



# Graduate Student Manual

Master of Science in Finance



**Gies College  
of Business**



# Table of Contents

3 Welcome

4 Academic & Student Services Support Team

5 Resources for Campus & Community

5 Getting Started Guide

5 Academic Policy/Records

5 Champaign County Visitor Information

5 Counseling Center

5 Cultural Resources

5 Disability Resources

6 Emergencies

6 Financial Aid/Services

6 Health Center

6 Campus Housing

6 Off-Campus Housing

6 International Student Services

6 Recreation & Wellness

6 Transportation

7 Resources at Gies College of Business

7 Career Services

7 Case Competitions

7 Code of Conduct Policy

7 Grievance Policy

7 Business IT/Printers

7 Student Organizations

8 Entrepreneurship Resources



## Welcome to the Gies Family!

The Master of Science in Finance Program is located within the Business Graduate Programs Office Suite. You can find us on the third floor—3019 Business Instructional Facility (BIF). For your reference, the chart of page 4 will help familiarize you with our staff.

Graduate students at the University of Illinois Urbana-Champaign are members of an academic program, the Gies Graduate Programs Department, Gies College of Business, as well as the Graduate College. In addition to degree requirements and policies of the Gies Graduate Programs Department, students are responsible for complying with the regulations of Gies College of Business and the Graduate College.

Gies graduate students should receive guidance from their program administration, Gies College of Business, and the Graduate College in order to reach their academic goals within a timely fashion. Please refer to this manual as well as the Graduate College Handbook for additional policies.

Your program's student and academic services staff is the contact point for all academic matters, including but not limited to:

- Academic progress
- Registration
- Graduate petitions
- Degree audits
- I-20 issuances, extensions, or changes, in conjunction with ISSS

We are excited that you are here, and we look forward to working with you.

## Academic & Student Services Support Team

We focus on a team approach when it comes to supporting students. Below is an outline of staff contacts that are part of your program support team.

**Academic Director:** Martin Widdicks

**Program Director:** Holly Kizer

**Assistant Director, Recruitment:** Yang Pisani

**Career Coach:** Deborah Hom

**Program Email:** [msfinance@business.illinois.edu](mailto:msfinance@business.illinois.edu)

# Resources for Campus & Community

## Getting Started Guide

The **Getting Started Guide** is a great resource for additional information about Champaign-Urbana, transportation, recreation opportunities, childcare and school information, as well as many other resources. Please note, some resources do not apply, such as the funding and finances section, since Gies Graduate Programs does not offer assistantships or fellowships.

## Academic Policy/Records

The **Office of the Registrar** is the steward of official student academic records and is responsible for the accuracy, integrity, and security of those records under the Family Educational Rights and Privacy Act (FERPA). In partnership with various campus units, they implement, support, and uphold academic policies related to class and event scheduling, registration services, enrollment and degree verification, assessment of tuition and fees, grade processing, degree audit configuration, and printing of official academic transcripts and diplomas.

## Champaign County Visitor Information

**Visit Champaign County** is the official tourism destination marketing and management organization for Champaign County. Their mission is to advance the overall visitor destination experience for the greater Champaign County area, in collaboration with community stakeholders, to strengthen the local economy and quality of life. The Welcome Center is the perfect spot to pick up information on Champaign County's best spots. You'll find informational brochures, reading materials and personalized concierge service from their friendly and knowledgeable staff.

## Counseling Center

All students at the University of Illinois at Urbana-Champaign have access to the **Counseling Center** to assist them to reach a balanced Illinois experience. Their services range from various counseling services, educational programming initiatives, training programs, outreach and consultation activities, and self-help materials. The staff members have extensive training and experience with assisting graduate students. In addition, visits with a counselor are confidential and are not shared with student's home department. To learn more about the services they offer, visit their [website](#) or call them at 217-333-3704. Gies Business has an embedded counselor, **Jen House**.

## Cultural Resources

**The Office of Inclusion & Intercultural Relations**, part of Student Affairs at the University of Illinois at Urbana-Champaign, is dedicated to recruiting and retaining underrepresented students, diversity education, civic engagement, and fostering the leadership skills necessary to develop global citizens.

## Disability Resources

Students who have a medically documented disability may obtain disability-related academic adjustments and/or auxiliary aids through **Disability Resources and Educational Services (DRES)**. Students are responsible to contact their course instructors and provide them with their letter from DRES to receive academic adjustments. To contact **DRES**, visit their office at 1207 S. Oak Street in Champaign or call them at 217-333-4603.

## Emergencies

**The Emergency Dean** supports students who are experiencing health or safety emergency situations in which an immediate University response is needed and which cannot wait until the next business day. The Emergency Dean is not a substitute for trained emergency personnel such as 911, police, or fire professionals.

## Financial Aid/Services

For any student account billing questions or to learn how to pay your bill, the **University Bursar** office has all the details and information. You can find information on payment plans and retrieve important tax forms through this office as well.

## Health Center

The mission of **McKinley Health Center** is to provide high-quality ambulatory healthcare and health education to students and medical expertise to University leadership.

## Campus Housing

The University offers family and graduate housing in three different apartment communities and two graduate/upper-division residence halls. University housing has many advantages: units are located on campus, are convenient to bus lines, include utilities, offer furnished and unfurnished options, and provide community programs. For more information or to submit an application, visit the **University Housing website** or call the Family and Graduate Housing office at 217-333-5656.

## Off-Campus Housing

**Off-Campus Community Living's** mission is to stimulate fairness in landlord-tenant relationships and to serve as a resource for students residing in privately owned housing. To guide this work, the staff strive to: prevent rental problems, empower students, teach transferrable life skills, and advocate. You can find listings for off-campus rentals in the Tenant Union's Housing Explorer database.

## International Student Services

At **International Student and Scholar Services** you'll find information about visas, check-in, and orientation information specifically for international students. If you are an international student, make sure to check-in at ISSS when you first arrive on campus.

## Recreation and Wellness

**Campus Recreation** is a part of Students Affairs at the University of Illinois. Campus Recreation has multiple exercise facilities on campus as well as club sports, intramural activities, group fitness, ice skating and more for you to explore and stay healthy! **The Activities & Recreation Center** (ARC) and **Campus Recreation Center East** (CRCE) are two of the main facilities that students use.

## Transportation

The **Champaign-Urbana Mass Transit District (CUMTD)** is the bus service in our campus and surrounding community. Whether it's getting you across town to work or dropping you off at your next class, the bus system in Champaign-Urbana is easy to utilize and free for students.

# Resources at Gies College of Business

## Career Services

**Career Services** and the career coaches in Gies College of Business are your ultimate resource for preparing for the job search. Your prep works starts right after admission. Timely completion of the Career Management Foundations Course (online) is essential in a successful job search. Companies begin recruiting on campus in the Fall semester.

## Case Competitions

Students are encouraged to participate in case competitions to showcase their business and presentation skills. Additional information may be sent out from your program. Watch Gies Groups for additional opportunities to get involved with case competitions.

## Code of Conduct Policy

All University of Illinois students are expected to abide by the **University Code of Conduct** and all articles of the **University Student Code**. All graduate students at the University of Illinois are also subject to all policies outlined by the **Graduate College Handbook** including but not limited to the areas of academic conflict, academic integrity, and discrimination. Failure to abide by these policies may result in disciplinary action, which may include dismissal from the university.

## Grievance and Policy Procedural Appeals

The faculty, staff, and students within Gies College of Business departments are a diverse group and from time to time conflicts or problems can arise. Most of these conflicts or problems that arise can be resolved informally between the two parties. However, there may be times that these conflicts cannot be resolved. In these cases, students can either elect to file a formal grievance with the department or file one directly with the Graduate College. Consult the Graduate College's process for more information. This can be found in **Chapter 9, Section D of the Graduate College Handbook**.

## Business IT/Printers

It is recommended that students use technology with Microsoft Windows as the operating system. A WEPA printer is available on the first floor (by the vending machines near Deloitte Auditorium) of the BIF building. For more information about WEPA printing and to set up an account for printing, visit [www.wepanow.com](http://www.wepanow.com). There are also printers you may use through your student account located in the computer lab in the basement of Wohlers Hall.

## Business-Focused Student Organizations

Students have an endless number of registered student organizations that they can be involved with. You can search over 1600 organizations at the university at the **Office of Registered Organizations**. Below are highlighted some of the most popular business-focused organizations.

### **Illinois Business Consulting** (IBC)

IBC is a self-sufficient university-owned consulting firm for students that want an upper hand in their professional career search.

### **ICON**

ICON is a student-run, global consultancy that bridges interdisciplinary students to companies in various industries and countries.

### **OTCR Consulting**

OTCR is an engineering-focused consulting student group.

## **Entrepreneurship Resources**

### **EntreCORPS**

EntreCORPS is a student run organization focused on innovative and design thinking approaches to consulting start-ups.

### **iVenture Accelerator**

The iVenture Accelerator enables student-led startups to create economic and social value by supporting student entrepreneurs with knowledge, funding, and access to world-class University of Illinois resources and alumni.

### **Research Park**

The Research Park at the University of Illinois is a leading technology hub that cultivates startups and accelerates corporate innovation.

### **Technology Entrepreneur Center** (TEC)

Many business students get involved with the Technology Entrepreneur Center at Illinois which offers courses, venture and product competitions, workshop and other curricular and extra-curricular events.

### **Disruption Lab**

The Disruption Lab offers students early opportunities to explore breakthrough technologies, such as artificial intelligence, virtual reality, augmented reality, blockchain, and more. Through Lab projects, students collaborate in interdisciplinary teams to deliver a viable product that has future application, adding an entrepreneurial dimension to their learning.





**Gies College  
of Business**

**Graduate Programs**

3019 Business Instructional Facility  
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217-244-7602