Program Structure/Zoom

How do I create a Zoom account?

Students will need to create their Zoom account through the Illinois SSO to ensure there is no time limit to meetings. Please go to the admitted students page and run through the steps to set up your zoom account: https://onlinemba.illinois.edu/student-experience/admitted/program-structure/. Each time you login, you will need to go through the Illinois SSO window.

Who can have access to Workplace?

Workplace is for fully admitted, degree seeking students in the iMBA program. If you are a nondegree student, there is a Facebook page that has been created for you to interact with your peers. If you later apply and are admitted to the iMBA program as a degree-seeking student, you will then be granted access to Workplace.

What is the onboarding course and how do I access it?

The onboarding course is a non-credit, non-graded course for you to complete on Coursera that will introduce you to the platform, while giving you more information about the program (expectations, university policies, etc). It contains a lot of helpful program information so we highly recommend students complete it. You will receive an email from Coursera when you are added to the course. This email will come to your Illinois email, so please make sure your account is set up before trying to access the course.

What is the Welcome Packet Form in our checklist?
We send out a welcome packet to new students a couple months into their admit term. The form is a simple google form to fill out, with mailing add, tee-shirt size, etc. You will receive more information about welcome packets after the semester starts.

If I finish the program in December do I have to wait until May to get my degree?

We confer degrees 3 times each year, in May, August, and December. May is the only time there is the main commencement on campus. If you are within 8 credits of graduating in May you can walk, but then your degree will be conferred in August once courses are done.

Can I participate in the graduation ceremony on campus?

Yes, most definitely. iMBA students are students of the Gies College of Business at the University of Illinois at Urbana-Champaign. Therefore, you can participate in the ceremony and walk across the stage in May with the rest of the on-campus graduates.

The campus policy for walking in May commencement ceremonies is that students have no more that 8 credit hours left to complete in the summer, including the program capstone course.

When are live courses held for each course?

Usually live courses have only one live lecture each week, with different dates/times for students to attend. Dates/times are determined by the professor and eLearning team before the course begins.

Is attending live session mandatory?

Live course attendance is strongly encouraged, but if there is a week where there is a conflict, they are recorded for students. It is the program expectation that students attend live courses, as this is where students are able to interact with faculty, ask questions, and participate in class discussion.

How are exams conducted?

This will depend completely on the professor teaching the course. Exam information will be available for each course in the syllabus at the beginning of the course.

Will peer review grading be added or considered to the overall grade for each course?

Yes, peer reviews factor into your final grade for the course. Students must pass their Coursera moocs but they do not factor into the GPA. If you have further questions please reach out to your program adviser.

When will I receive my iCard?
Your photoless iCard will be sent to you by CITL. Please be patient, as it could take at least one month for it to arrive. If you have questions, please contact the Center for Innovation in Teaching & Learning by phone at (217) 333-1462, or email at citlinfo@illinois.edu.

**Student Self-Service/Registration**

**What is the maximum amount of credit hours I can register for?**

The maximum amount of credit in which a graduate student may enroll is 20 hours in the fall and spring terms and 12 hours in the summer term. Students in non-degree status have other restrictions, and find more information here: [https://grad.illinois.edu/gradhandbook/2/chapter2/student-status#topic2](https://grad.illinois.edu/gradhandbook/2/chapter2/student-status#topic2).

**I am trying to register but am receiving a "Program Restriction" message, why can't I get into this course?**

Please be sure you are using the correct CRN code for your courses. We have sections built for both degree and non-degree students, so you are only able to register for your correct section. You can find registration information, including CRNs, on the Admitted Students Page under the Student Self-Service/Registration tab: [https://onlinemba.illinois.edu/student-experience/admitted/self-service/](https://onlinemba.illinois.edu/student-experience/admitted/self-service/).

Also, please do not search for courses by name, as several courses will have more than one section, and if you try to enroll in a non-iMBA section you will continue to get error messages. Please always use the CRN numbers to register so you get into the correct section the first time. We will always have updated CRN lists for students before each term to aid you in registration.

**Why can I not register?**

You may have a hold, either financial or transcript. Students can check this in the student self-service portal, under the Registration Eligibility tab. A link to the student self-service portal is available below.

[https://onlinemba.illinois.edu/student-experience/admitted/self-service/](https://onlinemba.illinois.edu/student-experience/admitted/self-service/)

**Where can I see a hold on my account?**

Students can check their holds via the student self-service portal: [https://apps.uillinois.edu/selfservice/](https://apps.uillinois.edu/selfservice/). Once you log in, go to registration and records, click on student records and transcripts, and then select view holds.

**When are grades posted?**
Grades are posted at the end of the term as we work on a semester basis. After grades have been posted student can view their final grade in the student self-service portal: https://apps.uillinois.edu/selfservice/. Previous semester grades are also available here.

I am no longer able to access previous courses on Compass?

The campus controls the access to Compass courses. Student access to Registrar Affiliated Compass 2g courses ends 2 weeks after the last day of the semester unless the Instructor has specified otherwise. The only other time we ask for extended access to a course is at the end of a sequence of courses so that students have access in case they are taking a capstone.

**Academic Planning/Advising**

I tried to schedule a time on advising calendar but my access is not working?

This is generally because you have not yet been added to the calendar. Newly admitted students are added periodically. You will be added to the calendar soon.

If you have access to the calendar but there are no available time slots, please let us know by emailing imba-support@illinois.edu. We will add additional times so you can sign up for an advising session.

Do I need to complete the specializations in order? Do I need to take the Core specializations before I take the Focus Areas?

The specializations do not need to be completed in a particular order. It is helpful to have statistics completed before Cores 3 and 4, but if you are not able to take Core 2 before 3 and 4, there will be a Coursera Statistics course you can complete to help you prepare for Core 3 and 4.

Additionally, you do not need to take the Cores before the Focus Areas, these can also be taken in any order. Please be aware that your overall program completion plan may dictate the order in which you must complete the specializations, in order to complete your degree on time.

What is the minimum number of courses to enroll at a time during a term? Can I take one course at a time?

This depends a little bit on the track you are on. For the 2 year track, you must take 2 courses every 8 weeks. For the 3 year track, you take one course at a time, you must double up at least 4 times. The degree planning worksheet is a useful tool in planning your path through the program.

Do I need to take both of my Specialization Capstones in the Cores, or is this flexible?
Students can take any 2 Specialization Capstones from the 6 Specializations you will complete (4 Core and 2 Focus Areas). These can be 2 Core, 2 Focus Areas, or one of each, it is entirely up to you what you choose.

**Is it important to complete the high and low engagement courses concurrently?**

They are built to go together, but you can complete the low engagement portion prior to the high engagement, as long as it’s not too far in advance.

**When can I take a Specialization Capstone?**

Students are eligible to complete a Specialization Capstone once all courses within the Specialization are complete. Coursera capstones are not required.

**How do I make an appointment with my advisor?**

Please access the following link [https://my.business.illinois.edu/advising/](https://my.business.illinois.edu/advising/) to book an appointment. The sections highlighted in green indicate availability during that time.

**What is the difference between Core and Focus Areas specializations?**

All Core courses are required for completion. Out of the three Focus Area specializations available right now, you only have to do two.

**Which specialization capstones should I complete?**

Since capstones draw from the courses and supplement your learning, it is advisable to do the ones that interest you the most. Since you have to do two in all they could both be from the core or both focus areas or one from each.

**Do the capstone projects coincide with the capstones in coursera?**

Coursera capstones are six week long and do not coincide with our courses/capstones.

**How are groups made?**

You will get a survey from our data analyst through a platform called CATME, asking for schedule availability to facilitate forming of groups. We will assign students a group in each course, but for the capstone projects students can make their own groups.

**What are the best ways to double up on taking courses?**

Double up with core and focus areas in fall, since you only have to technically double up for four weeks as focus areas start in the second eight weeks of fall.

We don’t advise doubling up on 567 and 511, as both are very intensive courses.

**Is it possible to triple up on courses?**

We don’t advise it, as that would be 30-45 hours of work per week.
Can I take a term off?

Students are able to take a total of 2 terms off and still be active in the program. After that time, they may need to reapply to the program. Take a summer off is completely fine.

Taking terms off will also adjust your overall program completion plan, and may cause you to need to double up more than the standard 4 times on the 3 year plan. Please keep in mind that you will likely need to move things around as needed.

What happens if I fail a course?

You will need to retake the course and pay for it again.

Cancellation/Drop/Withdraw Policy

How do I drop a course?

The Course Drop policies are stated on the admitted students page, along with instructions and required forms: https://onlinemba.illinois.edu/student-experience/admitted/cancel/.

If you would like to petition for an exception to be made for your case, that process can be completed here: http://www.grad.illinois.edu/gsas/graduatestudentrequestform. You will click on the link for “Students with an Active NetID,” enter your UIN, and complete the rest of the petition. Please state your situation clearly, as this will go to the Graduate College for their review and ultimate decision.

Can I switch courses without incurring costs?

If you make changes before classes start to your schedule, tuition gets adjusted. All registration needs to be completed by the deadline.

I registered for a course, but have not participated since it began. What do I do?

If you are not interested in taking the course you registered for, you must let us know ASAP so we can get you removed from the course as soon as possible. Charges will be applied for the course if you do not alert us to your desire to drop the course before it begins.

If you are planning on continuing in the course, please be sure to access the course and read over the syllabus and other important course information.

Be sure to complete the onboarding course right away if you have not already done so. This includes verifying your Coursera account to that we can automatically enroll you in the correct Illinois MOOCs on Coursera when appropriate. Completing the onboarding course will also assist you in navigating the various platforms where course materials will be located. If you are
having difficulty accessing the onboarding course, please let us know immediately at imba-support@illinois.edu.

If you have not verified your Coursera account or do not have access to the onboarding course in Coursera, please complete the following form today: Coursera Account Information form<https://goo.gl/forms/miEn7FpFsCPjji43>.

In case of withdrawing from the program, can I get a refund for a previous term?

Courses are done, grades are in, you participated in class. There is no provision to retroactively drop and get a refund from a completed course.

### Student Accounts/Tuition/Fees

**Can I have a tuition breakdown?**

The iMBA program costs just under $22,000. Illinois tuition is $250/credit hour, thus $1,000 for a single course. Each Coursera component costs $79, and thus $158 for a single 8-week course. Tuition is paid to the university, while Coursera fees are paid directly to Coursera. More information is available here: https://onlinemba.illinois.edu/imba-experience/program-details/tuition-and-costs/.

**When is tuition assessed?**

Tuition for Fall 2018 will be assessed in early September and will be due September 28th.

**When is tuition assessed?**

Tuition for fall will be assessed in early September. Tuition for spring is due on Feb 28th, for summer on June 28th, and for fall on September 28th. Even if you register for summer and fall together, fall tuition will not post to your account until early fall.

For more information you can visit https://paymybill.uillinois.edu/.

**When will my deposit be applied to my account?**

Your deposit will be applied several weeks into your term of admission. This is done to ensure that students have enrolled and stayed in courses.

**I have questions about my bill/student account. Who should I contact?**

Any questions about billing, payment plans, or your student account should be directed to the University Student Financial Services & Cashier Operations (USFSCO). A link to their website and contact information is available below.

https://paymybill.uillinois.edu/
Coursera charge a monthly fee, is it possible to just pay them by the month rather than paying the flat $79 fee?

Initially, all of their courses were $79 but recently they started a $49/month subscription. Students could potentially do all the moocs prior to beginning their coursework, although this is not recommended. However, once you are an admitted student you are locked into the $79 fee.

I need a letter for tuition reimbursement from my employer. How can I get one?

To request a program letter, please fill out the Program Letter Request form available on the admitted students page: https://onlinemba.illinois.edu/student-experience/admitted/letter-request/. Please be sure to provide all necessary information. Requests will be completed in the order they are received.

How do I get an itemized billing statement?

Typically students can download a pdf of their billing statements in QuikPay (see https://paymybill.uillinois.edu/payments/MakingPayments for more information). This statement does not provide course information; if this is needed, students can either request a program letter or an official transcript. If your employer requires a stamped copy, please email usfscohelp@uillinois.edu and the customer service team can provide one. The stamped copy will contain the same information as is available in QuikPay.

**Non-degree Student Information**

What is the difference between Non Degree and Degree seeking students?

When a student starts their course work before their admission term they are regarded as a non-degree student in our internal systems. Non-degree students complete the same course as degree students.

I took courses as a non-degree student and have gained admission into the program. How do I change my student status to degree-seeking?

Once your admission term starts, we send an email to all of our non-degree students outlining the steps they need to take to petition to Graduate College to change their status to degree seeking. When your coursework is audited, the Graduate College can see that it has been already taken as non-degree.

How do I register for non-degree courses?
First time non-degree student can register through CITL using this link: https://online.illinois.edu/imba-non-degree/.

Continuing non-degree students can register for fall courses at any time through the student self-service portal: https://apps.uillinois.edu/selfservice/.

**Can I do specialization capstones as a non-degree student?**

Yes, as long as all courses in that specialization are completed.