

Executive and Professional Programs
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August 2023

TO: Rochester-Bern EMBA Students

FROM: Executive Programs Staff

Welcome to Rochester! Please take the time to read carefully through this entire packet of materials, as it provides you with a lot of important information that you need to know.

Included in this packet are the following:

- Course calendar with professors and class-day schedule
- Orientation schedule
- Residence Inn Information
- Parking memo, registration and campus map
- Information Technology (Simon School) Information
- Maps and general information about the University and Greater Rochester area

Important Pre-School Events

Sunday 28 August:

- Brief Welcome at Residence Inn at **9:30 a.m.** (in soft-seating area adjacent to dining area). Karen Steiner and Residence Inn management will be there to answer questions.
- Welcome dinner (casual) at the Dinosaur Barbeque from 5:00-7:00 p.m. See page three of this memo for more information.

Orientation, Parking & First Day of Class

For the first day of classes, 28 August, park in the **Park Lot (Zone 3) only** (please note the area on the campus map.) **If you park anywhere else on campus, you will receive a parking ticket.** During the morning of 28 August you can sign up for a parking permit (one person per car). Please let us know if you change cars; this will require a new permit.

Directions to Parking Lot: The main entrance to campus is Wilson Boulevard, off of Elmwood Avenue. When you arrive on Wilson Boulevard, take your first right onto Trustees Road. At the end of this road, turn right onto Intercampus Drive. The entrances to Park Lot are the second and third lot entrances on your right.

We are located in Gleason & Schlegel Halls (adjacent buildings). The classroom – and Orientation – is in Schlegel Hall, Room 103. If you enter Gleason Hall near Dewey Parking Lot, turn right to walk toward Schlegel Hall. Look for the large circular staircase; you'll need to walk down one flight to the first floor, then turn left.

The morning of Monday 28 August will be Orientation, followed by the start of your first course. Orientation begins at 8:30 a.m., but we recommend you arrive a bit earlier to allow for parking and locating the building. (An orientation day schedule is included in this packet.)

Please note that University of Rochester employees and students will be arriving around the same time for work and class, both on campus and at the nearby UR Medical Center. Traffic tends to be somewhat congested at this time of day, so please allow yourself some extra time.

University of Rochester International Services Office (ISO) Check-In

<https://www.iso.rochester.edu/study/incoming/checkin.html>

ISO Immigration Check-In for International Students

Upon arrival to the United States, all international students **MUST** complete a mandatory immigration check-in with the International Services Office (ISO). ISO is required by Federal immigration law to report your arrival at the University and verify your nonimmigrant status through the SEVIS database. You will need to submit required information and document copies to complete this process.

Check-In Timing & Other Considerations

Within first week of arrival – but recommended by first day of class.

Preparing your Check-In Materials

Prior to completing the ISO Immigration Check-In forms, you will need to verify your address and contact details are accurate in **UR Student**. Note: You can **NOT** complete your check-in without a **valid US address or current UR housing assignment** in the student information system. **Please indicate your address usage as “Where you live while at school” in UR Student.** The Residence Inn address is as follows:

Residence Inn Rochester/Henrietta
1300 Jefferson Road
Room _____
Rochester, NY 14623

You will also need to take images of your immigration documents. When preparing these images, please note that file size cannot exceed 30MB and file names cannot include restricted characters (i.e. "/", "*") for uploads to URcompass. Please optimize or compress those files, as needed. Document uploads will include:

- Form I-20 or DS-2019, with your signature
- Passport ID page, current & unexpired
- F-1 or J-1 Visa sticker, if applicable
- **I-94 Arrival/Departure record** (available only after entry to US)
- **I-94 Travel History** (accurate only after entry to US)
- US Port of Entry stamp, if provided upon entry
- Dependent documents, if applicable

Electronic Check-In Tool

You will access the virtual check-in process via **ISO’s URcompass client portal**. **Based on your scheduled program start date on the I-20/DS-2019, you will receive a separate communication from ISO prompting you to submit your Immigration Check-In details online.**

After Your Check-In

ISO will review your information and document copies to ensure that your immigration records were processed correctly, your SEVIS record is activated, and University systems are appropriately updated. This process can take a few weeks, especially during peak periods of high volume. We will help to correct any Port of Entry issues and contact you if additional information is needed.

Questions or Concerns

The ISO maintains a video series called ***TIPS On-Demand: Tools for Immigration and Preparation Support*** to share relevant information specifically with incoming international students. This program is made available online prior to your scheduled arrival and engagement. While not required for the BRN students due to your short stay in the U.S., it is highly recommended.

To access this online training, log into **Blackboard** (using your University NetID and password). Then, visit the ISO Pre-arrival Orientation organization under “My Organizations.” Also, check here for links: <https://www.iso.rochester.edu/study/incoming/resources/index.html>

If you have still have questions or concerns about your documents or about traveling once in the U.S., you may contact the ISO by the following means:

- Via email: questions@iso.rochester.edu
- Zoom drop-in hours: <https://rochester.zoom.us/my/iso.virtual.dropins>
 - Monday and Thursdays from 1:00-4:00 p.m.
 - Tuesdays and Fridays from 9:00 a.m. – 12:00 p.m.
- Request an appointment with an immigration advisor for more complex situations/questions: questions@iso.rochester.edu

Paperwork

We strongly recommend that you make copies of your passport, I-20, and other travel documentation and keep it in a separate, safe location.

Canada

If you plan to leave the U.S. and return (this would likely only happen if you were to visit Canada), please review travel information in advance (available online). You will need to carry your passport, of course, along with your I-20 and possibly your I-94 form. Be sure to check the COVID vaccination and testing information as well.

Student Handbook

Please refer to the Student Handbook/Guide for policies, procedures, and helpful information:

<https://simon.rochester.edu/admitted-students/brn-executive-mba/simon-school-information>

Official policies and other information can be found in the Simon School Student Handbook, on the Registrar’s website: <https://simon.rochester.edu/registrar>

University Identification Cards

The University requires all students to carry a University of Rochester ID card, and they must be shown in order to use the athletic facilities and some library resources. ID cards are required to be returned to the ID card office (our office will collect them) at the end of your residency.

Communication

Many notices will be distributed via e-mail. Please check your Simon School e-mail account daily. If you have technical problems, please contact the Simon School Information Technology technician at 275-4407 or support@simon.rochester.edu.

Name Tents and Nametags

Name tents will be provided for you to use in the classroom. We also ask that you wear your nametags to help us get to know you. Please plan to keep these in your school bag so that you can take with you each class day.

Classrooms

Classes will be held in Schlegel 103

Meals

Morning and afternoon breaks (coffee, water, snacks) and lunches will be served on class days. Meals are served in the Executive Programs Lounge, on the first floor of Schlegel Hall. Occasionally meals will be served elsewhere due to other students using the space.

Breakfast is served at the hotel each day.

Executive Programs Staff

The Executive Programs staff will be available in or near the classroom before class and during breaks. Please don't hesitate to ask if you need help with anything. Our office is located in Schlegel 204. Names and office numbers are listed on the last page of this handout.

Accommodations, Directions, etc.

Please review the enclosed information regarding Residence Inn. This includes hotel amenities information, including meals and cleaning, as well as information regarding driving directions, and nearby stores and restaurants.

Social Events, Company Visits and other Dates to Remember

There will be several social events during the residency, some of which were mentioned on the first page of this memo. Other events are listed below. Detailed information will be distributed later in the residency. The U.S. EMBA students will be invited to attend many of these events.

Welcome Reception: with the EMBA Staff and some of our Rochester students. ***Sunday 27 August*** from 5:00-7:00 p.m. at Dinosaur Barbeque (99 Court Street., Rochester, NY). Directions are included in the welcome packet, or you can locate it with your car's GPS system! Parking options are on the street near the restaurant, ground lot on southeast corner of Court Street & Exchange Boulevard, or Court Street Parking Garage (194 Court Street).

Company Visit to Optimax: Morning of ***Tuesday 12 September***

Baseball Game (Rochester Red Wings). ***Sunday 17 September.*** Join us for an American baseball experience with our local minor league baseball team. We have reserved a suite in the stadium, and picnic-style food and beverages will be served. Some of the Rochester students will be joining us. Tickets will be distributed in advance.

Farewell Event: ***Friday 22 September*** (late afternoon – location to be announced)

We will send out details, or let you know if anything changes, in advance of the events.

Study Rooms

There are several other study rooms in Schlegel and Gleason Halls that are available on a first-come, first-served basis. Students may not "reserve" study rooms by leaving their belongings unattended in the room; leaving belongings unattended is also not advised for security purposes.

Study rooms can be reserved online at simon.rochester.edu/studyspaces. There are also QR codes to scan on the study room doors. Schlegel 109 and 110 can only be reserved by EMBA students; all other rooms can be reserved by any Simon School student. Code for Schlegel 109: **20 22 23**.

Simon Technology Services and Printing

Please refer to information on the Admitted Students site for information:

<https://www.simon.rochester.edu/accepted/brnemba/information-technology/index.aspx> You may bring your laptop to the Simon School Technology Services Help Desk (third floor of Gleason) at any time during business hours for assistance. They are open weekdays from 7:30 a.m. – 10:30 p.m.; and on Saturdays and Sundays from 7:30 a.m. – 5:00 p.m.

Each student has \$50 of printing funds on his or her student ID card. For more information:

<https://simon.rochester.edu/sts/simon-printers/index.aspx>

Medical Evacuation and Repatriation Insurance

This is not the same as health or medical insurance coverage. All University Students – while studying at the University of Rochester campus – are covered under the University’s plan with CHUBB. A PDF of the plan information/insurance card can be found at found on the International Service Office’s website at <https://www.iso.rochester.edu/assets/pdf/Living/medex-card.pdf>

Security

While on campus, **be sure never to leave your laptop computer, bookbags and other items unattended** – even for a few seconds. This is an open campus, and we have experienced theft on a few occasions.

U.S. National Holiday

Please note that Monday, September 4 is Labor Day, a federal holiday. Schools, banks, and most businesses are closed. Stores and restaurants are generally open. This is usually considered the last holiday of the summer. Weather permitting, it is common to plan picnics, park visits, and similar activities.

Please refer to your student handbook (<https://simon.rochester.edu/accepted/brnemba/simon-school-information/index.aspx>) for suggestions for day trips and nearby attractions.

MISCELLANEOUS INFORMATION THAT MAY BE HELPFUL

Bicycles

Please use caution when riding your bicycle in traffic; bicycle helmets are *highly* recommended. Bikes are not as common here as they are in Europe, and automobile drivers are not as accustomed to them.

Health Service

The program does **not** provide medical insurance. If you need medical attention, call the University Health facility located in the Medical Center (phone number: 275-2662). Their hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. You may also visit an Urgent Care center or hospital emergency room when the University Health service is closed. (There is an Urgent Care operated by the University of Rochester Medical Center in the small plaza just in front of the Residence Inn.) All costs associated with your medical treatment are payable before you leave Rochester.

River Campus Athletic Center

As a full-time student you have free access to the University's athletic center. Your University ID card is required for admittance. You may also borrow equipment such as racquets and balls with your University ID card. Please note that you will be sharing the facilities with many other students, and most equipment is available on a first-come, first-served basis.

New this year: When you use the facility for the first time, you will need to complete a waiver on the front desk computer. Once that happens, your ID card will be activated for use at the athletic center.

Fitness Center

<http://www.rochester.edu/athletics/fitness-center/index.html>

Monday through Friday: 6:30 a.m. – 8:00 p.m.

Saturday: 8:00 a.m. – Noon

Closed on Sundays.

Pool

<http://www.rochester.edu/athletics/aquatics/index.html>

Monday – Friday: 6:30 – 8:30 a.m., Noon – 2:00 p.m. and 4:30 – 6:30 p.m.

Saturday: 9:30 – 11:30 a.m.

Closed on Sundays.

Security

The blue phones located throughout the campus are for emergency assistance. Do not leave personal items, particularly laptop computers, unattended at anytime.

UNIVERSITY TELEPHONE NUMBERS*

Executive Programs / Admissions & Programs Staff

EMBA Office		S 204
EMBA Fax Machine	244-3612	S 204
Shawn Denman Sr. Assoc. Dir. of Exec. & Prof. Programs	shawn.denman@simon.rochester.edu	S 204D
Doris Griffin Department Administrator	doris.griffin@simon.rochester.edu	S 204
Meghan Barnhardt Events Manager	mbarnhardt@simon.rochester.edu	G 245B
Rebekah Lewin Sr. Asst. Dean of Admissions and Programs	rebekah.lewin@simon.rochester.edu	G 245GA
Karen Steiner Director of Exec., Part-time, Online Programs	karen.steiner@simon.rochester.edu	S 204C

Executive MBA Rochester Residency Faculty

Rick Cardot	richard.cardot@simon.rochester.edu	Off-site
Roy Jones	roy.jones@simon.rochester.edu	CS3-316
Ravi Mantena	ravi.mantena@simon.rochester.edu	CS3-333C
Jim Prinzi	james.prinzi@simon.rochester.edu	CS3-333D

A staff of faculty assistants provides support to faculty for Blackboard course sites, course material preparation, etc. Faculty assistants may be contacted at ITI@simon.rochester.edu

Other Simon School

Simon Technology Services (Helpdesk)	support@simon.rochester.edu or 275-4407	S325
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Program Office Address

Executive & Professional Programs Office
Simon School of Business
Box 270107 (Schlegel Hall, Room 204)
University of Rochester
Rochester, New York 14627-0107

Professors' Addresses

(professor's name)
Simon School of Business
Box 270100 (Carol Simon Hall)
University of Rochester
Rochester, New York 14627-0100

University of Rochester

International Services Office (ISO)	275-2866	40 Celebration Drive (College Town)
U of R Bookstore	275-4011	1305 Mount Hope Avenue (College Town)
University Security	275-3333	
Parking Office	275-3983	Goler House (near Medical Center)

S = Schlegel Hall

G = Gleason Hall (adjoining Schlegel)

CS = Carol Simon Hall (next door to Schlegel)

*Area code is 585