



**Part-time MBA**

**Information and  
Procedures Manual**

*Office of Student Services*

**KATZ**

UNIVERSITY OF PITTSBURGH  
JOSEPH M. KATZ  
GRADUATE SCHOOL  
OF BUSINESS



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## FOREWORD

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We have collected under one cover the regulations which will affect you as a part-time, evening MBA student. They are presented as guidelines and answers to your anticipated questions. Please read them carefully because you will be responsible for planning your educational experience within the confines of the policies of the University of Pittsburgh (the University) and the Joseph M. Katz Graduate School of Business (Katz). **Please retain this manual and refer to it each time you enroll.**

We cannot guarantee that the current regulations and curriculum will be in effect for the duration of your enrollment in the MBA Program. However, appropriate notice will be sent to you concerning any changes. You are responsible for such changes in regulations that may be made during the period of matriculation.

This *Information and Procedures Manual* is not intended to limit your invitation to contact the Joseph M. Katz Graduate School of Business should you wish to do so. You are urged to come in, write, email, or call at any time concerning your student status. The Student Services office, 301 Mervis Hall (412-648-1666), will be able to answer most questions which may arise.

Best wishes for a challenging, exciting and productive career at the Katz School.

**Bev Bolden**  
**Director of Student Services – Masters Programs and Diversity Recruiter**  
**Joseph M. Katz Graduate School of Business**  
**University of Pittsburgh**

## STATUTE OF LIMITATIONS

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The regulations of Katz require the completion of all degree requirements within *four (4)* years of original registration. Under extraordinary circumstances, this statute may be extended, one year at a time, to a maximum of six years. Under no circumstances will a student be allowed more than six years to complete the MBA degree. Requests for extensions of the statute of limitations will be considered by the Director of Student Services – Masters Programs upon written request. The request for the extension must be detailed and such request must be filed before the end of the statutory period.

This statute of limitations also governs the acceptability of transfer credits. Presented as part of the MBA degree, credits earned outside of Katz must have been earned within the four year period of the date of graduation. Credits more than four years old, but less than six years old as of graduation, will be considered for acceptance upon written petition to the Director of Student Services – Masters Programs.

## GRADING POLICIES, PROCEDURES, AND OPTIONS

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### GRADING SYSTEM

The grading system at Katz is based on the letter grades (A, B, C, D, F) with plus and minus values, in addition to special grades such as N (audit), W (withdraw), G (incomplete course work), and R (resignation from a term).

All academic records, as well as graduation, probation and dismissal decisions, are based on the following quality point assignments:

Grade	Equivalent Quality Points
A+	4.000
A	4.000
A-	3.750
B+	3.250
B	3.000
B-	2.750
C+	2.250
C	2.000
C-	1.750
D+	1.250
D	1.000
D-	0.750
F	0.000

A minimal cumulative quality point average of 3.000 (B-average) is required to qualify for graduation from the MBA program. The median grade for core courses should be about a B+. Guidelines for the grading distribution of Katz MBA courses (required and elective) should be the following:

Grade	Recommended Distribution
A+, A and A-	30 – 40%
B+ and B	55 – 65%
B- and below	05 – 15%

## **INCOMPLETE GRADES (“G” GRADES)**

If a student is unable to complete assigned coursework for a given class due to extenuating personal circumstances, a temporary incomplete grade, known as a “G” grade, may be assigned to the student’s academic record by the course instructor. Those individuals who are assigned with a G-grade are required to complete course requirements no later than one year after the term in which the course was taken. *Example:* Incomplete coursework for a class taken during the Fall 2014 term must be completed by the end of the Fall 2015 term in order to receive a final letter grade for credit. After the one-year deadline has elapsed, the G-grade will remain on the record indefinitely, and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation. It is the student’s responsibility to adhere to the one-year deadline and to ensure that all incomplete grades have been completed by his/her graduation.

Please note that a student must gain the permission of the course instructor, with as much advanced notice as possible, to be assigned an incomplete G-grade; one should not assume that by not completing coursework that an incomplete G-grade will automatically be assigned to his/her student record. Furthermore, grading decisions fall under the purview of Katz faculty. Ultimately, the course instructor has the reasonable right to approve or deny the request for an incomplete G-grade.

## **GRADE REPORTS AND TRANSCRIPTS**

At the conclusion of the University's academic terms – end of fall, spring, and summer semesters – grades are available online via [PeopleSoft Student Center](#). Under University regulations, instructors may not post grades by social security number. The student may wish to check with an instructor for advanced notification of a grade. The Student Services office does not report grades to the student at the end of each term. [Student transcripts](#) may be obtained from the Registrar's Office, G-3 Thackeray Hall.

Upon request, the Student Services office will provide students with an unofficial transcript of academic progress, known as an Internal Academic Report. These reports contain all completed coursework, grades, and overall QPA. For helpful tips to access student grade information, visit the [University Registrar Grades website](#).

## **GRADE CHANGES**

Students requesting grade changes should consult with the course instructor. If a grade change is warranted, the instructor must complete a grade change request form in order to officially change the grade on all academic records. The instructor may obtain a grade change request form from the Student Services office: the Student Services office will not issue a grade change form to a student.

## **AUDITING COURSES**

MBA courses may be audited at Katz. Upon the successful completion of the course, the letter grade ‘N’ will appear on the student's transcript though the course credits will not be included

in the calculation of the QPA. In order to audit a course, the following guidelines must be followed:

1. A fully endorsed 'Course Audit Request Form' must be submitted to the Student Service Office prior to the conclusion of the add/drop period of the academic term in which the student intends to take the course.
2. The course instructor must approve all requests for course audits.
3. The student must be enrolled in the course. Tuition is assessed for courses which are audited.
4. Any course that will be counted toward the fulfillment of graduation requirements, elective or required courses alike, must be taken for a letter grade and therefore *cannot* be audited.
5. In order to successfully complete the course audit, students must adhere to all requirements set by the course instructor, which may include homework assignments, readings, examinations, etc.

### **COURSE EXEMPTION**

Exemption from any MBA core required course involves either successfully passing an exemption exam or by consent of Katz faculty. Regarding the former, successfully passing an examination exam *will not* reduce the number of total credits required for graduation but will grant the student the opportunity to take additional elective courses of his/her choice across any desired discipline. Regarding the latter, exemption via Katz faculty approval typically involves a graduate-level educational equivalent course from an accredited institution. Please contact your academic advisor for more information regarding the course exemption process.

### **WITHDRAWAL FROM COURSES**

Withdrawal from courses is permitted when the necessary paperwork is approved by the course instructor and the Director of Student Services - Masters Programs. Course withdrawals occur *after* the designated add/drop period for a given term but *before* finals week of said course. It is important to note that a student will *not* be issued a tuition refund for course withdrawals. The deadline to formally withdraw from a class is detailed in the academic calendar for each term made available online via the ['Calendar' section of StudentNet](#).

The letter grade 'W', which signifies a course withdrawal, will appear on the student's official transcript. Course withdrawals will not adversely impact a student's QPA: a 'W' grade carries no quality points and therefore is not calculated into the QPA. However, a course withdrawal *cannot* be substituted for an 'F' grade.

### **RETAKING COURSES**

Katz will permit a student to retake up to six (6) credits of academic coursework with the approval of the Director of Student Services-Masters Programs. **If a student receives an "F" grade in a required course, he/she must repeat the course.** The grades of both the original and repeated course will appear on the transcript but only the latter grade will be calculated into

the student's QPA, regardless of the grade earned. If a student would like to retake a course, he/she is required to complete a 'Course Repeat Form' available in the Student Services office. Please note that this policy does not apply to withdrawal 'W' grades.

### **ELECTIVE COURSE OPTIONS**

In addition to pursuing MBA electives offered at the Katz School, qualified students may take courses across various programs and schools throughout the University of Pittsburgh and within the greater Pittsburgh area, provided that the student has acquired appropriate permissions and approvals to do so. The following short list offers alternative options:

#### Doctoral Program, Katz School

In addition to taking MBA electives, qualified students may take courses in the PhD program with Katz faculty approval. Doctoral seminars at Katz meet once a week, usually in the late afternoon. Information on doctoral course offerings may be obtained by contacting the [Katz doctoral office](#).

#### Alternative Graduate Programs, University of Pittsburgh

Electives may also be taken in programs at other schools in the University. *These must be graduate-level courses with significant management content.* A student interested in taking graduate-level courses at another University of Pittsburgh school should discuss the matter with an academic advisor *before enrolling in the course.* **It is the student's responsibility to make sure that they will receive a letter grade in the course; Katz will not accept a passing (P), satisfactory (S), or non-letter grades.**

### **TRANSFER OF GRADUATE LEVEL COURSES AND RELOCATION**

Katz permits Part-Time MBA students to transfer up to 17 graduate-level credit hours from [AACSB-accredited MBA programs](#) (dual- and joint-degree programs excluded). These credits *cannot* have been applied toward another degree. A verification letter stating as such may be requested from the Student Services office to ensure that studies from another institution did not result in a degree and therefore are fully transferable toward the Katz MBA. Furthermore, all courses must be completed with a grade of 'B' or better to be eligible for transfer consideration. Undergraduate courses will not be considered – *only graduate courses are applicable for requesting transfer of credits.*

Due to the robust nature of dual- and joint-degree programs – specifically, the established curriculum and program requirements necessary for simultaneously pursuing multiple graduate-level degrees – students in such programs are prohibited from applying transfer credits toward their respective degrees.

If a student intends to apply previously earned graduate toward his/her MBA degree, the student must complete a Transfer Credit Request form, available via the ['Forms' section of](#)



[StudentNet](#). Completed forms should be returned to the Student Services office. The student will be informed of the request results after the paperwork has been reviewed by the appropriate Katz faculty members.

If a student must relocate during his/her studies at Katz, the student may earn credits at an AACSB-accredited MBA program to complete the Katz MBA program. The same transfer credit procedures apply as for transferring previously earned graduate credits. Each course from an alternative institution must be pre-approved for transfer *prior to enrollment*. Courses taken at other institutions may or may not be approved by the Katz faculty. Thus, obtaining approval before enrollment may save valuable time and money. One important stipulation **requires students to be enrolled for at least one Katz course during his/her graduating term.**

Note that all transfer credits are subject to the guidelines imposed by the statute of limitations. Thus, in order to be counted toward the Katz MBA, all transfer credits must have been taken within four years from the date of graduation at Katz. See the 'Statute of Limitations' section for more details.

#### **DEAN'S LIST**

The dean's list for part-time evening MBA students is compiled after the end of each term. Students recognized with the honor of the Dean's List are notified by mail directly from the dean. To be eligible for the dean's list, a student must have a cumulative QPA of **3.75 or better**.

There are three times in an evening student's academic career when his or her name may appear on the dean's list:

1. Upon the completion of 17.5 credits
2. Upon the completion of 35.0 credits
3. Upon the completion of enough credits for graduation

#### **ACADEMIC PROBATION AND DISMISSAL POLICY (PART-TIME PROGRAMS)**

The probation and dismissal guidelines are as follows:

1. A student in the evening MBA program will be reviewed for academic probation or dismissal from the program if, upon completion of twelve credits or any time thereafter, his/her cumulative quality point average (QPA) falls below 3.000:
  - a. If a student's **QPA is below 2.250**, the student will be dismissed from the program.
  - b. If a student's **QPA is from 2.250 to 2.749**, the student will be notified of impending dismissal. If extenuating circumstances exist, the student may submit a petition to the Director of MBA Programs. The Director will present this petition to the Masters Performance Committee (MPC) for review. The MPC may 1) dismiss the student from the program; 2) permit him/her to remain in the program on academic probation; or 3) place the student on probation and

extend his/her program of study at a reduced load. In all cases where a student is placed on probation, the MPC will provide specific academic performance requirements to be achieved by the student within a particular time frame in order to re-establish good standing. If these specific requirements are not met in the defined time period, the student will again be considered for dismissal from the program.

- c. If a student's **QPA is from 2.750 to 2.999**, the student will be placed on academic probation and presented with academic performance requirements that are to be achieved within a particular time frame to re-establish good standing. If the student does not meet the specified performance requirements in the defined time period, his/her performance again will be reviewed by the MPC. The MPC will have the options of 1) allowing the student to continue on probation if success seems probable, with specified time frame and performance requirements; 2) continue on probation while permitting the student to extend his/her program at a reduced credit load; or 3) dismissing the student from the program. (See #3 below for issues of second time on probation.)
2. Under no circumstances will a student be continued on probation for more than four consecutive terms after initially being placed on academic probation, whether or not they are enrolled in courses.
  3. If a student is placed on probation for a second time after having once regained good standing, it may be indicative of basic problems which would preclude successful completion of the program. The student may be dismissed at this time. If allowed by the MPC to go on probation for a second time, the student must obtain good standing at the end of the first term of the second period of probation or be subject to dismissal from the school.
  4. An "F" grade during the first term of the program results in immediate probation, and generally no further work may be taken until the student has applied for and received permission to retake the course. An "F" grade other than the first term results in whatever academic action is indicated by the student's overall QPA including the "F" grade.
  5. Any exceptions to these guidelines and procedures may be considered only through written petition to the Director of Student Services – Masters Programs.

#### **STANDARDS OF ACADEMIC INTEGRITY**

The Katz statement of academic integrity is provided to all new students at orientation for review and endorsement. Copies of this document are available in the MBA office. If a student finds him/herself in a situation where academic integrity guidelines seem unclear, he/she should seek the advice of an instructor or the Director of Student Services - Masters Programs.

## **AREAS OF CONCENTRATION**

Although a student's concentration/major will not appear formally on any University record or diploma, students may wish to include a concentration on their resume. It is recommended that each student inform both the Student Services office as well as the Career Management office of his/her area intended concentration of study as soon as possible in order for those offices to better advise each student with regard to recommended course selection and sequencing. Concentrations are defined as nine (9) credits of coursework in addition to the core required course in a specific functional area.

Concentrations include:

- Finance
- Management Information Systems
- Marketing
- Operations Management and Decision Science
- Organizational Behavior & Human Resources Management
- Strategy, Environment and Organization

## ENROLLMENT PROCEDURES

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### GENERAL GUIDELINES

- Evening courses in the MBA program are most commonly scheduled from 6:20-9:20pm, Monday through Thursday evenings. Each course meets once per week. Most classes are held in Mervis Hall though some classes may meet in other University buildings (e.g., Alumni Hall, Wesley W. Posvar Hall). There may be last minute classroom changes; therefore, students should consult the bulletin board on the third floor of Mervis Hall (in front of the Student Services Office) on the first night of class, or contact the Student Services office when in doubt.
- At least one section of every required course is generally offered each term, unless prevented by severe personnel shortages.
- There are no regular schedules for electives. However, one can expect the fewest electives to be offered during the summer term and the largest number during the spring term of a given academic year.

### ENROLLMENT PROCEDURES FOR NEW STUDENTS

After the first term of study, students will be able to self-register for courses during a designated enrollment period via online registration. Information concerning the online registration process, including the [enrollment process](#), is available on the University Registrar website. Important fall term dates for adding and dropping courses can be referenced on [StudentNet](#) under the 'Calendar' tab. Academic advisors are available for any questions that students may have regarding program requirements. *All students are responsible for registering themselves for classes by the Registrar's enrollment deadline in order to avoid late registration fees.*

### GRADUATING STUDENTS

Students who plan to graduate at the end of the following term should complete a graduation application made available on StudentNet via the 'Forms' tab. Students expecting to graduate in the months of December or April should be able to register for classes before the majority of other full-time students in order to obtain the courses needed to complete all degree requirements. The University of Pittsburgh requires that a graduating student be registered for at least one credit during the term of expected graduation. It is possible to petition for a waiver of this policy, however the petition may be denied. It is encouraged that one works closely with his/her academic advisor to ensure a waiver is not necessary.

### INACTIVE STUDENTS

A student is considered to be inactive if he/she has not registered for classes for three consecutive terms. To avoid being placed on inactive status and consequently applying for readmission, a student who must miss three (3) consecutive terms is advised to formally apply for a leave of absence to the Director of Student Services – Masters Programs.

If a student has been placed inactive, he/she must apply for readmission which involves filing a readmission form and paying a fee through the MBA Admissions Office. If a considerable amount of time has elapsed between the date of last attendance and the readmission date, the student may be asked to submit another transcript, letters of recommendation, etc. Students should consult the [MBA Admissions Office](#) regarding these procedures.

A student should be aware that if he/she is inactive for long periods of time, he/she may not be able to complete the degree within the Statute of Limitations, even with the permitted extensions.

### **ADDING AND DROPPING COURSES**

Students will have the ability to add and drop classes during a designated open enrollment period for a given term via the PeopleSoft Student Center online registration system. Students can find add/drop dates for a term on the published academic calendar made available on [StudentNet](#) via the 'Calendar' tab. Classes taken during the second seven-week session of a given term – Fall 2, Spring 2, and/or Summer 2 – must be formally dropped with the assistance of an academic advisor.

Please note: 'Dropping' a course and 'withdrawing' from a course are not the same action. Students withdrawing from a course after these dates will have a "W" (withdrawal) appear on their permanent transcript. If a student wishes to withdraw from a course, he/she can receive a withdrawal form in the Student Services office.

Students wishing to totally withdraw (resign) from an academic term should call the resignation service phone line at (412)-624-7585. This number answers 24 hours a day in order to process resignations. Additionally, if the student withdraws from all courses before the last day of the designated add/drop period, there is a 100% refund on tuition and fees for the term. Once the add/drop period has ended, tuition is refunded on a percentage basis according to when the student contacts the Student Accounts Office. More information regarding registration can be reference via the [University resignation website](#).

**All students are required to attend the section of the course for which they are officially registered. Instructors may submit an "F" grade if the student does not attend the appropriate section of a course.**

### **TUITION CHARGES**

Evening students are billed on a per-credit basis for a credit load not to exceed 8.5 credits, plus fees. If a student registers for 9 or more credits during the fall and spring term, he or she will automatically be billed at a full-time flat rate, plus fees. However, during the summer term, an evening MBA student is billed per-credit regardless of total number of credits enrolled. A break-even point for the summer semester at the per-credit rate is around 11 credits.



A student will also be billed at an in-state or out-of-state rate according to one's residency status. If the student would like to discuss in-state tuition eligibility, he/she can reference the University's [Tuition Eligibility Guidelines](#) website.

Invoices, known as [eBills](#), will be sent directly to one's Pitt email account. A student is responsible for verifying each term that their tuition charges and fees are billed appropriately. Any questions regarding charges on an invoice should be directed to the [Student Payment Center](#) in G-7 Thackeray Hall. Students may first wish to consult the Student Services office to answer or direct inquires more efficiently.

Tuition rates for the current academic year (Fall-Spring-Summer semesters) are available on the Katz [Tuition and Financial Aid for MBA Programs](#) website.

## STUDENT INFORMATION

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### RELEASE OF INFORMATION

All students have the option of prohibiting the release of directory information relative to the student. By completing the form, the student confirms that he/she requests that the release of directory information may not be released by the university, including university email address, program of study, dates of attendance, and degree(s) achieved. For example, if a potential employer would call to confirm your degree, the university would not be able to comment. If for any reason you no longer wish to have this hold on your directory information, students can contact an advisor to have the hold lifted from the student's account.

### ADDRESS CHANGES

Addresses can be changed by the student via PeopleSoft Student Center. Students may reference the Registrar website for information about [how to electronically change one's address](#). Students should notify an academic advisor of any address or telephone number changes for internal mailing purposes. **International Students MUST report any address or telephone number change also to the [Office of International Services](#), as soon as possible.**

### NAME CHANGES

Please notify the Student Services office of any name changes. In addition, students must present proof of the [name change](#) (i.e., marriage certificate, divorce papers, court order, etc.) in order to change all University of Pittsburgh academic records.

### IDENTIFICATION NUMBERS

The University of Pittsburgh will assign each student a Pitt identification number, known as a [PeopleSoft ID number](#). This ID number will be used throughout your studies. *Social Security numbers are not required for registration, grades or tuition payments.*

### TELEPHONE NUMBERS

As all students should notify the Student Services office of updated telephone numbers, so should they inform each instructor of their name, telephone number, and active email address. Instructors may need to contact students of class cancellations or class related activities. In addition, students can [update phone numbers](#) via the PeopleSoft Student Center.

## STUDENT SERVICES

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### STUDENT SERVICES OFFICE

The Student Services office is located within the third-floor MBA Suite, 301 Mervis Hall. Office hours are typically Monday through Friday, 8:30am - 5:00pm. The Student Services staff is responsible for processing registrations, add/drop requests, and other forms for each academic term. They advise and monitor each student's academic progress throughout the MBA program. Students who would like to schedule an appointment with an academic advisor may do so via email or by phone. Appropriate contact information is detailed in the Katz directory (pp 19-21).

### FINANCIAL AID AND STUDENT LOAN INQUIRY ASSISTANCE

All financial aid and student loan inquiries should be directed to the [MBA Admissions Office](#), 301 Mervis Hall.

### ACADEMIC COUNSELING

Questions pertaining to administrative changes in course sequencing, degree requirements, and/or academic issues should be directed to the appropriate graduate student advisor. In those relatively unusual circumstances in which a student is having academic difficulty which cannot be resolved through timely communication with the instructor concerned, such students should contact the Director of Student Services – Masters Programs (412-648-1668) immediately to determine what steps should be taken to resolve the problem(s).

### EXTENDED ABSENCES

Students that need to miss classes for several days due to illness, personal matters or family emergencies should contact the graduate student advisor so that instructors can be notified promptly.

### INDIVIDUAL COUNSELING AND THERAPY

The [University Counseling Center](#) provides confidential personal counseling for all university students. Appointments may be scheduled either in person at the William Pitt Student Union or by phone. Contact information is listed on the provided website.

### COMMUNICATION

The following means of communication are used by faculty, staff and students:

#### StudentNet

Once you begin classes at Katz, you will no longer need to rely on the KASI interim website for information. Rather, as a matriculating student, you will find pertinent academic information posted by the Student Services office on the Katz Intranet, commonly referred to as [StudentNet](#). This website is the go-to resource to reference academic information, schedules, calendars, curriculum plans, etc.

### Electronic Monitors

Video monitors are located in the Atrium and the basement level of Mervis Hall. Check these monitors frequently for information on job openings, upcoming events, and other Career Services information.

### Katz News Network

An email digest of upcoming events maintained by the Student Programs office. It will be emailed to you weekly.

### Electronic Mail

Information about your [Pitt e-mail address](#) will be sent to your personal e-mail address from the Computing Services and Systems Department (CSSD).

### Mailboxes

Student mailboxes are located on the ground floor of Mervis Hall. Please check the mailboxes frequently as they are often used as a means of communication between Katz faculty and administration and individual students. If you do not have a mailbox, please contact the Student Services office.

### Bulletin Boards

Bulletin boards are located across from the printers in the Team Room area, outside of Suite 301, and on the basement level near the mailboxes.

## **BUSINESS LIBRARY**

The Katz library is located on the first floor, Mervis Hall 121. Business librarians are available to answer any library-related questions and/or to help students use the library's various resources. The library contains a variety of academic resources and reference collections, the general book collection, periodicals collections, microfilm collection, and a group study room.

Please consult the [University Library System](#) website for information and hours for all University libraries across campus, including the Mervis Hall business library.

## MISCELLANEOUS

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### **STUDENT PROFESSIONAL ORGANIZATIONS**

Students form a number of organizations throughout the year at Katz. These organizations provide governance, academic and social activities. Information about various clubs and organizations can be found online under the [Katz Student Life section](#) of the Katz MBA website. Information can also be found on [StudentNet under the 'Life @ Katz' tab](#).

### **PARKING**

Parking permits are not available during the day. However, students may purchase parking permits *for evening classes*. Contact the [Parking Office](#) at 204 Brackenridge Hall with inquiries.

### **TEXTBOOKS**

The [University Store on Fifth](#) purchases and sells all textbooks for the University. The hours of operation for the book store can be noted on the provided website. Students may purchase books online with the Book Center [Course List Builder](#) website.



## KATZ AREA DIRECTORS

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### ACCOUNTING

[Harry Evans](#)

238A Mervis Hall, 412-648-1714

[jhe@katz.pitt.edu](mailto:jhe@katz.pitt.edu)

### BUSINESS ANALYTICS AND OPERATIONS

[Jennifer Shang](#)

230 Mervis Hall, 412-648-1681

[shang@katz.pitt.edu](mailto:shang@katz.pitt.edu)

### FINANCE

[Diane Denis](#)

368B Mervis, 412-624-0296

[diane@katz.pitt.edu](mailto:diane@katz.pitt.edu)

### INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

[Chris Kemerer](#)

276C Mervis Hall, 412-648-1572

[ckemerer@katz.pitt.edu](mailto:ckemerer@katz.pitt.edu)

### MARKETING AND BUSINESS ECONOMICS

[R. Venkatesh](#)

332 Mervis Hall, 412-648-1725

[rvenkat@katz.pitt.edu](mailto:rvenkat@katz.pitt.edu)

### ORGANIZATIONS AND ENTREPRENEURSHIP

[John Prescott](#)

246 Mervis Hall, 412-648-1573

[prescott@katz.pitt.edu](mailto:prescott@katz.pitt.edu)

Please reference the Katz MBA website for a [complete listing of faculty](#).

## KATZ SCHOOL ADMINISTRATION DIRECTORY

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- Agey, Liz** MBA Programs, *Student Activities & Events Coordinator*  
377 Mervis Hall, MBA Suite  
412-624-2863  
[elagey@katz.pitt.edu](mailto:elagey@katz.pitt.edu)
- Bolden, Bev** Student Services, *Director of Student Services and Diversity Recruiter – Masters Programs*  
374 Mervis Hall, MBA Suite  
412-648-1668  
[bevb@katz.pitt.edu](mailto:bevb@katz.pitt.edu)
- Chatterjee, Rabikar** Associate Dean, Katz Graduate School of Business & College of Business Administration  
372 Mervis Hall, Dean’s Office  
412-648-1623  
[rabikar@pitt.edu](mailto:rabikar@pitt.edu)
- Delaney, John** Dean, Katz Graduate School of Business & College of Business Administration  
372 Mervis Hall, Dean’s Office  
412-648-1556  
[itdelaney@katz.pitt.edu](mailto:itdelaney@katz.pitt.edu)
- Evans, Charmaine** MBA Admissions, *Application Manager*  
357 Mervis Hall, MBA Suite  
412-648-1685  
[cbrantne@katz.pitt.edu](mailto:cbrantne@katz.pitt.edu)
- Fatica, Steve** Academic and Career Advising, *Assistant Director*  
305 Mervis Hall, MBA Suite  
412-624-0151  
[scf25@pitt.edu](mailto:scf25@pitt.edu)

**Guzewicz, Greg** Building Facilities Management and Lost-and-Found Services,  
*Facilities Manager*  
112 Mervis Hall  
412-648-1548  
[gguzewicz@katz.pitt.edu](mailto:gguzewicz@katz.pitt.edu)

**Keller, Thomas** MBA Admissions, *Director of Admissions, Recruiting & Enrollment*  
373 Mervis Hall, MBA Suite  
412-648-1506  
[tkeller@pitt.edu](mailto:tkeller@pitt.edu)

**Lott III, Thomas** Academic and Career Advising, *Assistant Director*  
311 Mervis Hall, MBA Suite  
412-648-1686  
[tlott@katz.pitt.edu](mailto:tlott@katz.pitt.edu)

**Pinzone, Kelly** MBA Admissions, *Inquiry and Recruitment Manager*  
301 Mervis Hall, MBA Suite  
[kpinzone@katz.pitt.edu](mailto:kpinzone@katz.pitt.edu)

**Romano, Dana** Academic and Career Advising, *Associate Director*  
307 Mervis Hall, MBA Suite  
412-648-1598  
[dcromano@katz.pitt.edu](mailto:dcromano@katz.pitt.edu)

**Sabolsky, Patricia** MBA Programs, *Director of Special International Programs*  
301 Mervis Hall, MBA Suite  
[psabolsky@katz.pitt.edu](mailto:psabolsky@katz.pitt.edu)

**Shapiro, Melissa** Academic and Career Advising, *Director*  
379 Mervis Hall, MBA Suite  
412-648-7263  
[mfshapiro@katz.pitt.edu](mailto:mfshapiro@katz.pitt.edu)

**Sloan, Eric** Academic and Career Advising, *Assistant Director*  
309 Mervis Hall, MBA Suite  
412-648-2392  
[esloan@katz.pitt.edu](mailto:esloan@katz.pitt.edu)

**Snizaski, Nathan**

Student Services, *Graduate Student Services Administrator*

303 Mervis Hall, MBA Suite

412-648-1667

[nsnizaski@katz.pitt.edu](mailto:nsnizaski@katz.pitt.edu)

**Tsupros, Shaina**

Academic and Career Advising, *Associate Director*

313 Mervis Hall, MBA Suite

412-648-1510

[smtsupros@katz.pitt.edu](mailto:smtsupros@katz.pitt.edu)

**Vuono, Erin**

Associate Director, *Admissions*

355 Mervis Hall, MBA Suite

412-648-1508

[evuono@katz.pitt.edu](mailto:evuono@katz.pitt.edu)