 - Organizational Behavior</td>
<td>MBA 810 - Organizational Behavior</td>
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<td>MBA 815 - Marketing Management</td>
<td>MBA 815 - Marketing Management</td>
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<td>MBA 832 - Management Information Systems</td>
<td>MBA 832 - Management Information Systems</td>
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<td>MBA 833 - Managerial Economics</td>
<td>MBA 833 - Managerial Economics</td>
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<td>MBA 840 - Business Analytics</td>
<td>MBA 840 - Business Analytics</td>
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<td>MBA 845 - Managing Operations and Business Processes</td>
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<tr>
<td>MBA 875 - Accounting for Managerial Decision Making</td>
<td>MBA 875 - Accounting for Managerial Decision Making</td>
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<tr>
<td>MBA 895 - Strategic Management</td>
<td>MBA 895 - Strategic Management</td>
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<tr>
<td><strong>Plus 3 additional MBA Electives</strong></td>
<td><strong>Healthcare Management Concentration courses:</strong></td>
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<td></td>
<td>MBA 801 - Introduction to Healthcare Management</td>
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<td></td>
<td>MBA 802 - Ethical, Legal, and Regulatory Issues in Healthcare</td>
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<td></td>
<td>MBA 891 - Current Issues in Health Care Management</td>
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PREREQUISITE COURSES

Prerequisite modules are available through Peregrine Academic Services.

The need for prerequisite coursework is assessed at the time of application and students admitted to the MBA program are notified of requirements and recommendations at the time of acceptance. See your personalized prerequisite requirements sheet for additional information.

Modules related to an existing MBA level course must be completed prior to registration for the correlating MBA level course. Please consider those marked “recommended” as these courses will better prepare you for MBA level coursework.

NOTE: You must complete all modules listed as “required” with a minimum score of 83% to satisfy the prerequisite requirement. If you do not achieve an 83% after the second attempt, you must repurchase the module for additional attempts.

PRE & POST ASSESSMENTS

As part of our continuing efforts to provide a quality education at Lebanon Valley College, the MBA program utilizes a comprehensive pre and post examination. The examinations also serve as a key piece in the programs accreditation.
with ACBSP (Accreditation Council for Business Schools and Programs); put into place as a tool to assess and monitor the quality of our MBA program.

Inbound and Outbound exams are required of all students. Inbound exams should be completed prior to your first MBA course. There is no charge associated with the inbound or outbound exam. **Login Instructions for the inbound exam are provided at the time of acceptance.**

### COURSE FORMAT

Courses are typically offered on M-TH evenings, 6-10 pm in an 8-week format. The capstone (MBA 895) is scheduled as a 10-week course.

There are six sessions per year: two (2) within the fall semester, two (2) within the spring semester, and two (2) within the summer semester.

Courses are offered in a face-to-face blended format, utilizing online tools for enhancing the classroom experiences. Many of our courses are offered in online and hybrid formats.

### COURSE PATHWAY

You are encouraged to follow the suggested course pathway. However, MBA courses may be taken in any order with the following exceptions:

- **Required prerequisite modules MUST be completed prior to correlating MBA courses.**
- **MBA 895 Strategic Management** is the capstone course for the program and as such should be taken near the end of your program. Students must have completed 24 MBA credit to be eligible to enroll in MBA 895.

### ACADEMIC REQUIREMENTS

Any student whose GPA falls below 3.00 or who earns a C or F in three or more credit hours may be placed on academic probation. A student on academic probation may be required to retake courses or correct other academic deficiencies and must achieve a 3.00 cumulative average within two semesters of being placed on probation.

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**ACADEMIC ADVISING**

The MBA Director serves as the academic advisor and is available by email, phone, and appointment.

Assistance with general registration questions and program guidance is available through the MBA office.

Please contact 717.867.6486 if you have questions, concerns, or would like to schedule an advising appointment.

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**LVC COLLEGE CATALOG**

A full listing of academic policies and current program requirements is available in the college catalog, found online through the following links:

http://www.lvc.edu/catalog/graduate.aspx
http://www.lvc.edu/catalog/
COMPLETION LENGTH AND MAINTAINING ACTIVE STATUS

The maximum time for completion of a graduate program is seven (7) years from the date of admission. Students who have not earned the graduate degree after seven years will be subject to an academic review and may need to meet additional requirements in order to graduate.

- A graduate student who does not enroll in classes for a period of one (1) year will be changed to an inactive status. Once inactivated, the student must contact the program office to resume coursework. Enrollment status is reviewed August, January, and May each year.

- A graduate student who does not enroll in classes for a period of two (2) years will be withdrawn from their academic program. Once withdrawn, they will need to reapply for admission; all admission requirements and degree requirements will be evaluated at the time of the request for readmission. Readmissions are subject to approval by the program director. Enrollment status is reviewed August, January, and May each year.

WITHDRAWING FROM LVC

To voluntarily withdraw from a graduate program at Lebanon Valley College, students must submit a written request.

Once withdrawn, a student must apply for readmission to a program in order to return and will be subject to the admission criteria, curriculum and degree requirements in place at the time of their readmission.

COST AND FINANCING

Tuition, Billing, and Refunds
Current tuition for the MBA program can be found at http://www.lvc.edu/business-office/pt-tuition-fees.aspx.

Billing statements and tuition refunds are issued by the business office. For billing and refund information see the business office webpage at www.lvc.edu/business-office/pt-tuition-fees.aspx. Please refer all billing questions to cashier@lvc.edu or 717.867.6300.

Deferred Billing Program
To request enrollment in the deferred billing program, please complete a deferred billing form (both the student and the employer form are required) and submit prior to your course start date.

Financial Aid
Our financial aid office can assist students in acquiring financial aid. To contact the financial aid office call 717.867.6126 or email finaid@lvc.edu. Visit www.lvc.edu/financial-aid/part-time.aspx for more information on aid options.

LVC's federal school code for use on the FAFSA is 003288.

LVC participates in all Military and Veteran education programs including the Yellow Ribbon Program. Contact your Education Services Counselor or visit www.gibill.va.gov to determine your benefits. Benefits at LVC are administered through the financial aid office www.lvc.edu/financial-aid/military-benefits.aspx.

NEED TO MAKE A TUITION PAYMENT?
Visit www.lvc.edu/business-office/epayments.aspx

QUESTIONS ABOUT TUITION PAYMENTS OR BILLING STATEMENTS?
Call 717.867.6300 or email cashier@lvc.edu
COURSE REGISTRATION

A registration reminder and instructions are emailed to all MBA students in the weeks leading up to the registration period. Registration remains open until the day before each class begins.

You Can Register for Courses:
2. By completing and submitting the online registration form found at www.lvc.edu/mba/register.aspx
3. Electronically by submitting an e-form through LVC email. E-forms are available, by request, from the MBA office.

NO VERBAL OR PHONE REGISTRATION REQUESTS ARE ACCEPTED. Please confirm your registration, each term, by checking your schedule in Access LVC.

COURSE DROPS AND WITHDRAWALS

MBA students may withdraw from a course with no penalty prior to the second meeting of the course. There will be no tuition due; any tuition paid for the course prior to the second class will be refunded in full.

Students may withdraw from a course after the drop period up to the first two-thirds of the course. In such cases, a “W” will be noted on the academic transcript in place of a grade and tuition will be refunded according to the College’s tuition refund schedule found at http://www.lvc.edu/business-office/refunds.aspx. Part-time students receiving federal financial assistance (Title IV) will receive a refund according to federal policy.

Any MBA student who wishes to drop or withdraw from courses after the start date MUST notify the MBA Office. The effective date of the drop/withdrawal is the date which the student notifies the MBA Office and remits a written request.

Failure to give notice of withdrawal will result in a failing grade. Notifying the instructor does not constitute as an official drop/withdrawal.

SCHEDULES AND SYLLABI

MBA course offerings are available to view through the MBA website as well as on Access LVC. To view your individual course schedule and class location information, log into MyLVC, select Access LVC and go to “Check my schedule”.

Check the Canvas site and LVC email in the weeks leading up to your course to ensure you are receiving important announcements and updates. Instructors may, or may not, provide the syllabus prior to the first night of class via LVC email or by posting on Canvas prior to the class start date.

TEXTBOOKS

To view textbook information and order textbooks please visit the college store website at http://lvc.bncollege.com. The store is located on the main level of The Mund Student Center. The store hours are posted on the store website and vary depending on the semester. You can contact the store at 717-867-6313.
## GRADE REPORTS AND TRANSCRIPTS

Grades reports are available in Access LVC. Official grade reports can be requested through the MBA office.

Official Transcripts are available through the Registrar’s office. More information can be found at: [https://www.lvc.edu/registrar/request-transcript.aspx](https://www.lvc.edu/registrar/request-transcript.aspx)

## COURSE LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>@ LVC</strong></td>
<td>Main Campus</td>
<td>Note: Please refer to Access LVC for classroom assignments. All buildings and parking areas are listed on our campus map. Parking is free but vehicles MUST be registered with our Public Safety Office.</td>
</tr>
<tr>
<td>Lancaster</td>
<td>IU13/Burle Conference Center</td>
<td>Note: Please inquire with the receptionist or refer to the event listing screen posted in the lobby for classroom assignments. Visitor parking is available near the main entrance, there is no charge for parking.</td>
</tr>
<tr>
<td>Middletown</td>
<td>Phoenix Contact USA</td>
<td>Note: Please sign in at the receptionist desk for course location information. Visitor parking is available near the main entrance, there is no charge for parking.</td>
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## MAIN CAMPUS PARKING

When parking on the main campus you must register your car(s) and get a parking sticker from Public Safety. You may register online through Access LVC. Parking and vehicle registration is managed by the LVC Office of Public Safety. The Public Safety office is located at 148 N. College Avenue. You can find information about parking availability and regulations at [www.lvc.edu/public-safety/index.aspx](http://www.lvc.edu/public-safety/index.aspx).

## ADDITIONAL CAMPUS RESOURCES

**THE INTERMETZO CAFÉ:** located in the center of the Lynch Building, the cafe offers a variety coffee/beverage selections as well as grab-and-go food items. The cafe has evening hours during the fall and spring semesters.

**THE ARNOLD SPORTS CENTER:** Part-time students are eligible for a membership to Arnold Sports Center. There is a small part-time student fee. You must have an LVC-ID. Please inquire at the sports center desk for more information.

**THE WRITING CENTER:** The Writing Center can help with writing assignments. Hours are listed on the writing center website. Call 867-6970 or e-mail wcenter@lvc.edu for more information. [www.lvc.edu/writing-center/index.aspx](http://www.lvc.edu/writing-center/index.aspx)

**DISABILITY SERVICES:** [www.lvc.edu/disability-services/index.aspx](http://www.lvc.edu/disability-services/index.aspx)

**CAREER SERVICES:** [www.lvc.edu/career-services/index.aspx](http://www.lvc.edu/career-services/index.aspx)
MyLVC

Shortly after enrolling in the MBA program, new students receive a letter from the Office of Information Technology with LVC account login information.

MyLVC is your online resource to access email, grades, billing statements, Canvas, and to register on-line for courses.

To Login to MyLVC:
1. Go to the LVC home page at www.lvc.edu
2. Click on the My LVC logo at the top corner of the page
3. Enter your user name and password

Access LVC
Access LVC allows students to access academic and billing information and register for courses.

Log on to MyLVC, select the Access LVC icon from the menu, select Access for Students, login using your LVC login information.

Canvas
Canvas is the communication tool used for MBA courses. Refer to your instructor and/or syllabus for more information on using Canvas in your course.

Log on to MyLVC, select the Canvas icon from the menu, login using your LVC login information.

LVC Email
LVC email will be the primary method used to communicate while enrolled in the MBA program.

Log on to MyLVC, select the Student Email icon from the menu, login using your LVC login information.

We strongly encourage you to forward your LVC email to your primary email account:
1. In outlook, click on “Options”
2. Scroll to “Forwarding” at the bottom
3. Place a check mark in “Enable Forwarding.” Recommended: Place a check mark in “Retain Copy” of email in Webmail inbox
4. In the box provided, fill in the “Address you would like to forward messages”
5. Click the “Save” icon

IT SERVICES HELP DESK
Call 717-867-6072 or email solutions@lvc.edu

NEED TO RESET YOUR PASSWORD?
http://www.lvc.edu/it-services/passwords.aspx

LVC STUDENT ID’S (OPTIONAL)
ID cards are not required but are necessary for borrowing library materials or attending LVC events.

You can call the IT Help Desk to make an appointment 717-867-6072.

LIBRARY RESOURCES
The Bishop Library on the main campus is available for all MBA students. The Library is also available online to view or renew checked out materials. For research help, students can use the “Ask a Librarian” feature using either the instant chat feature or email response. You can visit the library online at http://www.lvc.edu/library/index.aspx.
The Bishop Library has created an MBA LibGuide [http://libguides.lvc.edu/mba](http://libguides.lvc.edu/mba) to make access to business and healthcare resources easier. An EBSCO database called the Health Policy Reference Center provides access to full text journal articles. Passport GMID is an industry database for conducting industry research.

To access the MBA Libguide:
1. Go to the library home page
2. Near the bottom of the home page, look under the category “Research Help”
3. Select Libguides
4. Select Business
5. Select MBA Library Resources

To access Passport GMID:
1. Go to the library home page
2. Near the bottom of the home page, look under the category “Find”
3. Select “articles and databases”
4. Go to p.5

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**GRADUATION INFORMATION**

Candidates for the MBA degree must complete a minimum of 36 credits, of which 27 must be earned at Lebanon Valley College (no more than nine (9) credits may be transferred in, no more than six (6) transferred toward the required core). A candidate must achieve at least a 3.00 cumulative average with a maximum of two C’s within the 36 graduate credits to be certified for graduation.

**GRADUATION PLANS:** Graduation Plan forms MUST be submitted to our office prior to graduation. Graduation plans are due at least 1 semester (6 Months) before the intended final semester. Graduation forms are available on the Registrar’s web page; the MBA office will send reminders and assist with this process.

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**COMMENCEMENT**

LVC holds one graduation ceremony per year in May. All graduates at the undergraduate and graduate level are invited, and encouraged, to participate. In addition to students finishing in May, students that complete the program the preceding December or will complete the following August may walk in the May ceremony. Information will be posted on the College website and mailed to graduating students. Graduation events are managed by the registrar's office.

May graduates attending the graduation ceremony will be handed their diploma during the event. Those not attending can expect their diploma mailed to their home address approximately 4 weeks after the graduation date. August and December graduates receive their diplomas in the mail at their home address approximately 4 weeks after the graduation date.

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**MBA PROGRAM ALUMNI**

**LVC ALUMNI PROGRAMS AND RESOURCES** - [www.lvc.edu/alumni/](http://www.lvc.edu/alumni/)

Alumni Tuition Discount - Graduates of the MBA Program at Lebanon Valley College are eligible to receive half-price tuition on additional courses post-MBA. This program provides an affordable opportunity to add a concentration or take courses for continuing professional development. MBA Alumni should contact the MBA Office for more information or to register.

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**JOIN US on LinkedIn!**

The MBA Program LinkedIn Group: [www.linkedin.com/groups/LVC-MBA-Program-7424035/about](http://www.linkedin.com/groups/LVC-MBA-Program-7424035/about)

The LVC Professional Network: [www.linkedin.com/groups/Lebanon-Valley-College-Professional-Network-108882/about](http://www.linkedin.com/groups/Lebanon-Valley-College-Professional-Network-108882/about)