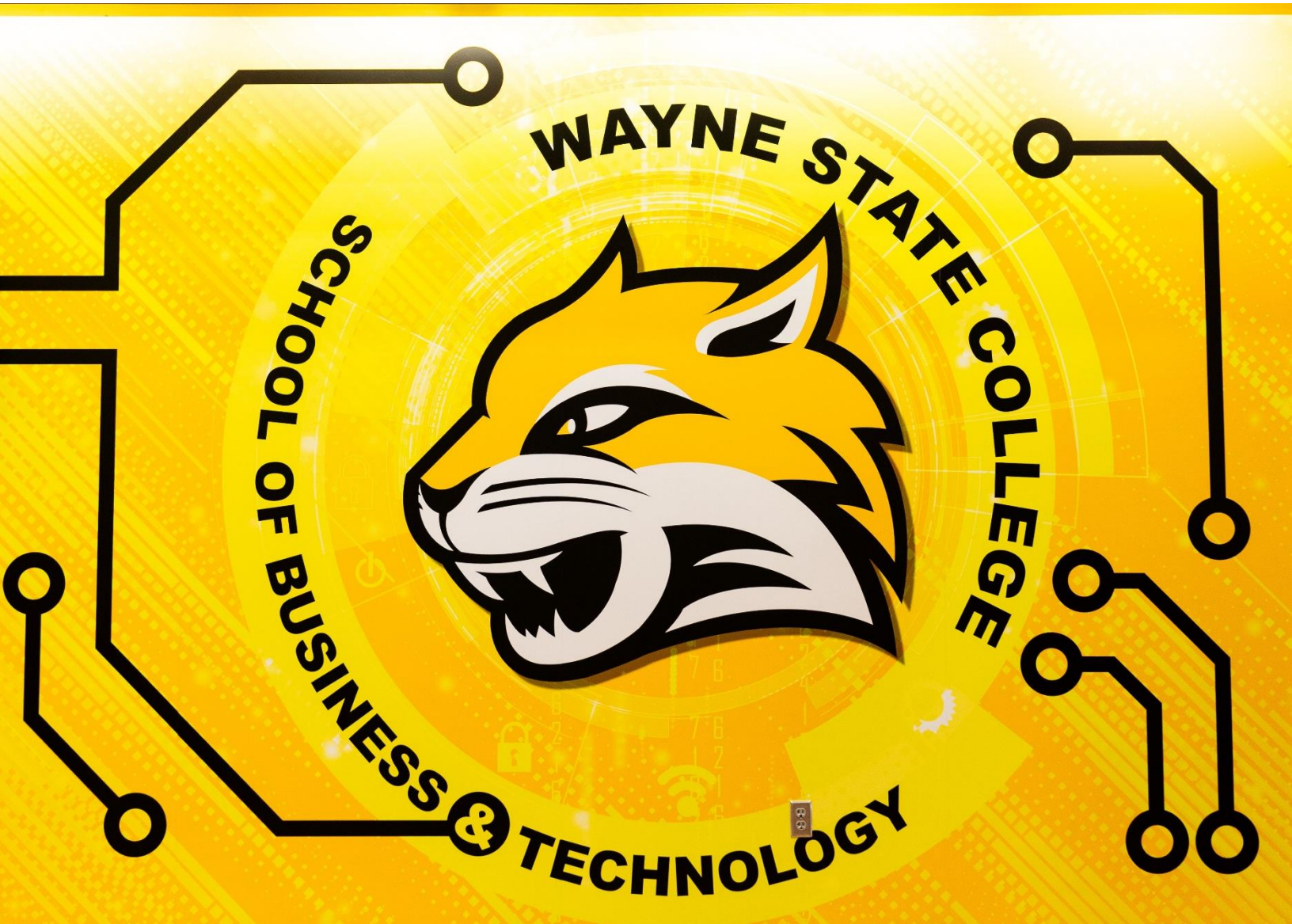




# Master of Business Administration (MBA)

2024-2025 Handbook



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<b>Bookstore</b>	402-375-4010	wscbookstore@bkstr.com
<b>Career Center</b>	402-375-7425	
<b>Continuing Education</b>	402-241-6546	extcampus@wsc.edu
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## **History of Wayne State College**

Wayne State College is in Wayne, Nebraska, and was established as the Nebraska Normal College at Wayne in 1891 and was founded and operated by Professor James M. Pile until his death in 1909. In that year, the Nebraska State Legislature authorized the purchase of the property, buildings and equipment of the Nebraska Normal College and renamed it the State Normal College. It opened under that name in September 1910, with Dr. U.S. Conn as president.

Over the years, Wayne State has evolved, gaining the authority to grant baccalaureate and master's degrees. Today, it proudly serves around 4,000 students during the regular academic year, with additional programs in the summer. With its strong academic tradition and strategic location near major cities like Omaha and Sioux City, Wayne State College continues to provide accessible, quality education.

## **Role and Mission**

Wayne State College is a regional public institution, proudly serving as one of the three schools within Nebraska's state college system. Strategically located in Wayne, Nebraska, we are dedicated to meeting the educational and developmental needs of rural communities across the state.

## **Mission**

Wayne State inspires students through access to affordable, high quality academic programs, personalized support services, and a culture committed to diversity, sustainability, and creativity.

The College strengthens communities by engaging students in experiential learning and leadership opportunities.

Wayne State serves the region through cultural opportunities, strategic partnerships, and innovative economic development programs.

## Accreditation and Affiliations

Wayne State College is fully accredited by **The Higher Learning Commission** of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; 1-800-621-7440). Our programs hold the following accreditations:

- **Baccalaureate Degrees:** Accredited since 1933.
- **Master's Degrees:** Accredited since 1962.
- **Education Specialist Degree:** Accredited since 1983.
- **Undergraduate Education Programs:** Accredited by the National Council for Accreditation of Teacher Education (NCATE) since 1954.
- **Graduate Education Programs:** Accredited by NCATE since 1962.
- **Business Programs:** The Bachelor of Science in Business Administration and Master of Business Administration are accredited by the International Accreditation Council for Business Education (IACBE).
- **Art Programs:** The Bachelor of Science and Bachelor of Arts in Art are accredited by the National Association of Schools of Art and Design (NASAD).
- **Music Programs:** The Bachelor of Science and Bachelor of Arts in Music are accredited by the National Association of Schools of Music (NASM).

The college is also approved at both undergraduate and graduate levels by the **Nebraska Board of Education**.

## Program Description

The Master of Business Administration (MBA) program at Wayne State College is tailored to prepare students for leadership roles in today's competitive business environment. The program offers both a comprehensive core curriculum and the flexibility to specialize in a specific area, allowing you to align your education with your career goals.

## Curriculum Overview

The WSC MBA program offers two distinct pathways:

### 1. **Standard MBA Program:**

- **30 Credit Hours**
- This option provides a broad-based business education, covering essential areas such as management, finance, marketing, and more. It is designed for those who seek a comprehensive understanding of business without focusing on a specific area.

### 2. **MBA with Focus Area:**

- **36 Credit Hours**
- This pathway includes the same core curriculum as the standard MBA but allows for an additional 12 credit hours dedicated to a specific focus area. This option is ideal for students who wish to deepen their expertise in a particular field, such as accounting, human resources management, or supply chain management.

## Program Highlights

- **Flexibility and Accessibility:** Courses are available online, making it possible to balance your studies with your professional life. This flexibility ensures that you can advance your education without putting your career on hold.
- **Comprehensive Education:** Both pathways offer a strong foundation in business principles, with the added option to specialize if desired.
- **Career Advancement:** Whether you choose the 30-credit hour program or the 36-credit hour option with a focus area, you'll be equipped with the skills and knowledge to take on leadership roles and advance your career.

Choose the path that best suits your professional goals and start building the future you envision with Wayne State College's MBA program.

## **Student Testimonial**

“The flexibility and convenience of the program was amazing. All of the professors, staff, and faculty worked with me so well. The online component was outstanding. The professors were all incredibly supportive... My academic experience was excellent from the very beginning.”

— **Katie Diediker, MBA '21**

“The core focus classes were filled with discussions and offered perspectives from working professionals in various industries that I didn’t even know existed. It was something I could manage while working and studying for the CPA exam. It was challenging yet invaluable.”

— **Scott Kruger, MBA '23**

“As a wife, mother, and former small business owner, pivoting my career during the pandemic was daunting. The MBA program at Wayne State College refined my skills and made my dream of founding Grant Administration & Consulting LLC a reality.”

— **Judith Stanton, MBA '23**

## **Mission Statement**

The mission of the Wayne State College MBA program is to equip graduate business students with the essential knowledge, tools, and experiences needed for effective problem-solving and decision-making in today's dynamic business environment. Our program emphasizes the development of ethical, accountable, and effective managerial skills applicable to a global context, alongside a strong mastery of the technical aspects of decision-making.

At Wayne State College, we provide an integrated blend of theory and practice, delivered by a highly qualified faculty, to prepare both current and future managers for success in their careers.

## **Student Learning Outcomes**

Wayne State College MBA graduates will demonstrate:

- 1. Informed Decision-Making**
  - Utilize core concepts in Marketing, Management, Finance, Accounting, and Strategic Integration to make informed business decisions.
- 2. Analytical Problem-Solving**
  - Apply business-related methods and tools to formulate management decision alternatives.
- 3. Effective Communication**
  - Construct and present clear, effective business communications tailored to diverse audiences.
- 4. Team Leadership**
  - Create a cohesive team environment by leveraging the strengths of team members to achieve shared goals.

## **Degree Overview**

Candidates for the MBA degree will enroll in the following program:

### **Non-Thesis Program**

Candidates for the MBA degree at Wayne State College will complete a 30-credit hour professional graduate program. This non-thesis option focuses on coursework and practical application, with no requirement for a written thesis.

### **Graduate Enrollment Requirements**

- **Application Process:**
  - Students may enroll in graduate courses after submitting a Graduate Application for Admission.
  - An official transcript from the institution conferring the baccalaureate degree must be sent directly to the Admissions Office.
  - A baccalaureate degree from an accredited institution is required for admission to the MBA program.
- **Conditional Admission:**
  - Students with a degree from a non-accredited institution may be conditionally accepted, with final evaluation occurring after meeting formal admission requirements.
- **Program-Specific Requirements:**
  - In addition to the general requirements, students must meet specific admission criteria for the MBA program.

### **General MBA Degree Requirements**

#### **Total Semester Credits**

- The MBA program requires a minimum of 30 semester credit hours.

#### **Grades**

- A minimum GPA of 3.00 (on a 4.00 scale) is required.
- All courses must be completed with a grade of "C" or better. Grades below "C" (including "C-") are not acceptable.
- Courses graded on an S/NC basis cannot be used toward the MBA degree.
- At least 30 credit hours must be completed beyond the Common Body of Knowledge component in graduate-level courses.

#### **Transfer Credit**

- A maximum of 9 graduate credits may be transferred, subject to evaluation by the Dean of Business and Technology and the MBA Advisor.

- Only transfer credits with a grade of "B" or better are accepted. A grade of "B-" is not acceptable.

### **Academic Load**

- The maximum credit load without special permission is:
  - 9 hours during regular sessions
  - 4 hours during the May session
  - 7 hours during June and July sessions
- Full-time status for graduate students is 9 credit hours.
- Students wishing to exceed these limits must obtain approval from their advisor and the appropriate School office.

### **Satisfactory Progress**

- A minimum GPA of 3.0 must be maintained.
- Students falling below a 3.0 GPA will be placed on probation for the next 6 credit hours. Failure to improve the GPA to 3.0 will result in removal from the program.
- Appeals can be made to the appropriate school office and the Graduate Council.

### **Time Limit**

- All degree requirements must be completed within 10 calendar years.
- Courses must be completed within 10 years prior to the completion of the program. This applies to all courses, including those transferred from other institutions.
- Ensure all coursework is up-to-date and within the 10-year limit at the time of graduation.

### **Final Examination**

- No comprehensive final exam is required.
- BUS 692 Administrative Policy serves as the capstone course for all MBA candidates.

### **Graduation**

- An application for graduation must be filed with the Graduate Office by the end of the second week of the intended graduation semester.
- All degree requirements, including completion of in-progress grades, must be met by the end of the sixth week of the graduation semester.
- Summer graduates with no more than 6 credit hours remaining may participate in the May commencement ceremony.
- Once listed in a commencement program, students cannot be listed again or participate in subsequent ceremonies.
- A minimum overall GPA of 3.00 is required for graduation.
- Graduate degrees do not include an "honors" designation.

## Admission Process

There are two stages of admission when enrolling in the MBA program at Wayne State College:

### 1. Admission to Graduate Studies

To begin, submit the following to the Wayne State College Office of Admissions:

- **Graduate Application:** Complete and submit the Graduate Application for Admission at [www.wsc.edu/mba](http://www.wsc.edu/mba).
- **Official Transcripts:** Request official transcripts of all undergraduate and graduate studies to be sent directly from the awarding institutions to the WSC Admissions Office. (Transcripts from WSC do not need to be submitted.)
  - **Mail to:** Wayne State College, Office of Admissions, 1111 Main St., Wayne, NE 68787
  - Or send electronically to [admissions@wsc.edu](mailto:admissions@wsc.edu)

We require a 2.75 GPA or better for admission. Don't have the minimum GPA? We still encourage you to submit your documents. We will review the reasons and consider your application holistically.

Once these steps are completed, you will be admitted to Graduate Studies as a Degree Graduate Student and can register for courses. However, this does not yet grant admission into the MBA program.

### 2. Admission to the MBA Program

The MBA Office of the School of Business and Technology will determine your admission status into the MBA program, which can be either temporary or full admission.

- **Evaluation of Transcripts:** Your undergraduate transcripts will be reviewed for any deficiencies in the Common Body of Knowledge (CBK) courses. These courses include accounting, economics, statistics, and corporate finance. If needed, online tutorials through MBA Prepworks can help clear up any deficiencies.
- **Notification:** There will be classes you will be unable to take until all CBK requirements are completed. The MBA Office will notify you of your admission status and inform you of any CBK deficiencies.

For a quick reference:



## **International Student Admission**

Wayne State College offers a 100% online MBA program, providing both flexibility and accessibility for international students. The application process is straightforward and does not require GMAT, GRE, or TOEFL scores.

To apply, international students must submit the following:

- 1. Graduate Application**

- Complete and submit the Graduate Application for Admission.

- 2. Official Undergraduate Transcripts**

- If your undergraduate degree is from a foreign institution outside of the United States of America, the transcript must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
- **The Evaluation Company**, formerly known as SpanTran, is our recommended evaluation service. They offer a custom application for Wayne State College to ensure you select the correct type of evaluation at a discounted rate. You can access their application here: SpanTran Pathway - Wayne State College.
- For the transcript to be considered official, it must be sent directly from the institution or the evaluation service to Wayne State College.

## **Contact Information**

- For questions about application process:  
**Pedro Galvao**  
Email: pegalva1@wsc.edu

## How to Register for Classes

Registration for classes at Wayne State College is exclusively done online through WildcatsOnline. Follow these steps to register:

1. Log into the myWSC portal and access WildcatsOnline.
2. Navigate to the Enrollment tab.
3. Search for classes using the search box or Advanced Search options.
4. Add classes to your Shopping Cart and select your desired sections.
5. Finalize enrollment by clicking on Enrollment Checkout and confirming your selection.
6. Review and agree to the statement to complete registration.

## Payment

- Payments can be made online through WildcatsOnline.
- Make sure to complete your payment promptly to secure your enrollment in the selected courses.

## Registration Deadline

- Registration is open until the last day of the drop/add period for each term, but early registration is encouraged to ensure availability in your preferred courses.

## Email Access

As a WSC student, you will be provided with a **Willy Mail** account, which will be the primary means of communication for all college-related matters, including registration, billing, and financial aid.

## Access Willy Mail

- **Log in to eCampus:** Use your WSC credentials.
- **Navigate to Willy Webmail:** Found under "Online Resources" on the eCampus homepage.

**Important:** Regularly check your Willy Mail to stay updated on important information.

For assistance, contact the Network and Technology Services Helpdesk at 402-375-7107 or [helpdesk@wsc.edu](mailto:helpdesk@wsc.edu).

## Drop Policy

If you need to withdraw from a class in the MBA program, follow these steps:

1. **Log into WildcatsOnline:** Access the portal using your credentials.
2. **Initiate Withdrawal:** Select the course you wish to drop and complete the withdrawal

process.

3. **Review Financial Impact:** For full-term fall/spring classes, note that there is no cost adjustment after the first week unless you're withdrawing from the college entirely.
4. **Confirm Grades:** Ensure that your grades are processed correctly during the withdrawal.

## Textbooks

Textbooks can be ordered through the WSC Bookstore:

- **Online:** Visit [waynestatecollege.bkstr.com](http://waynestatecollege.bkstr.com)

Select the appropriate term on the bookstore website to view and order your textbooks. The bookstore accepts checks and all major credit cards. Please allow up to one week for delivery after placing your order.

## Tuition and Fees

- **Tuition for Online MBA Courses:** \$400.00 per credit hour (no additional fees)

## Graduate Financial Assistance

- **Loans:** Federal Stafford Loans available; file FAFSA and enroll at least half-time (5 credit hours).
- **Satisfactory Academic Progress:** Review annually in the WSC Student Handbook.

## Statements of Account

- **Monthly Notifications:** Wayne State College Business Services sends monthly account balance notifications to students via their Willy email. Statements are also accessible online through the Wildcats Online system.
- **Account Overview:** The Statement of Account details your financial obligations, including tuition, fees, and any credits like financial aid.
- **Payment Due Date:** Payments are due by the specified date unless a payment plan is arranged. Late payments incur fees.

## Payment Options

- **Wayne State College Payment Plan:** Students can enroll in a Nelnet payment plan to pay in installments. This plan offers flexible monthly payments with no interest, though there is an enrollment fee. Payments can be made via automatic bank payments or credit/debit cards. For assistance, contact Business Services at 402-375-7224 or Nelnet at 1-800-609-8056.
- **Third-Party Billing:** Payments from external sources like the Veterans Administration or National Guard are accepted if they agree to cover your tuition and fees. Contact Business Services for details.

## Refund Policy

- **Complete Withdrawal:** Refunds for full withdrawal from college follow a specific

schedule. Fees are non-refundable after the 100% refund period.

- **Drop/Add Period:** During the period when classes can be added or dropped, full refunds are available for dropped hours. After this period, refunds only apply to complete withdrawals.

## Common Body of Knowledge (CBK) Requirements

MBA students must have completed the following undergraduate courses or their equivalents:

- **Accounting:** 3 credits
- **Corporate Finance:** 3 credits
- **Economics:** 3 credits
- **Statistics:** 3 credits

## Program Flexibility

The MBA program is flexible, considering each student's academic and professional background, allowing accommodation for diverse fields such as business, arts, sciences, engineering, and more.

## Addressing CBK Deficiencies

For those lacking required courses, the following steps are taken:

1. **Transcript Evaluation:** The MBA Office reviews your transcript for any CBK deficiencies.
2. **Preliminary Exam:** If deficiencies are found, you'll be directed to the Ivy Software website to take an online course in the deficient areas.
3. **Verification:** After passing the exam or completing the tutorial, notify the MBA Office to verify and remove the CBK deficiency.

**Note:** Check with the MBA Advisor for the total fees associated with each CBK Deficiency. This process ensures you meet all foundational knowledge requirements before advancing in the MBA program.

## Program of Study Overview

The **General MBA** track provides a broad understanding of business management, preparing graduates to lead in various industries. The curriculum focuses on core business disciplines, ensuring that students develop a well-rounded skill set.

### Core Courses (24 Credit Hours Required):

- **BUS 608:** Financial Administration (3 credits)
- **BUS 620:** Managerial Communications (3 credits)
- **BUS 625:** Decision Science (3 credits)
- **BUS 650:** Managerial Economics (3 credits)
- **BUS 652:** Management Accounting (3 credits)
- **BUS 656:** Marketing Administration (3 credits)
- **BUS 690:** Seminar in Organizational Behavior (3 credits)
- **BUS 692:** Administrative Policy (3 credits)

### Elective Courses (6 Credit Hours Required):

- **BUS 627:** Ethics in Leadership (3 credits)
- **BUS 628:** Dispute Resolution Management (3 credits)
- **BUS 629:** Government and Industry (3 credits)
- **BUS 632:** Information Systems Technology and Management (3 credits)
- **BUS 651:** International Business (3 credits)
- **BUS 660:** Coaching Business Champions (3 credits)
- **BUS 665:** Leadership Seminar (3 credits)
- **BUS 687:** Project Administration (3 credits)

## MBA with Focus Area

For students who wish to specialize in a particular area, the **MBA with Focus Area** offers a more concentrated approach, enabling deeper expertise in specific fields. In addition to completing the core MBA courses, students select one of the following focus areas:

### Accounting Focus Area (12 Credit Hours Required):

- **BUS 531:** Accounting Analytics (3 credits)
- **BUS 537:** Fraud Examination and Forensic Accounting (3 credits)
- **BUS 544:** Governmental and Nonprofit Accounting and Auditing (3 credits)
- **BUS 546:** Federal Tax Accounting II (3 credits)

### Human Resources Management Focus Area (12 Credit Hours Required):

- **BUS 552:** Human Resource Development (3 credits)
- **BUS 553:** Workforce Planning and Employment (3 credits)
- **BUS 554:** Total Compensation (3 credits)

- **BUS 555:** Employment Law and Labor Relations (3 credits)

### **Supply Chain Management Focus Area (12 Credit Hours Required):**

- **BUS 585:** Predictive Analytics (3 credits)
- **BUS 586:** Seminar in Supply Chain Management (3 credits)
- **CIS 577:** Project Management (3 credits)
- **CIS 632:** Information Systems Technology and Management (3 credits)

### **How to Choose?**

- **General MBA:** Ideal for those seeking a broad-based business education, providing flexibility in career opportunities across various industries.
- **MBA with Focus Area:** Best suited for individuals aiming to develop specialized skills in a particular field, positioning themselves as experts in their chosen area.

### **Core Course Descriptions**

1. **BUS 608: Financial Administration**  
*Prerequisites: CBK Accounting, CBK Business Finance.*  
Focuses on financial decision-making within firms, including capital investment analysis, resource allocation, and both long-term and short-term financing strategies.
2. **BUS 620: Managerial Communications**  
Applies communication principles to managerial settings, exploring organizational climate, leadership styles, motivation, and strategies for business reports, speeches, and conflict management.
3. **BUS 625: Decision Science**  
*Prerequisite: CBK Statistics.*  
Covers quantitative decision-making in business, including problem recognition, formulation, and analysis using techniques such as linear programming and simulation.
4. **BUS 650: Managerial Economics**  
*Prerequisite: CBK Economics.*  
Applies microeconomic theories to managerial decision-making, analyzing market structures and incorporating global perspectives.
5. **BUS 652: Management Accounting**  
*Prerequisite: CBK Accounting.*  
Examines the use of accounting data for decision-making, focusing on cost estimation, decision models, and control standards.
6. **BUS 656: Marketing Administration**  
Studies marketing systems, buyer behavior, and decision-making, including marketing strategy, segmentation, and promotional strategy.
7. **BUS 690: Seminar in Organizational Behavior**  
Examines organizations as social systems, focusing on organizational structures, effectiveness, decision-making, leadership, and change management.
8. **BUS 692: Administrative Policy**  
*Prerequisites: All CBK courses and/or foundation courses and satisfactory completion of*

*24 credit hours in the MBA program*

Integrates knowledge across business functions, focusing on company-wide policy formulation, implementation, and the role of the firm in society.

## **Electives Descriptions**

1. **BUS 610: Managing Organizational Change**  
Explores organizational change management, including concepts from organizational development, technology, and diversity.
2. **BUS 627: Ethics in Leadership**  
Examines business ethics through classic case studies, focusing on ethical leadership traits, ethical codes, and training.
3. **BUS 628: Dispute Resolution Management**  
Provides an overview of alternative dispute resolution, focusing on negotiations, conflict management, and mediation through case studies and simulations.
4. **BUS 629: Government and Industry**  
Explores the interaction between business and government, including regulation, business formation, finance, and ethical decision-making.
5. **BUS 632: Information Systems Technology and Management**  
*Cross-listed: CIS 632.*  
Addresses information systems' operational, tactical, and strategic roles within organizations and their subunits.
6. **BUS 651: International Business**  
Covers international business trends and environments, including cultural, political, legal, and economic factors affecting global business operations.
7. **BUS 654: Human Resource Risk Management**  
Examines human resource risk in organizations, including workplace health and safety, legal compliance, and crisis management.
8. **BUS 660: Coaching Business Champions**  
Focuses on organizational coaching to improve performance, introducing coaching models and discussing ethical dilemmas in coaching.
9. **BUS 665: Leadership Seminar**  
Explores leadership theory and practice from multiple perspectives, emphasizing the translation of theory into practice and situational leadership.

## **Accounting Focus Area Courses**

- **BUS 531: Accounting Analytics**  
Explores the use of analytics in accounting, including data analysis techniques, financial reporting, and decision-making based on accounting data.
- **BUS 537: Fraud Examination and Forensic Accounting**  
Provides an in-depth study of fraud detection, prevention, and forensic accounting techniques, with an emphasis on legal and ethical issues.
- **BUS 544: Governmental and Nonprofit Accounting and Auditing**  
Focuses on the principles and practices of accounting and auditing in governmental and nonprofit organizations, including financial reporting and regulatory requirements.

- **BUS 546: Federal Tax Accounting II**  
A continuation of Federal Tax Accounting I, covering advanced topics in federal taxation, including corporate tax, estate planning, and tax research.

### Human Resources Management Focus Area Courses

- **BUS 552: Human Resource Development**  
Examines strategies for developing human capital, including training, career development, and organizational learning.
- **BUS 553: Workforce Planning and Employment**  
Covers workforce planning, recruitment, selection, and employment practices, with a focus on legal and strategic considerations.
- **BUS 554: Total Compensation**  
Explores compensation management, including salary structures, benefits, incentives, and compensation strategies aligned with organizational goals.
- **BUS 555: Employment Law and Labor Relations**  
Provides an overview of employment law and labor relations, including regulatory compliance, labor unions, and dispute resolution in the workplace.

### Supply Chain Management Focus Area Courses

- **BUS 585: Predictive Analytics**  
Focuses on predictive modeling techniques and their application in business decision-making, particularly within supply chain management.
- **BUS 586: Seminar in Supply Chain Management**  
A comprehensive study of supply chain management, including logistics, procurement, production planning, and global supply chain strategies.
- **CIS 577: Project Management**  
Provides a detailed overview of project management principles, tools, and techniques, including planning, execution, and project lifecycle management.
- **CIS 632: Information Systems Technology and Management**  
*Cross-listed: BUS 632.*  
Addresses the operational, tactical, and strategic roles of information systems in organizations, with a focus on managing technology in business environments.

### Program Format

- **Online:** The MBA program is fully online with no required campus visits.

### Course Prerequisites

Ensure you have met the necessary prerequisites before enrolling in courses. Review the specific requirements for each MBA core course.

### Program Governance

The MBA program follows the guidelines outlined in the WSC Graduate Catalog. Students are encouraged to review the catalog for comprehensive information.

### **Advising and Program Approval**

- **Program of Study:** Finalize your program of study in the term before graduation. Transfer credits and electives must be approved by your advisor.
- **Residency Requirement:** At least 50% of the coursework must be completed at WSC.

**Note:** The rotation and availability of elective courses are tentative. Check with the MBA Advisor for the most current information.

## Graduate Faculty Contacts

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
<b>Dr. Michelle Laughlin</b>	Assistant Professor of Business	milough1@wsc.edu	402-375-7587
<b>Dr. Patricia Lutt</b>	Associate Professor of Business	palutt1@wsc.edu	402-375-7027
<b>Dr. Brian Kufner</b>	Professor of Business	brkufne1@wsc.edu	402-375-7045
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