



Graduate Student Manual

Master of Science in Accountancy (MSA)



**Gies College
of Business**

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Welcome to the Gies Family!

The Master of Science in Accountancy 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 MSA 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.

Office Support	3019 BIF
Program Email	ms-accy@illinois.edu
Advisor	Trent Shumway, Assistant Director, Academic & Student Services
Career Coach	Deb Hom, Senior Associate Director, Office of Career and Professional Development
Program/Academic Director	Emily Ziegler, Senior Associate Program Director Rachel Schwartz, Academic Director

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

Experience Champaign Urbana 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 and Professional Development

The **Career and Professional Development** center in Gies College of Business is your ultimate resource for preparing for the job search. Your prep works starts right after admission. Timely completion of the Gies Professional Pathways Foundation Course (online) can aid in your success. Companies begin recruiting on campus in the Fall semester.

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. 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.



New Graduate Student Checklist (MSA)

Please complete all these steps, starting at the top of the list.

☐ Claim your **NetID**

Your NetID will give you access to campus resources and services, including e-mail and file storage. New students should [visit the NetID claiming website](#). First, you will need to enter your University ID Number (UIN) and Activation Code. The UIN and Activation Code were sent to you in your Notice of Admission letter from the Graduate College. Next, you will select and provide answers to two security questions to protect your NetID account. Finally, you will need to choose a password for your NetID account (be sure to view the [requirements for all passwords](#)).

☐ Set up your **University Email Account**

Students are responsible for all communications sent via email, so it is imperative that you check your email daily, starting when your account is opened. Important information, including policies and deadlines, are communicated in email messages. About two hours after claiming your NetID and setting your password, you will be able to login to and start using your Office 365 email account. Your NetID is the first portion of your email address.

[Click here to start using your Office 365 account](#). If you have questions about your email account, please contact the Technology Services Help Desk at consult@illinois.edu or 217-244-7000.

☐ Verify **Personal Information** in Student Self-Service

Once you have established your NetID, use it to log into the online [Student Self-Service](#) and verify your personal information, such as your contact information. Keeping this information up to date is extremely important and ensures proper delivery of important documents.

☐ Send **Transcripts** to Graduate and Professional Admissions in the Graduate College

Remember to provide an official copy of your transcripts to complete your admission. For a complete list of what academic credentials (transcripts, certificate of degrees, translations), please view your Official Notice of Admission letter from the Graduate College. These credentials can be sent electronically by the institution directly to our Graduate College. For details on how to do this visit the [Graduate College website](#). In addition, they can be mailed or delivered in person to the Graduate College. The Graduate College Admissions Office is located at 507 E. Green Street, Suite 101, Champaign, Illinois, 61820.

☐ Review **Healthcare & Insurance** Requirements

The University of Illinois student health insurance plan is mandatory for all students. To learn about benefits, how to opt out if you already have comparable coverage with another company, or how to add dependents, [visit the Office of Student Health Insurance website](#). The [McKinley Health Center](#) is located on campus and provides routine care, counseling, immunization, and more. Students pay a mandatory fee to support McKinley Health Center, which all students may use, even if they opted out of the University Health Insurance plan.



☐ Review and Submit **Immunization Records**

As a student you will need to show proof of certain immunizations to register for classes and have access to university services. [Click here to see the specific requirements and how to submit your information](#). If you do not submit your immunization records, a hold will be placed on your student account, which means that you will not be able to use University services or facilities and register for classes.

☐ Look for **Housing**

There are both University-managed housing options and “private-certified housing” options available in the campus and surrounding Champaign-Urbana area. [Click here to learn about University Housing options](#). University Housing also has meal plans that students who live off campus can purchase. [Off-Campus Community Living](#) is also a great university resource to learn more about housing options and issues related to living off campus.

☐ Login to the **Gies Professional Pathway Foundations Course**

We have designed an online career-readiness course called the “**Gies Professional Pathway Foundations**” which introduces you to the in-demand professional competencies that employers desire. This course will provide you with a foundation to maximize your time and experience at Gies, preparing you for long-term career success.

This course is recommended with a target completion date of **Monday, June 10**. Completion of this course is important if you are interest in an internship, on-campus employment, or a full-time job in the US after you complete your degree. Additional information regarding this course will be available on the new student website.

Visit the course site canvas.illinois.edu. and login with your university NetID and password. This will only work if you have claimed your NetID.

If you have questions regarding the course, please contact Deb Hom at dhm@illinois.edu.

☐ Review **Technology Requirements** – Purchase as Needed

Each student is required to have a laptop. Laptops must have an English version of Microsoft Windows. If you decide to use a Mac, we recommend you have an English version of Microsoft Windows installed in case a course requires software that will only run on Microsoft Windows. Chromebooks and tablets will not work for some software used in courses, so these are NOT acceptable substitutes.

☐ Review **Billing Information**

Visit the [University Bursar website](#). This office is responsible for billing all activity that appears on your student account, such as tuition, fees, room and board charges and credits. Visit paymybill.uillinois.edu to familiarize yourself with information regarding your student account and [payment options](#), as well as important due dates. Please note that this is NOT the same office that handles financial aid. [Visit the Office of Student Financial Aid](#).



When You Arrive on Campus

☐ Get your **i-card**

Your i-card is your official University of Illinois photo ID. It also functions as your university library card and is your pass to ride all Champaign-Urbana Mass Transit District (CUMTD) buses. Visit the ID Center in the Illini Union Bookstore or the [i-card website](#) for more information on how to get your i-card. If you were an undergraduate here at the University of Illinois at Urbana-Champaign, you'll want to get a new i-card showing your graduate student status.

☐ Download the **Illinois App**

The [Illinois App](#) is the university's official campus app. It will provide you with details on athletics schedules, bus passes, campus dining, wellness, events, and many more.

☐ **Class Registration**

Registration for classes will be explained and completed during mandatory orientation on **Tuesday, June 4**. Students will be provided with a custom course plan based on their academic background and will have an opportunity to work with their academic advisor if needed. Registration holds will be placed on all student accounts until orientation, to ensure that all students are properly registered.

☐ Do **NOT** create a **Handshake Account**

Please do **NOT** create your own Handshake account. Gies College of Business will create an account for you after you register for classes. Please check out this [helpful access guide](#) to learn more and how to prevent delays if you happen to already have a Handshake account.

Additional Checklist for International Students

☐ Check in at **International Student & Scholar Services (ISSS)**

ISSS resources for incoming students are posted at iss.illinois.edu/students/incoming. ISSS should be the first point of contact when you have any visa issues or questions about travel plans. Complete information about the location and time of ISSS check-in will be sent to you by ISSS and will be available on the ISSS website.

☐ Register for the **English Placement Test (EPT)** Immediately – If Required

The EPT is only required if it was stated in your admission letter from the Graduate College. If the EPT is required, you will need to register to take the exam. MSA will arrange for two online exam times for Summer 2024. MSA EPT exam dates will be announced in January. Register now as times will fill up quickly [View registration information here](#).

Update your **Local Address**

- ☐ A requirement of maintaining your F-1 or J-1 immigration status is reporting a valid address as your place of residence within the US as instructed by ISSS. Failure to do so can result in serious legal consequences. [Click here to update your address](#).



☐ Request a **TCN Number** from the i-card Office

If you have on campus employment or plan to be employed part-time and you do not have a Social Security Number (SSN) at this time, you will need to request a Temporary Control Number (TCN) form from the [i-card Office at the Illini Union Bookstore](#). When you have a Social Security Number (SSN), you will use the SSN instead of the TCN.

☐ Consider Applying for a **Social Security Number (SSN)**

If you are employed on campus, you will be eligible to apply for an SSN. For information from ISSS regarding eligibility and application procedures visit iss.illinois.edu. Note: this takes longer to receive than a TCN number, so if you need to complete employment paperwork quickly, request the TCN number first.



**Gies College
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Graduate Programs

3019 Business Instructional Facility
515 E. Gregory Dr., Champaign, IL 61820
217-244-7602