



2025–2026
Full-Time MBA
Student Guidebook

Terry College of Business, The University of Georgia

terry.uga.edu/mba/fulltime



UNIVERSITY OF
GEORGIA
Terry College of Business

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CHAPTER 1: GETTING STARTED

Introduction

Welcome to the Full-Time MBA program at the University of Georgia. We are excited you have chosen to be a member of the class. This guidebook serves as a primary resource for your MBA journey. As a Georgia MBA student, you hold an important place in the Terry College of Business. The program's mission is the pursuit and dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative programs that prepare our graduates to be leaders in their organizations and communities.

With the benefit of small class sizes, you have access to exponential resources and a growing network of alumni to help you reach your career goals. We expect you to leverage the resources available to help us change the face of business.

Incoming Student "To-Do" List

University ID (811-xx-xxxx)

Memorize your ID number for accessing university systems.

UGAMail

Soon after your UGA acceptance, you should receive an email titled "UGAMail Account Information – Please Keep," which contains information about your UGAMail account. This email will be sent to the email address you provided to submit your admissions application. UGAMail is the University's email system and all official UGA correspondence will be sent to your UGAMail address going forward. You must complete your MyID profile before you can access your UGAMail. If you haven't received this email within 24 hours of receiving your UGA admission notification, please check your spam folder or contact the [EITS Help Desk](#) or phone 706-542-3106.

Log in using your MyID and password to access your official email and calendar (Microsoft Office 365).

Assistance: <https://eits.uga.edu/>

Immunization Forms

Immunization paperwork is processed by the University Health Center. Complete and submit all required forms to the Student Health Center prior to course registration and Orientation.

<https://healthcenter.uga.edu/info/immunizations/>

Please refer any questions about this requirement directly to the University Health Center at RHI@uhs.uga.edu or 706-542-8617.

Verification of Lawful Presence

UGA must verify that you are lawfully present in the United States before allowing you to enroll. Please see the [instructions for providing proof of lawful presence](#) for information on how to provide this

information. Instructions (for others): <https://grad.uga.edu/admissions/requirements/university-system-of-georgia-residency-policy/>

Pay Fees

Check your MyUGA Portal student account and pay fees by the deadline to avoid late fees or class cancellation.

Questions: Contact the Bursar's Office 706-542-2965 <https://busfin.uga.edu/finance-division/bursar/>

UGA OneCard

The UGA OneCard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. The OneCard is your key to accessing many facilities and services throughout campus. You must be registered for the current semester in order to purchase and use the OneCard. Obtain the official ID card for campus access and services.

<https://tate.uga.edu/ugacard/>

Parking Permits

Required for driving on campus. Apply by June 30 for priority assignments.

<https://tps.uga.edu/>

706-369-6221

Health Insurance (SHIP)

Review the Student Health Insurance Plan. Certain student groups are mandated to have acceptable coverage.

Mandatory Plan Info: https://hr.uga.edu/students/Mandatory_Plan/student_mandatory_plan_home/

MBA Foundations Courses

Access this preparatory courseware via the Office of MBA Student Engagement in May (or after the program fee is paid).

Registration (ATHENA)

Register for classes using the ATHENA system.

<https://athena.uga.edu/>

eLearning Commons (eLC)

Access course materials and assignments; access begins the day before the first class.

Advisement

Contact the Office of MBA Student Engagement for registration, course, and enrollment assistance. Also utilize professor office hours for class-specific help.

706-542-5671

georgiamba@uga.edu

Orientation

Mandatory Georgia MBA Orientation is approximately two weeks prior to the start of the fall semester. Arrive early.

For International Students Only

Immigration/Travel

Once on campus, contact OGE/ISSIS for all immigration and travel matters.

<https://globalengagement.uga.edu/>

706-542-2900

Cross-Cultural Adjustment

Contact International Student Life (ISL) for help with integration and housing assistance.

<http://isl.uga.edu>

Health Requirements

Get a thorough physical, TB test, and required shots (like MMR) before arrival. Dental/eye care is not covered by SHIP.

<https://healthcenter.uga.edu/info/immunizations/>

English Language Assistance

Contact the Office of Academic Enhancement for free tutoring (ESL and writing/speaking help).

www.uga.edu/dae

706-542-7575

Out-of-State Tuition Waiver

Inquire with OGE about the waiver program (note: typically takes two years of study to receive).

<https://globalengagement.uga.edu/>

706-542-2900

Transportation (Atlanta Airport)

Use the Groome Transportation shuttle to Athens.

Document Safety

Keep copies of your passport, visa, and I-20/IAP-66 with yourself and a family member. Keep originals in your carry-on luggage.

CHAPTER 2: CURRICULUM

Program Structure

During year one, students are introduced to fundamental business concepts that serve as a foundation for their MBA. Beginning in the spring of year one, students continue the fundamental business courses while beginning some elective courses that align with their career and concentration interests. During the second year, students pursuing the Full-Time MBA, will immerse themselves in their chosen area of concentration while fulfilling their remaining core requirements, including completion of two applied learning courses and their community volunteer requirement.

The curriculum for the Full-Time MBA Program is designed not only to prepare students for their future careers, but also to market them to future employers. When a student earns an MBA from Terry, employers can be certain that they completed a thorough and in-depth study of their selected area of interest.

Our nine market-driven concentration options and three areas of focus enable students to expand their skills and demonstrate value to their future employers. The two-year MBA curriculum totals 60 credit hours and is reached through a combination of core courses, electives, and applied learning courses. Electives and applied learning courses are included in the Concentrations and Areas of Focus such that all MBA courses count toward the graduation requirement of 60 credit hours.

Concentrations

Students may choose from nine concentrations:

- Business Analytics
- Entrepreneurship
- Finance
- Healthcare Management
- Human Resources
- Marketing
- Operations & Supply Chain Management
- Real Estate
- Risk Management

Areas of Focus

Students may also earn an area of focus in addition to their concentration(s). These areas of focus include: Strategy, FinTech, and Social Innovation. Areas of focus require less credit hours and are intended to compliment a student's concentration. They can be added to any concentration.

Customized Concentration

Students may work with the Office of Student Engagement to create a customized curriculum plan if future career goals require courses outside of the regular course of study. A written plan and

permission must be obtained prior to registering for an altered schedule, as to ensure classes will count toward graduation from the MBA program. Students may take two courses (6 cr.) outside of the Terry College for inclusion on their program of study.

Applied Learning Opportunities

The MBA Career Management Center and the Office of Student Engagement works to cultivate projects and engagement opportunities that enable students to gain valuable, real-world experience and knowledge specific to their target industry. Common activities include: Industry panels, case interview preparation, mock interviews, case competitions, market treks, and project-based, applied learning courses. Our purpose is to supplement knowledge and experience gained in the classroom by providing additional opportunities that result in a well-rounded perspective to prepare students for a career in their target industry by building relevant skill sets, expanding networks, and remaining current on the latest industry developments.

Case Competitions

Case competitions are an extremely valuable developmental opportunity providing in-depth experience for students. These competitions are especially important for career changers because they enable students to gain experience related to their target industry.

The Assistant Director of Student Engagement leads MBA students in case competitions by identifying and promoting relevant competitions and also serves as the advisor for each team. Student Engagement, along with faculty and alumni coaches, guide team efforts. Annual case competitions include SEC MBA (Corporate Strategy, Marketing), ACG (Finance), CFA (Finance), National Black MBA Case Competition (Marketing), NAIOP (Real Estate), and Net Impact (Corporate Social Responsibility). There are also competitions in Operations and Healthcare management just to highlight a few. This list is not exhaustive, and students are encouraged to consult with the Office of Student Engagement to explore additional case competition opportunities.

International Residency

The Terry MBA program has international travel opportunities available during the spring semester. Past opportunities have included China, Costa Rica, South America and most recently Spain. Trips are rotated each year, with plans to add additional future destinations. Current information can be obtained from the Office of Student Engagement.

Graduation Requirements for the MBA

MBA students must meet all requirements of the chosen concentration to satisfy graduation requirements or obtain the permission of the program director to design a custom program of study.

Number of Hours

The total credit hours required for graduation from the MBA program is 60 graduate-level credit hours at the 6000 level or above.

Grade Point Average Requirement

The minimum required grade point average is 3.00. Students must earn a grade of C or better in each course that is listed on the Program of Study.

Applied Learning Requirement Courses

Full-Time MBA students must complete two applied learning (projected based courses) prior to graduation. Students can choose from tier 1 and tier 2 level courses so long as they complete one from each subset.

Applied Learning Courses

Tier 1 Project Based Courses:

- Lean Six Sigma (MGMT 7160)
- Applied Corporate Strategy (MGMT 7440)
- Innovation Projects (MGMT 7320)
- Applied Brand Management (BUSN 7990)
- Applied FinTech (MIST 7990)

Tier 2 Project Based Courses:

- Critical Design Thinking (ENTR 7090)
- Six Sigma Black Belt (MGMT 7990)
- B Corporations and Social Impact Consulting (BUSN 7850)
- Social Innovation Community Leadership (BUSN 7830S)

Volunteer Hours Requirement

Community Engagement is so important to responsible business leadership that we require you to complete a volunteering component to graduate. There are three main ways to meet the volunteer requirement: Become a Non-Profit Board Fellow, Complete BUSN 7830S, or complete 50 hours of volunteer service in the Athens community. If you plan to meet this requirement by completing 50 service hours in the community, please contact the Office of Student Engagement for volunteer ideas and connections.

Program of Study Form

A Program of Study form must be completed and included in the application for graduation to the UGA Graduate School. Deadlines for submission and assistance in completing this online form will be provided by the Office of Student Engagement, but it is the student's responsibility to work with the Graduate School to ensure that proper procedural paperwork is filed by the deadlines set by the Graduate School. Incorporate these deadlines into your working calendar.

CHAPTER 3: ACADEMIC POLICIES

Formal policies are created and implemented by various committees in the University System of Georgia (USG), including UGA’s Graduate School, Terry College, and the MBA Program to ensure a fair and consistent experience for students. By adhering to the following policies, we unite in the spirit of our collective goals and program culture.

Enrollment

The University of Georgia requires that Graduate Students register for a minimum of three credit hours during any semester in which they utilize University facilities and/or staff time. A student holding an assistantship must register for a minimum of 12 credit hours for both fall and spring semesters.

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of Graduate credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained, or status as a degree-seeking graduate student is terminated. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. It does not supersede the minimum enrollment requirements of other programs, offices, or agencies.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval from the MBA Program Director and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.¹

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

¹ Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted.

It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.

A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-semester limit for master's students.

Monitoring and Compliance

After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. The Graduate School will notify suspended students of this action in writing within thirty (30) days of the start of the next semester.

Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student's former program, (b) pay a re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled semester, including summer, up to a maximum of 9 hours.

Students may appeal actions resulting from violation of the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

Withdrawals

Students who wish to withdraw from a course may do so by following the appropriate procedure through ATHENA, while giving proper notice to the instructor of the course and the Office of Student Engagement.

Enrollment Status

Students who withdraw from a course should be aware of the fact that a reduction in their course load because of withdrawal may affect their assistantship, financial aid, athletic eligibility, and/or full-time student status. Students should contact the appropriate office if they have questions about the impact of their withdrawal from a course.

Grade Assignment

A graduate student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of a semester is assigned a grade of W by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the semester (date to be specified in the Schedule of Classes) is assigned a grade of F, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.

UGA Academic Honesty Policy

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. Academic honesty is defined broadly and simply - the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the University community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the University community are responsible for knowing and understanding the policy on academic honesty. The goals of this academic honesty policy are to:

1. Foster a culture of academic honesty in the University community.
2. Maintain the integrity and academic reputation of the University.
3. Process fairly and consistently matters related to academic dishonesty.

The complete policy is available here: <https://honesty.uga.edu/Academic-Honesty-Policy/>.

The [academic honesty policy of the University](#) is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the UGA Admissions Application.

Any member of the University community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions and providing documentation of the matter to an Academic Honesty Panel.

UGA Policy on Persons with Disabilities

The University of Georgia is committed to its mission of providing equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities. The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity. These laws guide The University of Georgia in its commitment to serve qualified students. Students may register for services at the Disability Resource Center, located at 114 Clark Howell Hall, 706-542-8719, or visit their website at <http://drc.uga.edu/>.

Academic Probation Policy

Students of the Terry MBA program and The University of Georgia Graduate School may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study.

The MBA program defines sufficient academic progress to warrant continuance of study below in its Satisfactory Progress Policy. Academic probation can also cause adverse consequences to graduate assistantships.

Satisfactory Progress Policy

(3/29/2022)

Full time MBAs must earn at least 30 credit hours by the end of the third semester with a letter grade of C or above (fall, spring, not including summer). Grades below C or Incompletes do not count as earned credit hours.

The Terry MBA program defines “sufficient academic progress” as having earned 30 hours before the end of the third term, excluding summer. If the student has been placed on academic probation for any reason for one term, received written communication from the MBA program concerning insufficient academic progress, and does not meet the standards outlined above, the MBA program reserves the right to prevent the student from enrollment in future terms and to formally dismiss the student from the MBA program. Academic dismissal also means the non-renewal of graduate assistantships.

Dismissal Policy

The University of Georgia Graduate School maintains the official graduate policy regarding dismissal of a student from their program of study. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow the policies and procedures adopted by the Terry MBA program and will be reported to the UGA Graduate School.

Dismissal of graduate students will follow policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:

- Failure to pass comprehensive or other required examinations
- Inadequate academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the honor code
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards in program’s handbook (or professional society)

Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA. Dismissal by a program may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If a student is dismissed by a program, they may reapply to the Graduate School for admission to the same graduate program or a different degree-granting unit, unless the dismissal was triggered by:

- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards in program’s handbook (or professional society)

Graduate School Dismissal

Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal with the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Please contact gradassociatedean@uga.edu for more information.

Grade Appeals

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made

by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email ovpiappeals@uga.edu. For questions regarding appeals heard by the Educational Affairs Committee, please visit their [website](#).

CHAPTER 4: PROGRAM STANDARDS & EXPECTATIONS

Standards & Support Committee

The Standards & Support Committee is a function comprised by the Office of Student Engagement. It serves as an additional level of support for students who encounter difficulties while in the program that cannot be resolved through initial mediation efforts. A referral can be brought to the committee through the Office of Student Engagement at any time by any person. The purpose of the committee is to gather information concerning the referral and engage in proactive solutions with the students to enhance performance or behaviors while in the program. Referrals may indicate academic, professional, lack of team participation, or other discouraging behavioral trends in the program needing intervention by administration.

Graduate Assistantship Overview

As an assistantship recipient, **you must register for a minimum of twelve (12) graduate credit hours** for the Fall and Spring semesters. Assistantships are merit-based awards that, unlike fellowships or scholarships, provide a stipend in exchange for services rendered. In this case, the service is 13 hours per week of assistance provided to the faculty member(s) to whom you are assigned. In some instances, a graduate assistant is assigned to support the administrative day-to-day operations of a department/office.

The **13-hour-per-week work requirement** will be handled differently by different faculty. Some will require formal office hours during the week, while others will work on the basis of project time, where you will be given a project and allowed to structure your 13 hours accordingly, as long as the project is completed in a timely manner. It is your responsibility to meet weekly with your assigned faculty member to determine your work schedule and assignments.

If you are not being utilized by your faculty member, you need to consult the department head or representative to see if another faculty member in the department can utilize your services. Your commitment to work is 13 hours per week. If a faculty member only requires you to work 4 hours one week, they cannot carry over and require the 9 remaining hours to be worked during the following week. If, however, you request time off from your assistantship during a given week for personal or academic reasons, you do owe those hours not worked that week to the faculty member. You are cautioned not to consider the latter a workable option except in extremely unusual circumstances. The demands of the program do not allow for much more than 13 hours of work per week, and in the event you fall behind in your assistantship duties, you are subject to losing your award and having to repay the University for any Fees that have been waived as part of your assistantship.

As a qualifier to the above, there may be instances when a faculty member needs/requires help beyond the 13 hours required (for example, during mid-term and final exam week). As long as the extra hours are within reason and given that most assistants do not work 13 hours every week, it is expected that every effort be made to provide the necessary support.

Every term, evaluations are made on student's work by the faculty/staff member(s) supervising the work. Non-performance will be reported to the student, MBA Admissions, and Student Services at the onset. Failure by the student to take corrective action will result in termination of the assistantship. If you have a problem, you need to try to resolve the problem by talking to both your faculty member and the departmental representative (usually the department head). If the problem cannot be resolved in the department, please contact the MBA Student Services office for further assistance.

Three important things to remember:

1. It is your responsibility to maintain contact with your faculty member. They will not come looking for you!
2. You are required to work 13 hours per week. Failure to meet the requirements associated with your assistantship may result in the loss of your award.
3. Graduate School policy requires that graduate assistants pre-register and pay their fees prior to the first day of classes each term. Failure to do so will result in the immediate termination of an assistantship award and the assessment of full tuition and fees.

The [Graduate Assistant policy](#) states: "Graduate assistants (GAs) are all other students enrolled in the Graduate School who receive assistantships that are not specifically designated for teaching or research. Duties assigned to this category of graduate assistants may include assisting faculty with a variety of academic tasks, including but not limited to providing technical support for courses taught by faculty; working on grant-funded projects related to program development, evaluations, and outreach, among others; gathering, organizing, and analyzing data for faculty; or working in a non-academic unit of the university, such as Student Affairs. Per [UGA Policy 4.07-13 Instructor of Record](#), GAs can assist faculty with instructional duties but an approved and valid faculty member must be listed as the Instructor of Record in the Course Offerings Data Base and must be responsible for all aspects of the course."

Graduate Assistants can assist in research and program development activities. GAs are not allowed to:

- Serve as an Instructor of Record for a course
- Deliver a lecture as a substitute for the instructor of record
- Assign final grades to students in a course
- Determine final grades for exams
- Grade subjective (essay) assignments without Instructor of Record oversight
- Have access to confidential information about students at the same degree level or above (e.g. other Masters students).

Examples of instructional duties GAs are able to do, include but are not limited to:

- Recording classwork and/or attendance of students
- Proctoring tests or exams
- Grading examinations, papers, and/or other assignments (with solution and/or rubric provided and under the supervision of the Instructor of Record)

- Holding tutorials and/or review sessions with individual students or groups of students, provided the GA is trained or has been provided training appropriate for
- Reviewing homework with students, provided the GA is trained or has been provided training appropriate for this task
- Preparing/developing instructional materials
- And other such duties consistent with the support of the instructional function and under the direct supervisor of the Instructor of Record.

No student on a Graduate Assistantship (GA), Terry or non-Terry, can be assigned teaching responsibilities, but all are allowed to assist faculty with instructional duties as defined above, per the noted policy of the UGA Graduate School. The Instructor of Record is responsible for ensuring the quality related to all instructional duties. The faculty member to which the GA is assigned is encouraged to offer flexibility in scheduling work when conflicts arise due to degree requirements and/or program scheduling conflicts.

Compensation

\$11,225 AY 2025–2026

Renewal

The University is committed to renewing this award for your second year, contingent upon your satisfactory academic progress, satisfactory work performance, and continued funding.

Student Fee

All University of Georgia students are required to pay mandated student fees. Physical Activities, as well as transportation, athletic, technology, and activity fees. For further information on tuition and fees, please see bursar.uga.edu. Additionally, international students will be required to pay an International Student Compliance Fee. Further information on this fee can be found at globalengagement.uga.edu/immigration/fees-page.

To determine what impact, if any, this assistantship will have on your financial aid eligibility for the academic year, please contact the [Office of Student Financial Aid](https://osfa.uga.edu) (OSFA) at 706-542-6147 or osfa@uga.edu.

Health Insurance

Students with graduate assistantships and international students are required to purchase insurance coverage or qualify for a waiver. UGA will pay 50% of the health insurance premium for “student only” coverage for graduate students receiving graduate assistantships. The UGA mandatory health insurance plan is administered by United Healthcare Student Resources.

- [View mandatory plan details](#)
- [How to request a waiver](#)
- [View premium amount for mandatory plan](#)
- [How to cover eligible dependents on the mandatory plan](#)

Non-Employee Reimbursement

Student Vendor Registration

Before a student can be reimbursed by the University, they must register as a vendor with UGA (<https://suppliers.uga.edu>). We recommend choosing the deposit option when registering to receive your reimbursement faster. If you do not elect direct deposit, a paper check will be mailed to your address on file – please be sure to register using your current residential address.

Paying for Travel

Receipts are required for reimbursement of all travel expenses. Students are reimbursed for the cost incurred, not for airline or hotel points used. A confirmation of an upcoming purchase is not the same as a receipt showing a \$0 balance.

Travel receipts (airline, rideshare, etc.) must show departure, destination, date, and time. Lodging receipts must show location, date and time. Costs must be itemized with the name of the student incurring the cost. Students may share a hotel room but must arrange for individual payment by each occupant in order to be reimbursed. Meal receipts must show all items purchased as well as payment.

All receipts must be in the name of a registered vendor. Payments made to a friend or family member of the traveling student will not be reimbursed. Payments to other individuals using apps such as Venmo or Zelle will not be reimbursed.

Note: The University of Georgia will not reimburse Airbnb rentals

Reimbursable Expense Types

Reimbursements may come from different offices based on different student travel needs:

MBA Career Management Center

The CMC stipend is the most commonly used funding source for student travel. Each student is allotted a stipend by the MBA Career Management Center in order to attend national career fairs or travel to interviews. Only flights, lodging, and ground transportation are qualified expenses using the CMC stipend. Upgrades such as room service in a hotel or extra legroom on a flight are not allowable. The stipend is awarded on a yearly basis, not per trip. NBMBAA, Prospanica, Veterans and ROMBA career fairs will always be approved, so long as the student shows evidence that they actually attend the fair. Other job-search-related travel (smaller career fairs, job interviews) must be approved by CMC staff before departure.

Student Engagement

Some club events may involve student purchases. Examples of reimbursable club event expenses include purchasing ice for an outdoor event or purchasing decorations for an event. All purchases reimbursed for events must remain the property of the MBA/MSBA program. All purchases made in the execution of club events should be invoiced from a registered vendor; reimbursement should be used only as approved by the Student Engagement team.

Case Competitions

Expenses incurred for case competition participation are reimbursed through Student Engagement. Reimbursements include: travel (flight, luggage fees, and airport parking), lodging, mileage related to competition travel, and presentation printing expenses. Case competition teams are required to travel together in a single vehicle for mileage reimbursement; the program will provide rental vehicles when needed.

Class Projects

Travel and other expenses necessary to execute MBA or MSBA Capstone project work may be approved on a case-by-case basis by SE staff. This may include direct travel expenses for presentations, printing expenses, or other expenses as required. Project teams are required to travel together in a single vehicle.

Reimbursement Form

All student reimbursements are submitted with a [Non-Employee Payment Form](#) must contain all information required on the form, student signature, and receipts. The University assigned Vendor Number can be found in the email confirming registration as a vendor, or by contacting vendors@uga.edu.

Note: Students with graduate assistantships should indicate on line 7 that they have been employed by UGA within the past 24 months.

[Reimbursement Form](#)

Expectations for Securing Internships and Post-Graduation Positions

While every effort is made to ensure MBA students have access to internship and full-time job opportunities, it is ultimately the responsibility of each student to secure an internship and post-graduation position through networking, prior experience, posted opportunities, and other professional avenues. The MBA Career Management Center supports this process by bringing recruiters and companies to the Terry College of Business, organizing company visits and career programming, and sharing opportunities via email and Handshake.

Career Leader

CareerLeader is a tool that the Career Management Center utilizes to help you develop a solid set of job targets by functional areas, specific industries, or geographies. Developed at Harvard Business School, it is used at many other leading MBA programs across the country. The tool enables you to input your interests, skills, and values and provides valuable information about how your background matches with others successful in the career path.

CareerLeader includes three separate tests (to be taken at different times), each taking approximately 20–45 minutes. CareerLeader will be taken prior to beginning the Pre-Fall Session, during which each student will discuss his/her individual assessment with a member of the Career Management Center staff.

Experiential Learning Opportunities

Experiential Learning Opportunities facilitate unparalleled networking and development that are vital for job search success. Students are encouraged to capitalize on these opportunities in the MBA program and the Career Management Center expects active student engagement to be a vital part of student career goals.

Resumes

A resume is a marketing tool which summarizes the most relevant parts of your background and emphasizes the transferable skills that apply to your targeted industry or function. Think strategically about how you position yourself on your Resume. Your Resume should not be used as a job description or "data dump" where you include every responsibility or even every accomplishment. Rather, everything on your Resume should be value-added and speak directly to your future employer/industry. At the same time, the Resume needs to provide an accurate description of your background without going into depth about irrelevant duties.

You should begin thinking and working on your Resume before you arrive on-campus. The Terry College of Business has a specific resume template that is used. Students are provided the specifications and an example prior to Orientation. Once classes begin, you will have opportunities to refine your Resume with a Career Advisor.

Classroom Expectations

Dress

As a general rule, students typically dress casually for class.

Casual dress is defined as shorts, t-shirts and/or jeans. There may be instances where students will need to dress in business casual for class guest lectures, presentations, and/or on-campus events.

Business casual dress is defined as:

- **Men:** Dress slacks or khaki pants with a collared, button-down dress shirt. Tie and sport coat are optional.
- **Women:** Dress slacks or skirt with a blouse or collared, button-down dress shirt. A professional dress may also be worn.

Business professional dress will be required of students for interviews, trips to Atlanta, networking events, corporate trips and tours, as well as other functions throughout the school year. Students will need to own at least one well-fitting business suit, preferably dark in color, prior to the start of MBA Orientation.

Tardiness

MBA students are expected to arrive for classes, events, team meetings, and appointments on time and ready to contribute. Professors may choose to decrease the grade of students with excessive tardiness as outlined in the syllabus.

Missing Classes

It is the responsibility of the MBA student to adhere to class schedules and attend required classes. Students are responsible for notifying his/her professor of an absence, as well as taking necessary measures to make up the missed material.

Exact policies on absences for each class will be outlined in the specific course syllabus provided to students in eLC at the beginning of each course. Professors may choose to decrease the grade of students with excessive absences or even drop them from the course, as outlined in the syllabus.

Class Participation

Class participation and group participation is encouraged in MBA classes when appropriate to the content of the course. However, talking during class and disrupting the learning environment of other students is unacceptable. Students talking excessively and disrupting others may be asked to leave the classroom and disciplinary action may be taken.

Events

RSVPs

It is the responsibility of each student to confirm their attendance at events held throughout the year. Events typically require a RSVP to confirm attendance; instructions on registering for specific events may vary. When a student has RSVP'd, they are expected to attend the event and participate.

Travel

Travel costs to and from events such as national career fairs, company treks, case competitions, etc. is the sole responsibility of each participant. Students should budget for the total cost of lodging, food, transportation, registration fees, and social activities prior to committing to the trip.

CHAPTER 5: RESOURCES

MBA Student Resource Course in eLC

As you enter the program, you will be added to the MBA Student Resource Course located in the Electronic Learning Commons (eLC). Along with your academic courses, this resource course serves as a method to stay engaged with our office through course announcements and also houses many campus-wide resources opportunities to better support you during your time in the program. This course is a one-stop shop for you to stay fully connected with our office besides stopping in to see us!

International Student Resources

The department of [International Student Life](#) enhances the student-learning environment through programs and services that internationalize the campus experience. Through transition, support, programming, outreach, engagement, and leadership this department fully supports international students.

The [Office of Global Engagement](#) is also an excellent resource for international students concerning immigration services and international initiatives.

Student Care & Outreach

The mission of [Student Care & Outreach](#) is coordinate care and assistance for all students, undergraduate and graduate, who experience complex, hardship, or unforeseen circumstances by providing individualized assistance and tailored inventions.

Disability Resource Center

The [Disability Resource Center's](#) primary commitment is to assist the University of Georgia in educating and serving students with disabilities who qualify for admissions. Their mission is to ensure equal educational opportunities as required by the ADA and other legislation. The DRC strives to promote a welcoming academic, physical, and social environment for students with disabilities at UGA.

The Disability Resource Center assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Resource Center, DRC, coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities at the University of Georgia.

If you are a new or current student seeking services at the Disability Resource Center (DRC), we look forward to meeting with you! On the [DRC website](#), you will find information about the accommodations and services we coordinate for UGA students who have disabilities. The site will give you a picture of who we are and our programs and services.

You can register with the DRC at any time, although we encourage students submit their information as early as possible. Once everything is submitted, the process to evaluate the application can take

around 1–4 weeks, so the earlier you submit the application, the earlier we can begin that process. All information provided to the DRC is confidential.

Student Veteran Resource Center

Founded in spring 2013, the [Student Veterans Resource Center](#) (SVRC) serves as a central location for information about the university's services for student veterans while also offering support, advocacy and a convenient location for student veterans to gather throughout the day. The center is located on the fourth level of the Tate Student Center.

The center's strength lies in its established relationships with almost every office at UGA and with many service organizations across the region. The SVRC markets these services while keeping student veterans informed through weekly communications.

SVRC provides a convenient point of contact for student veterans, a service desk staffed by veterans, an evolving network of partnerships working to improve services and programs, a comfortable lounge, and a community for student veterans. A range of diverse opportunities enables student veterans to meaningfully engage with the University and the surrounding community.

UGA Health Center

University Health Center serves as a safe space and central resource for the UGA campus community regarding physical, mental health & wellness. Below are several ways to access your resources:

Primary Care Provider

All Students are assigned a primary care provider home (PCP). Students can make appointments with their PCP for many reasons:

- illness or injury
- referral to other specialists for specific health needs- including our in-house Lab/Radiology
- wellness checkups and physicals for classes or programs questions about general health, sexual health, health goals, stress and mental wellness

Classes, Workshops, and Coaching

Free workshops/classes/Health coaching lead by licensed clinicians or health educators to provide students with tools to manage stress, anxiety, relationships, social etc. Visit [BeWellUGA](#) for a list of offerings available.

Counseling and Psychiatric Services (CAPS)

CAPS is dedicated to student mental health and well-being. CAPS offers:

- Short-term individual counseling
- Group Counseling
- Free workshops (BeWellUGA)
- Consultation to student leaders, faculty and staff
- Psychiatric services- to monitor medications
- Crisis intervention

- Referral assistance to other providers, both on campus and in the local community.

CAPS is located on the second floor of the University Health Center. We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information about CAPS services, please call 706-542-2273 or see our website <https://caps.uga.edu/>. For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.

For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.

UGA campus has several resources for a student seeking [mental health services](#) and/or [crisis support](#) .

Student leaders, UGA Faculty or Staff may schedule for their group, a wellness program or training with a health educator or licensed clinician through the UHC [program request](#).

The UGA Libraries

<http://www.libs.uga.edu>

UGA has the largest library in the state, with 4.6 million books, and access to thousands of journals. All print resources at any state school in Georgia are available to UGA students through online request, as well. Library buildings on campus include:

- **Main Library on North Campus:** humanities, social sciences, business, and DigiLab;
- **Science Library on South Campus:** science, technology, agriculture, and Maker’s Space;
- **Miller Learning Center:** online library resources and recording studio;
- **Special Collections Library:** rare books, manuscripts, media archives, and many exhibits.

For college-level research projects and papers, your instructors will expect you to use *published scholarly* resources and *critically evaluate* all sources.

The MyID and password will grant access to all our databases, e-books, and library accounts online, from anywhere.

“Chat with a librarian” on the library home page provides immediate research assistance and sign up for a research consultation with a librarian at <https://www.libs.uga.edu/ask-us>

On Campus Computing Resources

As an MBA student at Terry, you have access to various computing resources, including:

UGA EITS

706-542-3106

helpdesk@uga.edu

[Enterprise Information Technology Services](#) (EITS) is the University of Georgia’s central IT organization. They provide computing resources to the entire UGA community, including email, web space, and help desk services for students, staff, and faculty.

Terry College OIT Help Desk

706-542-6799

help@terry.uga.edu

The Terry College of Business has an [Office of Information Technology](#) (OIT). OIT provides Terry's servers and classroom technology as well as help desk support for faculty, staff, and students. They cover all Terry College buildings: Brooks, Caldwell, Correll, and Sanford Halls, as well as the offices in the Bank of America building and the Terry Executive Education Center in Buckhead.

Web Links of Interest

- [Terry College of Business](#)
- [Terry MBA](#)
- [Terry OIT](#)
- [UGA eLearning Commons](#)
- [Terry College Faculty and Staff Directory](#)
- [University of Georgia](#)
- [UGA Academic Calendars](#)
- [UGAMail](#)
- [UGA Library System](#)
- [UGA Enterprise Information Technology Services \(EITS\)](#)
- [UGA MyID](#)

Computer Security Requirements

Keeping your laptop **safe and secure** ensures not only that you have a stable platform to rely on, but also that you help protect others on the Terry and UGA network. Terry OIT will be happy to consult with you if you have any questions about keeping your laptop secure. EITS reserves the right to block any machine from the network if it is infected with a Trojan or other virus. Don't let this happen to you!

[UGA Computer Use Policy Statement](#)

Very important: You will be held accountable for understanding this policy regarding the responsible use of computers at UGA.

Best Practices to Keep your Machine Secure

- **Windows Updates:** Run this often if you do not choose to set it to run automatically. Automatic updates are strongly recommended.
- **Office Updates:** Check for these often – more often if you are using Outlook for email.
- **Say NO to Freeware:** Be VERY careful in what you choose to download and install. Often innocuous-looking software can install spyware or open security holes in your machine without your knowledge.
- **Say NO to most free file-sharing software:** This type of software is illegal, unethical, against UGA's Computer Use Policy and can cause multiple problems on your machine.

Terry OIT and UGA's EITS reserves the right not to support any machine running illegal sharing software and to restrict access to the network for any machine broadcasting spyware or other disruptive services.

Wireless Network Information

You can gain access to the wireless network by authenticating via your UGA MyID and password.

CHAPTER 6: CLUBS & PROGRAM EVENTS

Organization and community involvement are viable ways to achieve success and to further invest in the program. Each organization has a leadership and officer hierarchy that assists with event planning and organizational goals. Get involved!

Student Engagement Contact Information

Jake Mosley

jakemosley@uga.edu

Director of Student Engagement, Full-Time MBA & MS Business Analytics

Samantha Sharp

samantha.sharp@uga.edu

Assistant Director of Student Engagement, Full-Time MBA & MS Business Analytics

Jessica Sensabaugh

jessica.sensabaugh15@uga.edu

Program Coordinator of Student Engagement, Full-Time MBA & MS Business Analytics

Candace Mobley

cmmobley@uga.edu

Program Coordinator, Full-Time MBA, Master of Science in Business Analytics

Terry MBA Student Organizations

There are 8 chartered organizations in the MBA program: Graduate Business Association (GBA), Graduate Women’s Business Association (GWBA), Georgia MBA Veterans’ Club, Consulting Club, Blacks in Business Association, Multicultural Graduate Association, Pride at Terry, and STEMBA. Due to the program’s size, we are not currently accepting new organizations. However, students are always welcome to bring their ideas to the Office of Student Engagement for best practices and further direction on new programming ideas during your MBA.

Graduate Business Association (GBA)

GBA is designed to create a valuable and enjoyable MBA student experience while consistently raising the bar in performance. GBA prioritizes student life, program improvement, and facilitating experiential learning opportunities.

Student life provides opportunities for each student to get to know each other and to explore Athens. The goal is to help students build relationships to increase networking and provide a well-rounded learning environment. Events such as the MBA formal, football tailgates, informal happy hours, etc. help achieve this goal.

Program improvement focuses on improving the quality of the student experience and their academic goals. This provides feedback and support to the administration while challenging performance expectations.

Working closely with the Career Management Center and the Office of Student Engagement, GBA identifies and facilitates student-led experiential learning opportunities. GBA helps identify and relay student interests to program staff and allows coordination with the administration to produce events and programming in support of these interest.

Blacks in Business Graduate Association (BIB)

Founded in 2022, BIB is dedicated to fostering conversations and ensuring the representation of Black business students in and throughout the Terry College of Business.

Georgia MBA Veterans Club

Founded in 2021, the Georgia MBA Veterans Club is dedicated to providing social support and networking opportunities centered around the theme of military service.

Graduate Consulting Club

The Graduate Consulting Club (GCC) at Terry College of Business offers students the opportunity to hone their skills in many areas, including case interviewing, speaking, presenting, and networking. GCC serves as a conduit for providing real, meaningful networking opportunities with current and former professionals in the consulting industry by engaging Terry's vast alumni network.

Graduate Women's Business Association

GWBA aims to strengthen the bond of women in business, support our purposes/interests while in business school, and develop a network that will continue after graduation. This network is a valuable resource for students during their time at UGA.

GWBA hosts guest speakers, panels/roundtables, and other events to gain various industry perspectives, expand networks, challenge objectives in the business world, and have a good time during the process.

Multicultural Graduate Association

The mission of MGA is to empower and inspire Multicultural MBA students by fostering a supportive community that celebrates cultural diversity, promotes leadership, and drives professional excellence. We strive to create a platform for networking, mentorship, and collaboration, equipping our members with the skills, resources, and connections necessary to excel in the global business landscape. Through advocacy, education, and engagement, we aim to amplify global voices in business, cultivate future leaders, and contribute to a more inclusive and diverse corporate world.

Net Impact

For students interested in pursuing impact careers, the Net Impact chapter is dedicated to helping students interested in impact careers achieve their career goals. This organization provides the opportunity for students to attend the Net Impact conference each year, where students can meet leaders in sustainability and corporate social responsibility. Members are also provided the opportunity to participate in the Annual Net Impact MBA Case Competition in Boulder, Colorado at the Leeds School of Business. Net Impact took first place in 2014 and received a Gold status.

The Net Impact organization also partners with the MBA Career Management Center and the Office of Student Engagement to organize visits to socially responsible companies to establish new corporate connections.

Pride at Terry Organization

Founded in 2022, Pride at Terry & Allies is an organization for students belonging to the LGBTQ+ community and allies. The organization aims to build a strong network and support system for students. This organization's main goal is to support students as they build socially inclusive professional networks throughout their Terry College experience.

STEMBA

The goal of STEMBA is to create a space for pathway MBAs, double-dawg MBAs, or those who have STEM backgrounds to connect with other like-minded individuals. STEMBA seeks to provide an expansive network at engineering companies to enable individuals to find MBA-level jobs in the STEM field.

Current UGA and Terry Organizations

A more comprehensive UGA Student Organization list can be found at:

<https://uga.campuslabs.com/engage/ORGANIZATIONS>

A full list of Terry's Student Organizations can be found at: <https://www.terry.uga.edu/current-students/student-orgs>

Organization Allocations & Spending Guidelines

Budget

Each organization will be provided with a maximum budget for the academic year. The Office of Student Engagement makes budget allocations and directs spending decisions in accordance with College, University, and state-wide policy. Student Org leaders will receive a link to a shared Excel sheet including their budget details, current spending, and available funds. These budgets' structure student organizations and their spending, allowing smooth transitions between leadership each year.

Please note that just because your org has available funds does not mean you need to spend them. Spending of funds should be intentional and an effective use of institutional funds. Each purchase is subject to approval. Sam or Jessica must approve all spending by organizations from college funding from Student Engagement **BEFORE** the purchase is completed. Failure to communicate planned spending will result in the individual being responsible for the expense.

Purchases & Reimbursements

Organization Leaders must use UGA-approved vendors for events. This includes venue rentals, catering, and live entertainment. A list of approved UGA vendors is posted in the MBA Student Resource course in eLC.

Some organization events may involve student purchases. Student reimbursement must be approved in advance by the Student Engagement team. Students are not guaranteed reimbursement for items purchased from their personal funds for organization purposes. It is important that students go through the proper procurement channels for organization purposes and should consider reimbursement as the last resort option. Due to University restrictions on reimbursements, Staff members cannot purchase items, food, etc., from their personal funds on behalf of their organization.

All purchases reimbursed for events must remain the property of the MBA/MSBA program. When possible, any purchases made in the execution of organization events should be invoiced from a registered vendor or purchased through UGAMart by Student Engagement staff.

If you need items purchased for an event that needs to be purchased from UGAMart or Amazon Business, Student Engagement will need **at least a 6-week notice** to purchase these items. Please note- due to the stream of required approvals and unpredictable shipping times for each vendor, Student Engagement cannot guarantee that items will arrive on time, even with the 6-week notice.

In some special circumstances, a non-vendor can be added to the approved list for future use, but this can take an extraordinary amount of time and bureaucratic process through Terry College's Business Office and UGA's Accounts Payable office. If organization leaders wish to add a vendor to the approved list, they must initiate that action three months prior to a proposed event. The CMC Office Manager will work with the Business Office to execute proper UGA procedures. It is best practice to use only previously approved vendors for organization events.

Alcohol

Outside of select GBA events, allocated student organization funds cannot be spent on alcohol for student organization events, initiatives, or functions.

Updated University Policy: University-sponsored events have a maximum of one drink per person. Alcohol purchases cannot exceed 30% of food and labor expenses.

Organization Merchandise and Apparel

Allocated funds cannot be used on student organization apparel or merchandise. The Full-Time MBA program provides students with various opportunities to receive MBA-branded apparel and does not deem this an appropriate use of funds for student organizations.

Event Procedures & Operations

There are a variety of student organization programs and events that take place throughout the year. While these events serve several purposes and audiences, all represent the core values of professionalism and educational development. Student Organization events must clearly provide an expressed professional or educational development component. All events paid for from student organization budgets must be approved in advance by Student Engagement staff.

The key to coordinating a successful event is to follow proper procedure and communicate early and often with the Office of Student Engagement.

Proposal Submissions

Samantha Sharp samantha.sharp@uga.edu and Jessica Sensabaugh jessica.sensabaugh15@uga.edu are the primary contacts for the Student Engagement Team for Student Organization events.

The Office of Student Engagement directs coordination and communication with organization leaders and MBA Program Administration to ensure alignment between the Organization and MBA Programs goals. In addition, Student Engagement assists in selecting viable events dates to identify conflicts early. Student Org programming may be preempted by other MBA events, including academic and career-related events. Before submitting an event request proposal, org leaders should consult the MBA/MSBA events calendar and should avoid requesting a date with existing programming.

Organization leaders will submit proposals for all anticipated events to the Student Engagement team on or before a deadline set by Student Engagement, before or shortly after the start of each semester. The Office of Student Engagement will inform Student Org leaders about event proposal procedures. All event proposals should be approved by the Student Engagement Team before any planning for the event can begin.

Preparing for an event

Confirm date availability

Check shared FTMBA & MSBA Events Calendar (cmchelp@uga.edu) in Outlook and Student Org event spreadsheet for potential event dates.

Submit event request

Request event approval using procedures identified by Student Engagement staff before the agreed-upon semester deadline. Do not continue planning events or confirm details with any vendors until you receive written approval from Samantha and/or Jessica. This approval will dictate your next steps and specific instructions.

Reserve the location

Once approved, move forward with reserving a space for events hosted on campus. This form will be submitted directly with Terry Facilities.

- Please select "Organization Not Found" when prompted about your department or student org affiliation.
- Please enter "pay by check" if prompted to input payment or Chart string information. Terry facilities will have the appropriate Chart string saved in their records.
- Detailed room reservation instructions can be accessed in the Student Resources page in eLC.

Coordinate catering

Next, you can move forward with catering for the event. A list of approved caterers is listed in the MBA Student Resources within the Student Organization section in eLC. You can access vendor communication examples in eLC as well.

When making your initial outreach to caterers, a good rule of thumb is to place an order for 10-15 and update your catering order to the registration number closer to the event date. You may also want to

ask the caterer when they will need the exact headcount, as this can vary for each business. Be sure to confirm the final headcount before the vendor deadline, especially for larger events.

Add to calendar

While you are waiting for your room reservation to be approved by Terry Facilities and after you have connected with Jessica or Sam regarding catering, you can add your event to the Outlook calendar.

*****Please note, calendar invitations should be created at least two weeks before the event to guarantee it will be featured in the newsletter***

Invite cmchelp@uga.edu, Samantha, and Jessica to the event in Outlook.

Include a registration link with this invitation that can be shared in the newsletter. We recommend using Google Forms or a similar software.

Do NOT invite the student listservs to the event in Outlook. Beginning Fall 2024, students will register for events through the weekly newsletter instead of email invites. Student org leaders can make their own outreach to students for events outside of the newsletter, but they should not use listservs for this outreach.

If your original room choice is not approved, please make sure to update the calendar invite with the new location.

Prior to the Event

If the event is catered, identify an individual in your organization who will meet the caterer for delivery/pickup. Provide the vendor with that individual's name and phone number.

Identify an individual or individuals who will set up and break down the event, including setting up decorations, unboxing catering, ensuring tables and chairs are arranged appropriately, ensuring trash is disposed of properly, etc.

Day of the Event

- Arrive to the event space early to ensure the room is set up appropriately and that catering is set up before the event starts.
- Be prepared to break down or clean up after any student organization event. Leave any classroom as you found it and be aware of outside vendors' rental requirements. Clean-up instructions can be found in the MBA Student Resource course in eLC .
 - Student orgs who fail to complete clean up instructions will lose the ability to hold events on campus for the remainder of the semester.
- Regardless of the size of the event, it is required that student orgs have all attending guests check-in to the event using a check-in sheet. A Check-In sheet template can be found in the MBA Student Resource course in eLC

After the Event

- Ensure all clean-up instructions have been followed.

Entertainment Packets - Paying for Events

It is extremely important that vendors are paid promptly after events. UGA aims to repay vendors on a net-30 basis, meaning invoices should clear the entire Accounts Payable process within 30 days of product or service delivery. For payment to be processed by the Business Office, student organization members must prepare and send a completed Entertainment Reimbursement Packet to the Office of Student Engagement. See the “Invoices, Rental Contacts, and Vendor Payment” section below for more information.

- Directions on creating an entertainment package can be found in the MBA Student Resource course in eLC
- Entertainment packet guides can be accessed in the MBA Resources page in eLC
- Always strive to obtain an accurate list of event attendees

Do not sign any estimates, invoices, or contracts; forward any estimates, invoices, or contracts to the Office of Student Engagement. Students or staff members who sign contracts on behalf of the University assume liability.

Social Events

The goal of MBA Student Organizations is to provide students with professional and educational/development opportunities that allow them to connect with each other and industry insiders and professionals. Student Engagement will not financially support events that are for social purposes only outside of Athens, Georgia. Events within Athens will be approved or denied on a case-by-case basis. Examples of this include mixers, happy hours, and other activities that do not provide any professional or educational development.

Alumni and Corporate Partner Engagement

Student Organizations who wish to invite alumni as event guests or speakers that are outside of their networks should first connect with Student Engagement. Student Engagement will then connect the organization with the CMC for recommendations based on the event topic or industry focus. Student Engagement will still need to approve your event through the submission process, even if you are receiving assistance from or planning an event in collaboration with the CMC.

Please keep in mind, even if the alum is a personal connection or friend to a student in the organization, the CMC will want to be informed of external partners or alumni who are attending organization events.

Transportation

Transportation may be provided for events with the explicit purpose of professional and/or educational development outside of Athens, GA. Social Networking events with students in other MBA programs will not receive transportation support. Events engaging the Professional and Executive MBA programs require expressed consent and interest of Professional and Executive MBA students and may require communication with Atlanta program staff, to be facilitated by the Athens Student Engagement team.

Some organizational or academic programming sponsored by the Full-time MBA program may take place outside of Athens-Clarke County. Examples of this programming include travel to visit clients for applied projects or student org events co-sponsored with Atlanta programs. Student Engagement may provide transportation or reimburse travel costs for these events at the discretion of program staff. Students may not rent vehicles from the University or a third-party vendor, but the program may approve mileage reimbursement for students who carpool to events outside Athens that align with program goals.

In alignment with the University’s Motor Vehicle Policies:

- Anyone driving a State or personal vehicle on university business must have a valid U.S. driver’s license.
- Persons driving on university business must complete the Driver Acknowledgement Form in UGA’s Personal Education Portal no more than 365 days in advance.
- The following occurrences disqualify an individual from driving on University business:
 - Having 10+ points on their driving record
 - Having an “at fault” motor vehicle accident within the past six months
 - Being convicted of Driving Under the Influence (DUI), Driving Under the Influence Less Safe, or Leaving the scene of an accident

Organization Limits & Dissolution

Georgia MBA limits the number of active organizations. If an organization is inactive for a full calendar year and lacks future leadership interest, Georgia MBA considers the organization dissolved. Keeping the number of organizations limited encourages meaningful participation and offers more flexibility in the very busy event calendar.

Invoices, Rental Contracts, and Vendor Payment

The University System of Georgia at large, including UGA, has strict policies and procedures for getting vendors paid in a timely manner. Organization Leaders who do not follow proper procedure outlined here may lead to an event cancellation or have payment denied by UGA.

All invoices from approved vendors must be tax-exempt. If a vendor objects to or has questions about tax-exempt invoicing, please ask for assistance from a Student Engagement staff member. Any purchases of alcohol must be on a separate invoice with taxes included. Alcohol provision at events should be limited and will always require approval from the Office of Student Engagement, and events where alcohol is served will require staff attendance. For more information in UGA Instructional Space Use and Alcohol guidelines, see here: <https://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/>.

Students are not permitted to sign contracts of any kind, including rental agreements. Contracts must be approved through UGA legal channels on your behalf. If you are unsure whether a contract will require approval from UGA’s legal team, forward it to Student Engagement.

For more information on UGA Food Purchase policy, see here:

<https://studentaffairs.uga.edu/dos/business-office/food-purchase-policies/>.

Usage of Terry College of Business Likeness

Terry College houses over 30 undergraduate and graduate student led organizations. However, these organizations do not represent the college. Organizations may use their name in conjunction with “at Terry” or “at the Terry College of Business” but are prohibited from falsely speaking as if they represent the college or are acting on behalf of the college. If organizations wish to utilize Terry logos, they must get approval from the Office of Marketing and Communications.

Social Media Guidelines

Student organizations can manage their own social media channels as desired. Even though student org accounts are not official UGA affiliate accounts, they should uphold Terry College’s reputation and brand and must adhere to UGA and Terry’s social media policies and guidelines. Student orgs may not post any photos to social media that portray or suggest students consuming alcohol; this includes photos with koozies or solo cups at social events. If MBA-affiliated student organizations consistently post inappropriate content on social media, their accounts will be revoked.

Graduation Cord Policy

Per the UGA Office of the President and supported by the Dean of the Terry College, cords, stoles, and other adornment over graduation attire are reserved for students graduating with honors, academic certificates, and/or honor society graduates. Official UGA graduation cords are designated only for highest honors — such as first honors and presidential honors — as well as military affiliation, including veteran status and ROTC membership. This is intended to preserve the tradition at UGA of awarding official cords only to recognize select areas of distinction and accomplishment. We encourage student groups that wish to pursue recognition to explore pins, certificates, tassel charms, or other such items.

All MBA students are required to read and agree to the MBA Honor Code and acknowledge receipt of this guidebook resource. A signed electronic copy of the MBA Honor Code and Guidebook Acknowledgement Form must be submitted to the MBA Career Management Center.

The MBA Honor Code and Guidebook Acknowledgement Form is available for signature at: <https://bit.ly/UGAMBACode>