

Shalom,

Welcome to Bellevue University and to our MBA program! The College of Business is excited to start this MBA cohort with you. We are confident that you will find the MBA program personally transformational and professionally valuable.

Allow me to introduce myself. I am David Levy, the director of the MBA program. I also teach several of our MBA courses focusing on the areas of operations and supply chain management. I look forward to seeing you "in class" during the program.

I believe you should now have access to your course on Blackboard which is also referred to as Cyberactive. I would encourage you to log into the course now as that will provide you with the information that you will need to start your first course, MBA 500. Your instructor for your first course is Professor Jeff Frohwein. In addition have attached information that you should find helpful throughout the program. I have provided information about the document below.

I thought it would be helpful to provide you with some course dates for your first course. The course starts on Monday, November 7. On that date all of your first assignment will be available as well as all of the course material. At that time the course begins and your assignment document will provide what is required and the due dates for the first week. Your Blackboard course is now available to you. You will be able to find your course syllabus and other course material that will be of value at that time. As I recommend below, I encourage you to use this week before the class starts to familiarize yourself with your Blackboard course and the course syllabus. You can also find information about your Blackboard course in the student resource guide.

The "Student Resource Guide" (link: [http://theyiep.com/4212-0115\\_EM\\_Resource\\_Guide.pdf](http://theyiep.com/4212-0115_EM_Resource_Guide.pdf)) explains the many resources available to you. The guide provides you with a wealth of information about Bellevue University. I encourage you to take a few minutes to review the information prior to the start of your program. All of the information in the guide is quite helpful, however, I would like to call your attention to several of the items:

Page 3 - Bellevue Real-Time User Information Network (commonly referred to as BRUIN) - this is the primary website to access many administrative functions.

Page 3 - Service desk information - if you need help with your school user id, access to Blackboard (officially referred to as Bellevue University Cyberactive Classroom), access to or questions about BRUIN, contact the Service Desk. Contact information for the Service Desk is at the lower right part of page 3.

Page 3 – Class Registration – you can skip this page as your class registrations are handled as part of enrolling through the cohort program.

Page 4 - Ordering Textbooks - information about ordering textbooks through our bookstore is provided here. For all of your courses your section is N981.

Page 4 - Your Student Email Account - you will be given a Bellevue University student email account. Emails from the various Bellevue University departments will be sent to this email address and your professors will also use this email address. You may forward your Bellevue University email to another email address of your choice if you like. However, we do ask that you use the Bellevue email address when corresponding with your professors.

Page 5 - Bellevue University Online Library - our online library is one of the premier online libraries in the nation. In fact, I hear this regularly from students in my classes who have come from other universities. Our online holdings are significant and our librarians top notch. You access the online library through BRUIN. Not only do you have library privileges as a student but as an alumni, you have lifetime privileges to our library services.

Page 6 - Bellevue University Cyberactive Classroom (Blackboard) - this will be your "classroom" for the program. As you now have access to your classroom in Blackboard, I encourage you to spend time to become comfortable with Blackboard's features. When class starts on Monday, October 19, you will have access to specific course assignments and specific instructional materials.

Again, welcome to Bellevue University and the MBA program. We are excited to begin this program with you.

If you ever have questions or feedback at any time during your program, please do not hesitate to contact me. My contact information is at the end of this email. In fact, if you would just like to call and introduce yourself or discuss your professional goals, I would very much like to meet you.

Thanks for your time,

Dr. David Levy

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