

Clemson University

MBA Handbook



Welcome

Welcome to the Clemson MBA degree program. We hope that you will find the program to be a worthwhile, lifetime investment.

For general information about graduate programs, please see the *Clemson University Graduate School Catalog*:

http://www.registrar.clemson.edu/publicat/catalog/2007_GC/cover_GS.htm

MBA Curricula

Clemson University offers its MBA program in two formats. The 33-44 credit hour Career Accelerator MBA is for individuals who have at least two years of work experience. The 61 credit hour Career Launch MBA is for newly graduated non-business majors and for individuals who are new to the United States. More information about these programs can be viewed at:

<http://business.clemson.edu/mba/info/partime.htm> (CA)

<http://business.clemson.edu/mba/info/fulltime.htm> (CL)

Dual Degrees

<http://business.clemson.edu/mba/info/dual.htm>

Clemson offers interested and qualified students the opportunity to pursue two graduate degrees simultaneously. For a student who wants to combine an MBA and another master's graduate degree, up to 1/6th of the graded coursework can apply to both degrees. It typically takes approximately two and one-half years full time to earn both degrees. Because the MBA allows electives to be taken from non-business disciplines, an almost unlimited number of second, dual degree combinations may be earned with the MBA.

MBA Class Locations

MBA classes are offered in two locations:

The University Center of Greenville

225 S. Pleasantburg Drive, Greenville, SC

Delivery method: Classes are taught in the evening, typically one night a week, live by Clemson University faculty.

On the Clemson Campus

Delivery method: Classes are taught in the afternoon or evening, typically once or twice a week, live by Clemson University faculty.

MBA Academic and Career Advising

All MBA students have access to academic advisors and Career counselors. The academic advisors help students determine which classes to take each semester. They can also help layout a preliminary schedule of courses to best meet the student's

academic needs. Career counselors are available to help students create effective resumes and cover letters, hone interviewing skills for promotions/job interviews, and target potential employers. They post available positions and distribute a resume book each year to targeted companies. Please contact the MBA office at either 864-656-3975 (on the Clemson campus) or 864-250-8888 (in Greenville) to talk to or schedule an appointment with an advisor or counselor.

Class Registration

Students register for classes through the University's Student Information System (SIS: <http://tigerweb.clemson.edu>). Registration opens in mid-October for spring/summer and mid-March for fall.

Graduation Information

To graduate, students must submit two forms to the Graduate School:

1. *Diploma Order*: This is submitted via SIS (<http://tigerweb.clemson.edu>) in the semester prior to graduation. Filing deadlines are available at: <http://www.grad.clemson.edu/Deadlines.html>
2. *GS2, Plan of Study*. The MBA Office will file this form for you.

All coursework applied toward the MBA must be completed within 6 years of starting the program.

Summer Study Abroad Opportunities

China Maymester – 3 hour elective

You will learn about Chinese culture and business through books, research and a visit to China with a cohort of Clemson students and faculty. During this 2-week Maymester course, "Doing Business in China," you will visit companies, meet with commerce officials, tour major historical sites such as The Great Wall, Tiananmen Square, Forbidden City, Summer Palace, Temples, Tombs and Museums, and stay in major centers of commerce, including Beijing, Nanjing and Shanghai. Spouses are welcome.

Italy - 6 hours of electives (2 classes)

Experience Europe and western Asia during one of two 4-week summer sessions held in historic Asolo, Italy - a scenic town in the foothills of the Italian Alps. You will take two classes, taught in English, with MBA students from other U.S. universities. During the long weekends, students expand their cultural horizons by traveling

throughout Europe and western Asia.

Belgium - 9-12 hours of electives (3-4 classes)

Experience full cultural immersion during a fall and/or spring semester in Brussels, Belgium, the "Capital of Europe". You will take 3-4 international business / management classes, taught in English, with other students from Europe and the U.S. Classes are held at ICHEC, Brussels Management School. For interested students, there is also the potential to earn a dual Clemson MBA / Master in International Management from ICHEC.

Computer Resources

The University provides on-campus laptop and printer support to all students:

http://ccit.clemson.edu/departments/laptop_support/.

All on-campus students are required to have a laptop computer that meets or exceeds the hardware / software requirements set by the University

(http://ccit.clemson.edu/departments/laptop_support/purchasing/) Students attending classes in Greenville are encouraged to have a laptop available for use for their MBA classes.

Questions/Contact Information

If you have any questions about the program, or need additional information, please contact the MBA Office.

Email: MBA@clemson.edu – on-campus
EMBA@clemson.edu – Greenville

Phone: 864-656-3975 - on-campus
864-250-8888 - Greenville