Welcome to our MISonline graduate programs!

Since 1974 the MIS department at the University of Arizona has been a pioneer in defining and advancing the field of Information Systems through its leading edge educational programs and impactful research initiatives. The department has been a top 5 ranked department in the field of information systems for over 24 consecutive years. Our current U.S. News & World Report rankings are #3 in undergraduate programs and #4 in graduate programs.

This means that you are now part of one of the elite programs in the world!

The department has well established and extremely productive research centers that have generated over $83M in funded research projects since the 1980’s. Many of our faculty have highly successful tech transfer initiatives through commercialization of their research. The graduate curriculum that you will soon be exposed to is built on the leading edge knowledge of our top research faculty.

Top students make top departments. We choose our students with great attention and care because we are deeply invested in their development. We understand the important and unique contributions to the field and society that they will offer upon graduation. With that in mind, we welcome you to our remarkable collegial community of students, faculty and staff.

During your time with us, you will be immersed in an unparalleled academic environment with peers and instructors of outstanding ability and creativity, focused on the most compelling IT challenges.

We invite you to contribute to the University of Arizona MIS community and help Shape the Future of IT by forming and testing your own ideas, challenging and learning from your instructors and peers and expanding your intellectual horizons while honing your expertise.

Again, I welcome you to the program and look forward to interacting with you soon!

With regards,

Dr. Susan Brown
MIS Department Head

MISonline® - Shaping the Future of IT
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What is UAccess?

UAccess is a password-protected service which allows students to access personal and academic information via the Web. Your UA NetID and password are required for login.

UAccess enables MISonline students to view and make changes to their academic and personal information as well as enroll for classes and check on financial aid status. This system has dozens of useful features, which are housed under four major categories: Academic, Financial, Personal and Self-Service.

More at http://advising.arizona.edu/content/online-tools/uaccess-student

Student Resources

University Information Technology Services

University Information Technology Services (UITS) offers many services besides their 24/7 IT support center available by phone (520) 626-8324 or online at http://uits.arizona.edu/departments/the247.

Students have access to hundreds of different tutorials by visiting http://uits.arizona.edu/services/uacbt and logging in using their NetID and password.

More at http://uits.arizona.edu/

Software

University of Arizona’s students are able to download one copy of the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows upgrade (for PC or Mac) at no charge. Students are also eligible to download new product release and upgrades when they become available. Visit http://uabookstore.arizona.edu/technology/campuslicensing/default.asp and log in using a NetID and password for access.

MISonline students have access to additional free software though Microsoft DreamSpark Premium. Visit https://www.microagelab.arizona.edu/software-licensing/microsoft-dreamspark-mis and review the information provided.

Career Services

Career Services offers a variety of services to all University of Arizona students. Visit the career services website, http://www.career.arizona.edu/student, to learn all the services the department offers.
**Academic Standing**

**Academic Integrity**

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for students and/or any member or members of the academic community. All forms of academic dishonesty are subject to sanctions under the Code of Academic Integrity. Sanctions include: written warning, reduction in grade for work involved, disciplinary probation, loss of credit for work involved, failing grade in the course, suspension, and/or expulsion. Various forms of academic dishonesty include, but are not limited to cheating, fabrication, facilitating academic dishonesty, and/or plagiarism.

Academic Misconduct is defined as any behavior not conforming to prevailing standards or rules within the academic community. All forms of academic misconduct are subject to sanctions under the Code of Conduct. Sanctions include: restricted access to University property, administrative hold, warning, probation, suspension, and/or expulsion. Various forms of academic misconduct include, but are not limited to disruptive behavior, threatening behavior, and/or the theft or damage of University property.

For more specific examples of academic dishonesty, academic misconduct, and how to avoid such behavior, please visit the following website:

http://deanofstudents.arizona.edu/tipsforavoidingacademicdishonesty

**Minimum Grade Standard**

Students must maintain a grade point average of 3.0 (based on a 4.0 scale) to remain in good standing in all MISonline programs. Students must have a 3.0 cumulative grade point average (CGPA) or higher to graduate. The department highly recommends that students track their progress using the course tracking worksheet provided in Appendix A.

A student cannot receive a graduate degree or certificate unless he or she has achieved a CGPA average of 3.00 or higher on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree. A student whose CGPA is below 3.0 for two consecutive semesters will be disqualified.

If your CGPA falls below 3.0 for two consecutive semesters, please contact the MISonline coordinator to find out what your options are for re-entering the program.

More at http://catalog.arizona.edu/2015-16/policies/gpa.htm

**TIP**

**MUST** keep a 3.0 GPA throughout program to graduate.

Only regular grades (A, B, C, D, E) are included in the calculation of the UA grade-point-average. Grade points are assigned to each regular grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>E</td>
<td>0 points</td>
</tr>
</tbody>
</table>
Time to Completion Limitations

Master’s –

All requirements for the master’s degree must be completed within 6 years of start to ensure currency of knowledge. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

Master’s students who take a break in their studies or whose time to degree exceeds 6 years should check with the Graduate College Degree Certification Office to determine their options.

Certificates –

All requirements for a graduate certificate must be completed within 4 years. Time-to-degree begins with the earliest coursework to be applied toward the degree including any credits transferred from other institutions. Work more than 4 years old is not accepted toward meeting certificate requirements.

Continuous Enrollment and Staying Active in the Program

A student admitted to either the master’s or a certificate program must register and take a minimum of 3 graduate units every spring and fall, from original matriculation until all course requirements are met.

Students who are unable to meet the above continuous enrollment status may consider completing a “Graduate Student Leave of Absence” form.

The Graduate Student Leave of Absence form may be approved for one semester or one year for the master’s degree or the certificate program. It is important to note that the leave of absence cannot be outside of the allotted time to completion limitations noted above (6 years for master’s and 4 years for certificates.)

Graduate students who do not return at the end of the approved leave or students who do not enroll for a semester without being granted official leave of absence will be considered to be making unsatisfactory academic progress toward degree completion and will be subject to conversion to non-degree status. Use of University facilities is suspended while on leave. The time allotted toward your degree is not extended when you are on a leave of absence.

Note: The enrollment status of a student on a Graduate Student Leave of Absence will be reported to lenders and loan servicing entities as ‘not attending’. If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

TIP

Take at least one (1) course every spring and fall to stay active in the program.

On financial aid? You may have to take more credits per semester to keep your financial aid active. Please contact UA’s Financial Aid office for details.
The Graduate Student Leave of Absence form is a hard copy form that can be found at the University’s Graduate College website. https://grad.arizona.edu/policies/enrollment-policies/leave-absence

**Withdrawing from the University**

A student who elects to withdraw from the University by dropping all classes after having paid registration fees must initiate such a procedure through the Registrar's website. [http://www.registrar.arizona.edu/students](http://www.registrar.arizona.edu/students)

A withdrawal may not be initiated after the last day of classes of any semester, and must be completed before the beginning of the final examination period.

**Transfer of Credits**

Possible transfer credits from other accredited institutions are limited to the Master’s in MIS degree program. Transfer credits are not allowed for the certificate programs.

No more than six credits can be transferred into the master's program.

Transfer of credit will not be made unless

- The grade earned was A or B
- It was awarded by the institution where the work was completed
- It is less than six years of completion
- Transfer course was at the 500 – 600 course level

Grades of transfer work will not be used in computing the student's grade-point average. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

**Steps to transfer credits**

1. Students who wish to transfer credits must submit an 'Evaluation of Transfer Credit' online form before the end of their first year of study. The online form is found in the students’ GradPath module in UAccess.
2. UA’s Graduate College will review the students request and notify student of their findings.
3. Student should contact the MISonline Program Advisor/Coordinator to alert them that the credits have been reviewed by the Graduate College.
4. MISonline Program Advisor/Coordinator will review the Graduate College recommendations and notify the student of the transfer results.
Course Requirements

The chart below lists which courses are needed to complete a Master's in MIS or a certificate program. Master students must complete all seven (7) core classes and a minimum of three (3) elective courses. Each course is three (3) credits.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Master's in MIS Courses</th>
<th>Business Intelligence Certificate Courses</th>
<th>Enterprise Security Certificate Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 501</td>
<td>Fundamentals of Object-Oriented Programming</td>
<td>Pre-req</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 507A</td>
<td>Software Design and Integration</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 513</td>
<td>Business Foundations of IT</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 515</td>
<td>Information Security in Public and Private Sectors</td>
<td>Core</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>MIS 516</td>
<td>Information Security Risk Management</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 517</td>
<td>Systems Security Management</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 531*</td>
<td>Enterprise Data Management</td>
<td>Core</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>MIS 541</td>
<td>Information Systems Analysis and Design</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 545</td>
<td>Data Mining for Business Intelligence</td>
<td>Core</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>MIS 578</td>
<td>Project Management</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 587</td>
<td>Business Intelligence</td>
<td>Elective</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>MIS 696h</td>
<td>Master's Project Report</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*531 is the prerequisite for 587

A Master student must complete all three (3) courses that are part of a certificate program to receive that departmental certificate. Please refer to the MIsonline website to review course descriptions and to view the current course calendar. [https://misonline.eller.arizona.edu/](https://misonline.eller.arizona.edu/)

Financial Aid

Financial aid is not available for certificate programs but may be available to master’s students. Since financial aid is complex and every student’s needs vary – the department highly recommends that students contact UA’s financial aid office for exact details. (520) 621-1858 or online at [http://financialaid.arizona.edu/graduate-students](http://financialaid.arizona.edu/graduate-students)

Below are general instructions and guidelines.

All graduate students must file the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based grants, loans, scholarships, and Federal Work-Study programs. The form is available online at [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). It is recommended that graduate students complete the FAFSA by March 1 to receive priority processing.
Eligibility:

- Admitted as degree seeking graduate student at the University of Arizona
- Be a U.S. Citizen or Permanent Resident
- The minimum number of units required to receive aid is 5 units for EACH TERM that aid will be disbursed (fall, spring, and summer)
- Maintain satisfactory academic standing (CGPA ≥ 3.0)

**Course Information**

**Class Order**

Both master’s and certificate students have the option to register for whichever class they choose in whatever order they wish. The ONLY exceptions to this are the courses that have prerequisites. A prerequisite course must be taken first before the “main” course is taken. Students can register for one or two classes each mini-semester. The average study time per course is between 10 to 20 hours per week. However your technical skill level could influence the amount of time you may need to spend on some classes.

<table>
<thead>
<tr>
<th>“Main” course</th>
<th>Pre-requisite needed before taking the “main” course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 507A Software Design and Integration</td>
<td>Prior Java, C++ or Python programming experience</td>
</tr>
<tr>
<td>MIS 587 Business Intelligence</td>
<td>MIS 531 Enterprise Data Management</td>
</tr>
<tr>
<td>MIS 696h Master’s Project Report</td>
<td>Any two MISonline courses that result in 6 credits</td>
</tr>
</tbody>
</table>

Students should check the MISonline course calendar to verify which class is being offered before they register.

[https://misonline.eller.arizona.edu/course-calendar](https://misonline.eller.arizona.edu/course-calendar)

In addition, we suggest using the Course Tracking Worksheet (Appendix A or in the Excel spreadsheet provided) to track the courses you take, help you complete the Plan of Study for graduation and ensure

1. You are within the program completion time limitations
2. Prerequisites are taken before main course
3. 3.0 CGPA is intact

**TIP**

Use the Course Tracking Worksheet (Appendix A or in the Excel provided Excel spreadsheet) to track your course progress including that

1. You are within the program time limit
2. Your prerequisite courses are taken before main courses
3. Your 3.0 CGPA is intact
Textbooks

Some classes will require a textbook and some will not. The MISonline course description webpage (https://misonline.eller.arizona.edu/course-descriptions) lists textbook information for each class.

Cost of textbooks is not included in the course fees. It does not matter where you purchase your textbooks, (as hardcopy or eBook) however the University recommends Amazon.com for buying of textbooks or Chegg.com to rent textbooks.

Dates and Deadlines

The Registrar determines important dates and deadlines based on the length of the term. These important dates and deadlines include first and last day of class, in addition to the last day to use UAccess for adding, dropping and changing classes.

To view Graduate Dates and Deadlines visit the Office of the Registrar. Make sure you select the correct term (for example Fall 8 Wk 1 2016 or Fall 8 WK 2 2016) in the drop down.

Registering for a Class

All MISonline courses are registered using UAccess.

Steps to register

1. Got to http://uaccess.arizona.edu/ and click on Student Center, using your NetID and password to sign in.
2. Click on “Search For Classes”
3. Go to the Enroll tab and click on “Search”
   a. Select “MIS: Management Information Systems“ in the Subject dropdown
   b. Also select “UA Online” in the Campus dropdown and click search
4. Select the course you would like to enroll in, making sure the section number is either 201 or 202, by clicking Select.
5. Click Next. This will add the course to your shopping cart.
6. Repeat steps 3 through 5 for each course you wish to enroll in.
7. After all the courses you wish to enroll in are added, click on “Proceed to Step 2 of 3.”
8. You will see the list of courses you selected. Select the checkboxes corresponding to the courses you intend to enroll into, then click “Finish Enrolling.”
   a. You will have a list of courses you successfully enrolled in with green ticks in the Status column. This indicates that you have successfully enrolled into these courses. If you are not successfully enrolled into one or more of the selected courses, the status column will have red crosses corresponding to those courses with the error message.
Dropping a Class

Because of the accelerated timeframe of MISonline courses, the last day to drop a class for a refund is Sunday of the first week of the class. For additional information regarding refund policy, visit http://bursar.arizona.edu/students/refunds.

Students can use UAccess Student Center to drop a course, if they do so by the deadline determined by the Registrar.

Steps to drop a course

1. Go to http://uaccess.arizona.edu/ and click on Student Center, using your NetID and password to sign in.
2. Click on “Enroll”
3. Select the correct term you wish to drop a course in and the click “Continue”
4. Choose the Drop tab
5. Select the checkboxes corresponding to the courses you would like to drop. Click “Drop Selected Classes”
6. You will see the list of courses you selected. Confirm the courses are the correct classes you wish to withdrawal from, then click “Finish Dropping.”

Note: Caution should be used before dropping a class as that course may not be available again for another year, which may delay the completion of your program.

Class Cost

Each three-credit graduate course (master’s or Certificates) is $3,996. This amount does not include additional UA Bursar fees or textbook costs that may be required.

This cost applies to fall 2016 to summer 2017. Each spring ABOR (Arizona Board of Regents) reviews tuition fees for the University of Arizona. Therefore different tuition rates may be applicable for fall 2017 to summer 2018.

Please visit, http://bursar.arizona.edu/students/fees, for additional information regarding cost.

Class Survey

We are always looking to improve the MISonline programs and welcome and appreciate students’ feedback. Near the end of each course a survey will be emailed to you. We value your input, so please complete the survey.
**Graduation Requirements**

Students must have a 3.0 CGPA or higher in order to graduate. If a 3.0 CGPA is not attained, students will be required to take additional courses, outside of the MISonline program, and therefore extend their program timeline to bring their cumulative grade point average up to this standard.

The chart below lists the MISonline program and the credits required to graduate or complete a certificate. Technically, only master's students are eligible to “graduate.”

Students who are only in the certificate program(s) do not technically “graduate” however they still must complete a series of events to attain their certificate of completion.

<table>
<thead>
<tr>
<th>MISonline Program</th>
<th>Credits required to graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s in MIS</td>
<td>30 credits – 10 classes</td>
</tr>
<tr>
<td>Business Intelligence and Analytics certificate</td>
<td>9 credits – 3 classes</td>
</tr>
<tr>
<td>Enterprise Security certificate</td>
<td>9 credits – 3 classes</td>
</tr>
</tbody>
</table>

The chart below will outline the requirements for graduation and/or certificate completion.

<table>
<thead>
<tr>
<th>Requirements for Graduation/Certificate Completion</th>
<th>Master’s Students</th>
<th>Certificate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the required credit hours of course work as prescribed by the program above</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain an overall CGPA of 3.0 or higher</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete a Plan of Study</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete a Master's Completion of Degree Requirements form</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Plan of Study**

The Plan of Study identifies

1. Courses the student intends to transfer from other institutions;
2. Courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and
3. Additional course work to be completed to fulfill degree requirements.

The Plan of Study must have the approval of the student’s Graduate advisor who is the MISonline Program Advisor/Coordinator. There is a Plan of Study fee of $35.

The Plan of Study is completed online through the GradPath module in UAccess.

- Certificate students must complete their Plan of Study during their second class
- Master’s students must complete their Plan of Study when they have 3 or 4 courses remaining
Master’s Completion of Degree Requirements

The Master’s Completion of Degree Requirements form is completed online by the student using the GradPath module in UAccess. The form must be completed by the end of your last class. The form will require you to identify “completion of degree committee members.” Please use the MISonline Program Advisor/Coordinator’s contact information for this purpose.

Degree Awarded

The degree awarded is the Master’s in Management Information Systems. The degree will be awarded with the traditional University diploma. It will not reflect that the degree was earned online. For example, the diploma reads:

Master’s in Management Information Systems
University of Arizona

Diplomas will be awarded in spring and fall only.

Certificate(s) Awarded

The MIS department will award hard copy departmental certificates to students upon successful completion of certificates. CNSS certificates (earned through the Enterprise Security certificate) will be awarded as a hard copy by the MIS department.

Only students who applied to the certificate program(s) will have their earned graduate certificate(s) noted on their University graduate transcripts upon successful completion. The University will not send a hard copy of any certificates.

Graduation and Walking

MISonline students are encouraged to participate in the University’s and the MIS departmental graduation ceremonies. The University-wide commencement ceremony will occur at the conclusion of spring semester. Winter and summer graduates may choose to walk in the University commencement the semester prior or the semester after their official graduation. The Eller College of Management and the MIS department will hold two graduation ceremonies a year in spring and in fall. Contact the MISonline Program Advisor/Coordinator for more details.
**Contact**

We will be mailing (via postal mail) documents throughout your MISonline academic career.

We will mail the documents to the “preferred” address you have listed in UAccess so kindly make sure this information is kept up to date.

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**Your MISonline Program Advisor/Coordinator is**

Bryn Pallette  
520.621.0193  
Email: brynf@email.arizona.edu
## Appendix A
### Course Tracking Worksheet

<table>
<thead>
<tr>
<th>MISonline Course</th>
<th>Semester Taken</th>
<th>Letter Grade</th>
<th>Course GPA Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 501 – Fundamentals of Object-Oriented Programming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 507A – Software Design and Integration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 513 – Business Foundations of IT</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MIS 515 – Info Security in Public &amp; Private</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 516 – Info Security Risk Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 517 – Systems Security Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 531 – Enterprise Data Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 541 – Info Systems Analysis &amp; Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 545 – Data Mining for BI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 578 – Project Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 587 – Business Intelligence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 696h – Master’s Project Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL GPA for all courses

Divided by number of courses completed

Cumulative GPA

### Conversion Table:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- E = 0 points

How to calculate:

**Step 1:** In the table above write the session and grade earned for each class you have completed.

**Step 2:** Using the conversion table, convert your letter grade into your GPA points.

**Step 3:** Add all your completed course grade points together.

**Step 4:** Divide the total GPA by the number of courses you have completed. The result is your cumulative GPA.