



Terry College of Business

Master of Business and Technology

UNIVERSITY OF GEORGIA

Master of Business and Technology Online Program Handbook

Terry College of Business

University of Georgia

Fall 2022 - Spring 2024

Contents

Welcome and Introduction	page 2
Q & A	page 3-7
General Information	page 8-9
Important Dates	page 10
Resources	page 11
Checklist	page 12

Dear Prospective Online Master of Business and Technology student,



Welcome to the Online Master of Business and Technology (MBT) Program in the Terry College of Business at The University of Georgia. We are so delighted to have you as part of our program this upcoming semester. As you go through this handbook, please read all information carefully. You are on a path to join hundreds of alumni, since 2000, who are working in various digital fields for various companies and industries.

This handbook provides answers to common questions, class registration, and policies. In addition, please refer to important resources for you as an online student. Please familiarize yourself with the [UGA Graduate School Policies](#) as a graduate student at UGA.

As a current student in the program, you will complete your 5-semester program completely online, set your own schedule, work with student peers, and ultimately work together on a team sponsored project, using everything you have learned. You will be taking courses such as: Digital Business Technology, Database Management, Systems Analysis, Internet Programming, Project Management, User Experience Strategy, Digital Transformation Strategy, a capstone MBT sponsored project and study advanced topics (such as BlockChain and Machine Learning).

Our faculty and staff are committed to supporting your educational and professional development throughout the program. Should you have any questions, please feel free to contact us.

Wishing you much success! *Go Dawgs!*

Dr. Craig Piercy
Director, UGA Online Master of Business and Technology

Common Questions

Q. What courses do I register for in my first semester (FALL 2022)?

Two core online courses are available for you to take in Fall 2022 term:

MIST 7500E- Digital Business Technology (3 credits) – Dr. Craig Piercy

MIST 7510E – Database Management (3 credits) – Dr. Nikhil Srinivasan

Courses will be 3 credit hours each, for a maximum of two courses per semester for the program. The MBT program does not accept any masters-level courses from other institutions for transfer credit towards this degree.

Q. Is there anything I need to do prior to registration?

Yes. First, if the Graduate School has notified you that your application is still missing documentation on their end, you need to follow up with them. If you have received your *official* acceptance letter from the Graduate School, you are good to go. Your Academic Advisor/MBT Program Coordinator is available to help with any questions related to missing documents. You may also contact Graduate Admissions at gradadm@uga.edu.

Second, all new students to The University of Georgia must establish a UGA MyID and password to access services. Establishing the UGA MyID automatically creates a UGAMAIL email account which you will use while you are a student. This account will be the email address to which official University email communications will be sent once you enroll. UGAMAIL allows you to set up the account with a forward so you can route email to another account you already use. To set up your MyID account, simply follow the instructions you get in the email from EITS once you have applied or go to http://www.eits.uga.edu/access_and_security - and you'll find everything you need there.

Once the Graduate School sends an official acceptance letter, students will be given clearance to register by the MBT Academic Advisor/Program Coordinator prior to the start of the Fall 2022 semester. This clearance will be communicated every semester to your UGA email address. For online instruction, **your Academic Advisor will also process any necessary immunization waivers**, which must be done every semester. An advising session with the advisor is not required prior to registration. Once the course appears in [Athena](#), and you have received the academic advisement clearance email, you may register for courses. [Tuition Assistance Program](#) students will need to apply for TAP each semester and must abide by TAP deadlines to submit forms and register.

If you have questions or need to discuss any aspect of your registration, please contact your Academic Advisor/Program Coordinator.

Q. How do I prepare and register for classes?

1. Be officially accepted by the Graduate School. Contact the MBT program coordinator if you have not received the **official** acceptance letter from the Graduate School, and they can let you know your status if you are unsure.
2. Be cleared of Academic, Immunization and POD (permission of department) holds by the Academic Advisor. You will be notified via your UGA email address of when you can register for the upcoming MIST courses for the program.
3. Provide verification of Lawful Presence to the UGA Graduate School. International students who reside outside of the US are exempt from this requirement.
4. Obtain an UGA Email address.
5. Contact the Office of Financial Aid <http://osfa.uga.edu/index.html> if necessary.
6. If you are a USG employee and are taking part in the TAP program, make sure to complete TAP forms each semester by the posted deadlines. The TAP office will notify you when you can register, which is at least two weeks prior to class start.
7. Look up classes in Athena athena.uga.edu. Register for classes. This link provided gives access to financial aid information, class schedule, and the course catalog. See page 7 of this handbook for the classes you'll take each semester.

Q. Do I need to be seen for Academic Advisement?

No. Since your course schedule is fixed, there is no need to discuss which courses to take with an advisor. However, we do need to release the “hold” for advising each semester. We will typically do this for you about the midpoint of the semester prior to the next set of courses.

Q. What about fee payment?

The fee payment due date will be stated on your fee invoice when you register. You will pay fees via your student ATHENA account. The system will waive certain fees because you are an online student. You must pay your fees by the due date to avoid having your schedule cancelled. Tuition and fees are subject to change. Tuition for online is the same regardless of residency, so you pay no out-of-state rates. You can get the latest cost in tuition and fees, see https://busfin.uga.edu/bursar/bursar_rates_2023/.

All financial aid for graduate students at UGA is processed through the Office of Financial Aid at <https://osfa.uga.edu/>. Most types of aid are based on financial need. Financial aid may be in

the form of student loans, scholarships, outside awards, and TAP assistance. The MBT program does not offer assistantships or departmental scholarships of any kind.

Q. What about the Tuition Assistance Program?

TAP is a supplemental educational assistance program to University System of Georgia employees who have been full-time for at least 6 months prior to TAP application deadline for the term which they are applying. It provides partial coverage for tuition for each semester you fill out a TAP application. See link for [TAP application form](#).

Q. I read about a computer requirement. What is required?

All Master of Business and Technology students are required to own a laptop or PC with current operating system (Windows, Mac, or Linux). Basic computer proficiency skills are expected, including Internet navigation, files systems and file naming, and compressing files. Additional items that you will need include headphones/microphone, printer, and webcam. You will also need High Speed Internet Access.

Recommended Software:

1. Several of the latest Web browsers.
2. Some type of office productivity suite – i.e. Microsoft Office, Apple, or Google Docs (online through browser).
3. Other software may be required by your professors during the program.

Also Required: You should also own either a smartphone (IOS, Android, etc.), or tablet as we will be developing for these platforms during the program.

Q. Where do I go to purchase books?

There are several sources you can use to purchase your books. They are as follows:

1. UGA Bookstore (<https://www.bkstr.com/georgiastore/home>)
2. Online textbook sites. At the request of students, we provide the ISBN numbers of required textbooks on the course syllabi. Please contact the faculty member if you'd like to know this before a course is posted.

Q. How will the course work? Do I have to participate in anything at a particular time?

The courses will be delivered completely online with a combination of synchronous and asynchronous interaction. Asynchronous means that students will not have to be logged in at the same time. On the other hand, students are generally expected to be virtually present for scheduled synchronous events. In general, there will be only a few scheduled events each semester for each course. Course material is provided on a course site posted on UGA's online learning

management site known as ELC (<https://uga.view.usg.edu/d2l/login>). The course syllabus and calendar outline assignments in eLC each week including due dates. Each of the lectures will include a video and/or text instruction along with exercises, quizzes, and a test. Students will be provided access to discussion forums to address questions and difficulties. Assistance will be provided through forums as well as through other communication vehicles, as noted by faculty. Students will be requested to attend a few synchronous online sessions over the course of the semesters in order to satisfy the participation requirement. The tests and final exams are administered online.

Q. How do I get help with finding jobs prior to and after graduation?

Contact the [UGA Career Center](#) and review their website for helpful information for your job search. You will also have access to job postings on the UGA Handshake site/app. You will also receive Master of Business and Technology Program listserv emails about job notifications. You are welcome to attend Terry College Job Fairs held every fall and spring semesters on the Athens campus in Athens, GA. In addition, there are job fairs held in Atlanta, GA for IT professionals.

Q. What do I need to do to prepare for graduation my last semester?

The MIS department will process Program of Study Forms to the UGA Graduate School for you. You will be notified to apply for graduation (in Athena) in January of semester five. You will receive emails about the graduation application, invitations, and location of the event and reception during your last semester.

Q. What if I choose to discontinue the program?

We ask that you notify the Academic Advisor and Director of the program first, for guidance. Please read the [UGA Graduate School Enrollment Policy](#). Students should maintain a 3.00 GPA in the graduate program each semester to avoid academic probation. If you are accepted into the program and would like to defer your acceptance to the following year, please notify the Academic Advisor and the Program Director prior to the start of the first day of classes for the semester which you are admitted. If you experience a hardship that makes continuing in the program difficult, you may ask for and receive a one-year leave of absence. If for some reason you need to totally quit the program, advise Dr. Piercy first, and then you'll need to contact the graduate school directly by emailing them at gradinfo@uga.edu.

Q. What is the best way to communicate with faculty/staff?

You may email any faculty and staff using your UGA email address or through the course learning management system - ELC. If you are on or near the Athens campus, you may arrange to meet with faculty as well. Please email them directly.

Q. How can I be successful in online courses?

1. Own your own computer or have regular access to a computer with current technology and a high-speed internet connection.
2. Review carefully all course expectations before the course begins. When in doubt on any element of the course, ask questions.

3. Stay organized and make time daily to engage with course materials. You will be successful mastering the information if you spend at least an hour for each class each day to study and review materials.
4. Pay attention to deadlines associated with assignments and module completion. Stay ahead of or in line with the calendar as defined in the syllabus.
5. Anticipate conflicts with your schedule and plan accordingly to meet specified deadlines.
6. Engage with your classmates. Ask questions of your fellow students or help them with their questions. Listen, speak and write with clarity. Make sure that you communicate as clearly as possible.
7. Take advantage of the wealth of instructional resources offered within the course as well as those you may locate on your own.
8. Contact an instructor in a timely manner if you need help and allow the defined response time for an answer.
9. Meeting your classmates either through various online means or face-to-face is highly encouraged.

General Information

Academic Calendar: The Master of Business and Technology program follows the UGA calendar for fall, spring and summer semesters (<http://www.reg.uga.edu/calendars1>). Students will be taking two courses a semester, for five continuous semesters. In the beginning, students enroll in the first two MIST courses for fall year 1. During summer semesters, courses will follow the UGA Calendar dates for the *Extended Summer Session*. Students in a cohort move together through five semesters, graduating in the spring (May).

Master of Business and Technology Course Sequence:

Year 1	Fall	Spring	Summer
	MIST 7500E Digital Business Technology MIST 7510E Database Management	MIST 7570E Internet Programming I MIST 7520E Project Management	MIST 7530E Object Oriented Systems Analysis MIST 7571E Internet Programming II
Year 2	Fall	Spring	Summer
	MIST 7540E User Experience Strategy MIST 7590E Technology Capstone Project	MIST 7550E Digital Transformation Strategy MIST 7515E Advanced Topics in Business and Technology	

Contact Information

Master of Business and Technology/Management Information Systems Department
C404 Benson Hall
610 South Lumpkin Street
Athens, GA 30602

Dr. Craig Piercy, Director Master of Business and Technology Program – 706.202.0555
cpiercy@uga.edu

Heather Posey-Ware, Academic Advisor & Program Coordinator, Master of Business and Technology – 706.542.3336 – heather.posey@uga.edu

Master of Business and Technology Faculty

Dr. Craig Piercy, Director, MBT and Sr. Lecturer: cpiercy@uga.edu

Dr. Maric Boudreau, Associate Professor and Department Head, mcboudre@uga.edu

Dr. Rick Watson, J. Rex Fuqua Distinguished Chair for Internet Strategy,
rwatson@uga.edu

Dr. Nikhil Srinivasan, Lecturer, nsrini@uga.edu

Dr. Mark Huber, Senior Lecturer, mhuber@uga.edu

Chuck Hudson, Part-time Instructor, chuckahudson@gmail.com

Jeff Howells, Lecturer, jhowells@uga.edu

Dr. Karen Aguar, Lecturer, kaguar@uga.edu@uga.edu

Chris Gerlach, Part-time Instructor, chris26@uga.edu

Important Dates for - Fall 2022 and Spring 2023

<https://reg.uga.edu/general-information/calendars/academic-calendars/>

August 17	First day of classes
September 5	Holiday: Labor Day
October 10	Midterm
October 24	Withdrawal Deadline
October 28	Fall Break
November 23-25	Holiday: Thanksgiving
December 6	Classes End
December 8-14	Final Exams

January 9	Classes Resume for Spring 2020
January 16	Holiday: MLK Day
March 2	Midterm
March 6 -10	Spring Break
March 23	Withdrawal Deadline
May 1	Classes End
May 3-9	Final Exams

*See the [UGA Academic Calendar](#) for further terms.

Important Resources

MBT Information: <https://online.uga.edu/content/master-business-technology>

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

Electronic Learning Commons (eLC): <https://uga.view.usg.edu/d21/login>

Tuition and Fees: <https://busfin.uga.edu/bursar/>

Graduate School Forms: <http://grad.uga.edu/index.php/current-students/forms/>

Graduate School Policies: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/>

Graduate School – Important Dates and Deadlines: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Student Services: <http://grad.uga.edu/index.php/current-students/student-services/>

Online Learning Student Resources: <https://online.uga.edu/for-students/faqs>

Office of Financial Aid: <http://osfa.uga.edu/index.html>

University Health Center: <https://www.uhs.uga.edu/>

Office of Registrar: <https://reg.uga.edu/>

UGA Career Center, 2nd floor Clark Howell Hall, Athens, GA 30602-3332. 706-542-3375.
[http://www.career.uga.edu/.](http://www.career.uga.edu/)

UGA Libraries: <https://www.libs.uga.edu/>

Graduate Admissions: gradadm@uga.edu

Graduate School Enrolled Services: gradinfo@uga.edu

UGA Student Care and Outreach <https://sco.uga.edu>

Check List for Success

_____ Received Official acceptance to UGA from Graduate School. If not, determine what is missing by contacting Dr. Craig Piercy (cpiercy@uga.edu).

_____ Established MyID account and set-up UGAMAIL e-mail account.

_____ Completed Verification of Lawful Presence with the Graduate School. International students who reside outside of the US are exempt from this requirement.

_____ Immunization Clearance, Permission of Dept. authorizations, Academic Advisement holds cleared by program Academic Advisor, each semester. (*We will do this one for you*).

_____ Registered for Fall courses: MIST 7500E and MIST 7510E. athena.uga.edu. You will be registering for 6 credit hours each semester.

_____ Paid tuition and fees.

_____ Participated in the Master of Business and Technology Online Orientation (in the eLC & posted at least two weeks prior to start of program)

_____ Secured ISBN information for course textbooks from faculty and purchased them, if needed.