



University of Rochester

Simon Business School

INTERNATIONAL EXECUTIVE MBA PROGRAM

STUDENT HANDBOOK AND GUIDE

2026

Welcome to the Rochester International Executive MBA Program. We are sure your experience in the Executive Program will be a rewarding one and look forward to working with you. As part of our commitment to providing managers with an outstanding educational experience, we have developed a *Student Handbook* exclusively for participants in the Simon School's International Executive MBA Program. Some of the information (particularly the Rochester residency information) was provided by the Rochester-Bern staff based on feedback from students.

This handbook is designed to provide you with information you will need to know as a student in the program. It is specific to the Rochester-Bern Executive MBA Program. For additional or more specific policies and procedures, please refer to the following:

>Simon School Student Handbook (on the Simon Registrar's Office site:

<https://simon.rochester.edu/registrar>

>University of Rochester Graduate Student Bulletin: <http://www.rochester.edu/GradBulletin>

Information in this handbook and guide is accurate as of March 2026. The Simon School reserves the right to make changes affecting policies, procedures, curricula or other matters announced in this publication at any time.

This handbook is an information resource intended to complement the *Official Bulletin* and *Regulations Concerning Graduate Study* (available on line at <http://www.rochester.edu/GradBulletin>) and other University of Rochester publications. All policies in this handbook are supplemental to the general policies of the University and, in cases of conflict, the University's policies will have precedence.

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PREPARATION FOR ROCHESTER RESIDENCY

Website

Please refer to the website for Rochester-Bern students at <https://simon.rochester.edu/admitted-students/brn-executive-mba>

Items to Bring/Have Access to

- Passport, Visa and I-20 Form
- **Copy** of passport, visa and I-20 to keep separately from the originals (paper and/or electronic)
- Mobile phone (equipped for U.S. use and long-distance service)
- Converter/adaptor for appliances and electronics
- U.S. currency to ease entrance into USA
- Laptop computer for which you have administrative control (for installing new software, etc.)
- This handbook

Visas

The first step in applying for a visa is the **Request for the I-20**, which is completed through URCompass, a portal operated by the University of Rochester International Services Office (ISO). Students should watch for an email (sent to personal or work account) from the University of Rochester with a link to provide the information needed for the I-20 Form. ***Please note that you'll need to use the following to complete this process:***

-AD (Active Directory) and Entra ID (Entra ID uses your AD with an email address-type suffix: @ur.rochester.edu.)

-DUO

-Knowledge of University Student ID number (referred to as URID or UID)

This information should have been sent to you via email shortly after you enrolled in the MBA Program.

Please refer to the ISO website for detailed information and instructions:

<https://www.rochester.edu/iso/new-students/>

The website includes information about applying for your visa after receiving your I-20 Form.

You must pay your **SEVIS fee** before you apply for your visa. Save the receipt when you pay the SEVIS fee; you must present this receipt when you go to apply for your visa.

When you receive your I-20 form, you should sign it in the requested areas. You must then take the completed form, your SEVIS fee receipt, your passport and original bank statement to the American Consulate Office to apply for a visa.

Visas should be checked carefully to ensure they are completed properly. Be sure the visa type and dates are correct and that the document is signed properly. **If you forget any of your papers, you may not be admitted into the United States or Canada.** (Note: Many students visit Canada during the summer residency. Canada does not require an additional visa for Swiss citizens; citizens of other countries need to check with the consulate's office.)

Significant Others/Dependents

There is a section to fill out for dependents (family members) who are traveling with you. If you will be traveling with a partner who is not your spouse, the partner must apply directly to the local consulate for the visa. Dependents who are not traveling with you must either use a visa waiver or apply directly to the local consulate for a visa. If you have a question regarding the visa status of your family member(s), please contact the local consulate.

Visa Types:

| | |
|--|---|
| F1 Visa | Students |
| Visa Waiver | <i>Please note you must complete an ESTA application and pay the fee.</i> Dependents who intend to remain in the U.S. for fewer than 90 days, have a valid passport, a non-transferable, non-refundable round trip airline ticket and who are citizens of any of the “approved” countries are permitted to enter the U.S. without a visa. Please read here for details and required paperwork: http://www.iso.rochester.edu/immigration/categories/waiver.html |
| F2 Visa | Spouses arriving and departing with students |
| B2 Visa | Spouses/family visiting student during Rochester Residency (usually the Visa Waiver is used) |
| Canadian Visa (for temporary visit to Canada) | Not required for Swiss Citizens who carry a U.S. visa and other required paperwork. (Citizens of other countries must check with consulate.) |

If your plans change and you will not be coming to Rochester, the I-20 form must be returned to the Rochester program office. The University must account for all forms.

Proof of Financial Support

Students should carry proof of financial support, which will be required when traveling through Customs. The paperwork that you sent with your SEVIS New Admission Data Form should be sufficient. Be certain to make a copy of this paperwork to keep in your possession.

ARRIVAL INFORMATION

Upon arrival in the United States, you will receive a url to access your I-94 card. The I-94 card indicates your date of arrival and how long you are permitted to stay in the United States. Log on to access your card; check to ensure the information on this card is accurate, then print copies to keep with your other travel documents.

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

<https://www.rochester.edu/iso/new-students/immigration-check-in/>

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

Within first week of arrival; we recommend that you do this prior to the start of classes, since you will very busy once classes start.

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**:

<https://tech.rochester.edu/services/urstudent/>. Note: You can NOT complete your check-in without a valid US address 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 with your signature
- Passport ID page, current & unexpired
- F-1 or J-1 Visa sticker, if applicable
- **I-94 Arrival/Departure record:** <https://www.rochester.edu/iso/visas/form-i-94/> (available only after entry to US)
- **I-94 Travel History** (accurate only after entry to the US): <https://www.rochester.edu/iso/visas/form-i-94/>
- 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 the ISO's **URcompass client portal**: <https://www.rochester.edu/iso/urcompass/> **Based on your scheduled program start date on the I-20, 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 Pre-Arrival Orientation** Organization in Blackboard, especially the “**Welcome Materials**” section has helpful information for incoming and new students. You can access Blackboard at learn.rochester.edu. Log in with your Active Directory (AD); Organizations can be found on the right side of the main page.

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>
-Mondays, Tuesdays, and Thursdays from 1:00-3:00 p.m.
- Fridays from 10:00 a.m. – 12:00 p.m.
- Request an appointment with an immigration advisor for more complex situations/questions: questions@iso.rochester.edu

Maintaining your Visa Status

<https://www.rochester.edu/iso/current-students/maintaining-status/>

As an international student, alongside your academic responsibilities, you must also adhere to federal immigration regulations throughout your studies at the UR. It's important to remember that maintaining your F-1 or J-1 student status is your responsibility. In addition to maintaining your status, it's also important to carry evidence of your valid non-immigrant status at all times. You should carry a print-out of your current I-94 record (printed from the Customs and Border Protection website: <https://i94.cbp.dhs.gov/home>), your Form I-20/DS-2019, and a **copy** of your passport when you travel around the Rochester area. If traveling outside of Rochester city limits (into the suburbs and beyond), please review the **ISO Travel Guidance page** for more information: <https://www.rochester.edu/iso/visas/> . Make it easy for a government officer to verify your legal status by having copies of immigration documents available, if requested!

We recommend that you make multiple copies of all your documents and store them in different places—not all on your personal or on a single device you are carrying—to reduce the risk of losing all documentation at once.

ROCHESTER RESIDENCY PROGRAM ADMINISTRATION

Simon School Administration

Interim Dean: Mitch Lovett

Senior Associate Dean of Education and Innovation: Ron Goettler

Senior Associate Dean of Faculty and Research: Narayana Kocherlakota

Associate Dean of Education and Innovation; Faculty Director for MBA Programs: Ravi Mantena

Structure of the Part-time Programs Department (and a very brief description of their responsibilities):

Assistant Dean of Students: Dennis Proulx

Responsible for Simon School student-related policies and services.

Director of Executive Programs: Karen Steiner

Manages schedules, policies, and student-related and class-day matters; including orientation, grade entry and monitoring, and student/faculty communication. Liaison to several University departments.

Senior Associate Director of Executive and Professional Programs: Shawn Denman

Manages registration. Tracks student progress and advises regarding courses, academic issues, and study team issues.

Department Administrator: Doris Griffin

Handles requests for information and accounts-payable functions. Provides student-related assistance, including class-day support and parking. Coordinates class-day catering.

Other members of the Ainslie Office of Student Engagement (OSE):

Our department is part of the Simon School Ainslie Office of Student Engagement, which provides advising, programming, and services to all graduate-level Simon School students. Other staff members may occasionally provide class-day and student assistance during your residency.

Faculty Committee for Executive and Professional Programs

A committee comprising faculty and administration; responsible for the policies and academic administration of the program, including curriculum changes and enhancement.

Orientation

Orientation takes place prior to the start of classes. The following activities take place, and a detailed orientation schedule will be included in your Welcome Packet:

- Orientation/information session
- Overview Simon School Information Technology
- Registering for a University parking permit (if necessary)

Course lectures begin after lunch this same day.

ACADEMIC AND GRADING INFORMATION

Rochester Residency Courses

BRN 452 Pricing Policies

BRN 476 Marketing

A detailed course calendar will become available a few weeks prior to the start of classes. Classes are typically held on Monday, Tuesday, Thursday, and Friday.

Daily Class Schedule*

| | |
|---------------|------------|
| 8:30-9:45 | Period I |
| 9:45-10:00 | Break |
| 10:00 - 11:15 | Period II |
| 11:15 – 12:30 | Lunch |
| 12:30-1:45 | Period III |
| 1:45-2:00 | Break |
| 2:00-3:15 | Period IV |

*Schedule may occasionally be adjusted for guest speakers or other activities.

Course and Program Evaluations

Course evaluations are to be submitted electronically at the end of the residency. Students will receive an e-mail notification when it is time to fill out the on-line course evaluation. Course evaluations are taken very seriously by the Simon School. They play a key role in course development and are used in determining faculty salaries, teaching assignments, promotions, etc. The detailed results of the course evaluations are not given to the students, as they essentially constitute job performance evaluations.

Completing the evaluations before the final exam is Simon School policy that has evolved out of past experience with alternatives. Filling out the evaluations after the exam has had some negative results: First, it gives instructors the incentive to produce a “feel-good” exam that sends students away feeling happy about the course and instructor, but does a weak job assessing what was learned. Second, it tends to produce evaluations that do not present the most thoughtful version of students’ opinions; instead, the evaluations are to some degree contaminated with fatigue, residual exam stress, etc.

You will also submit a residency evaluation that will request your feedback regarding schedule, activities, and other components of the residency.

Degree Requirements

The following requirements must be met to graduate from the Executive MBA Program:

- Cumulative grade point average of 3.0 or higher
- Grades of 'C' in no more than 20 percent of course work
- No outstanding balance due at the University Bursar's Office

Upon successful completion of the program, the University of Rochester awards the degree of *Master of Business Administration*.

Grading System

The University's grading system and grade points for graduate students are as follows:

| Grade | Points | |
|--------------|---------------|--|
| A | 4.0 | Excellent |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Good |
| B- | 2.7 | |
| C | 2.0 | Poor |
| E | 0.0 | Failure |
| I | | Incomplete |
| W | | Withdrew |
| WE | | Withdrew while failing |
| N | | No grade reported |
| S | | Satisfactory (for courses graded on a pass/fail basis) |
| AU | | Audit |

Grade Distribution Policy

Faculty are to target no more than a 3.5 average GPA for each of the graduate business courses that they teach. Any deviations from the proposed target will require the approval of the Senior Associate Dean of Faculty and Research.

Midterm Exams

Midterm exams are not typically given during the residency. Short quizzes are occasionally administered.

Final Exams

Faculty will administer remote exams and will share the details regarding timing and format.

Grade Posting

Final course grades are posted in UR Student (Workday), usually within one week of the exam. Course grades are determined by performance standards set by each professor. The Program office does not share student grades from one course with other instructors.

Grades of 'E'

If a student receives a grade of 'E' in a course, he or she will not earn credit for that course. Students must replace a final course grade of 'E' by registering for the equivalent MBA course, paying the full tuition and completing the course with a grade of 'C' or better. The passing grade is used to compute the GPA, and grades for both courses will appear on the official transcript. Students may retake a course only once.

Repeating Courses

There are no exam retakes in the Executive MBA Program. A student may replace any final course grade by registering and paying the full tuition for an equivalent Simon School course and receiving a grade of 'C' or better. Students may be advised or required to repeat courses to improve their academic records. A student who repeats a course should understand that the second grade (not necessarily the better grade) is used in computing the grade point average. Both courses and their respective grades appear on the transcript, but only the repeated course is calculated in the grade point average. Students may retake a course only once. **Please note that a grade of 'E' *must* be replaced with a 'C' or better.**

Grade Change Requests

Requests for regrades of any course material (e.g., exams, projects, etc.) must be submitted in writing to the course instructor within two days after having received the graded material back from the instructor. If the request is for a regrade of the final exam in a course immediately preceding graduation, the written regrade request must be submitted within one week of having received the graded exam. Please note that faculty are under no obligation to re-grade exams or other material.

Students are advised that any graded course material submitted for re-grading must not be altered in any way from the original. It is recommended that any student who elects to submit an examination or other document for re-grading first photocopy it in order to reduce the risk of possible alterations to the original. An alteration could result in charges of academic dishonesty, which can bear serious penalties including dismissal from the program

Extra Coursework or Exam Retakes

There are no exam retakes. In addition, professors may not assign an extra-credit work to individual students to result in grade change.

Academic Difficulties

The Academic Standards Committee monitors the academic progress of all MBA/MS students at the end of each term. The committee is comprised of faculty with ex-officio members (academic advisors and representatives from the admissions office). The purpose of the committee is to assist students who are having academic difficulties, and to identify students who have little chance of graduating so that they do not expend their time and resources unnecessarily. To this end, the committee reviews and identifies students whose record, up to that point, indicates that they may have difficulty meeting the graduation requirement of a cumulative grade point average of 3.0 and less than 20 percent of grades of C or E, and provides guidance to those students. The Academic Standards Committee may provide requirements for certain grades or grade point average(s) in the upcoming academic term(s). Students having academic difficulties must meet with their academic advisor for advice on understanding the problem and developing strategies for improving her or his grades; students work with their advisor to create an Academic Recovery Plan (ARP). Students experiencing academic difficulties cannot be on a board of a Simon student club and may not participate in the International Immersions. In some cases, scholarships can be impacted.

Dismissal/Suspension: Students face the possibility of dismissal from the program if their academic performance indicates that they are not likely to satisfy graduation requirements. At least one academic term prior to dismissal, students who are having academic difficulties are notified in writing that their matriculation is in jeopardy. The letter is written by the Chair of the Academic Standards Committee. While it is the responsibility of the student to improve academic performance, the Office of Student Engagement is available to provide advice on strategies and resources for improving performance. A student who is dismissed from either the MBA or MS program on academic grounds has the right to appeal the decision of the Academic Standards Committee. An appeal is intended to provide an opportunity to consider overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be another review of the facts of the case already considered. The only grounds on which an appeal can be made are: To consider new information sufficient to alter the decision that was not available at the time of the committee's decision, or to determine whether errors substantive enough to affect the decision were made during the committee's review of the case. The appeal must be made in writing to the Chair of the Academic Standards Committee. The letter should state the grounds on which an appeal is made and what the student believes supports an appeal on those grounds. In the case where a student returns from a suspension, scholarships will not be reinstated.

Beta Gamma Sigma

Beta Gamma Sigma is a national honor society in business and management. Members are elected from the upper 20 percent of the Simon School graduating students. Election to the University of Rochester chapter of Beta Gamma Sigma takes place at the end of the student's final term of study.

International Outstanding Student Award

The Rochester-Bern EMBA student with the highest cumulative GPA upon completion of the program is recognized at graduation. In the case of a tie, the award may have more than one recipient.

Previous or Transfer Credit

Because of the integrated nature of the Executive MBA Program, no credit toward a degree is given to candidates on the basis of coursework completed in any other program, at the University of Rochester or elsewhere. Grades for graduate courses taken previously at the Simon School are listed on transcripts but are not calculated into a student's cumulative GPA.

STUDENT INFORMATION UNIVERSITY OF ROCHESTER RESIDENCY

Absence

Because interactions in class are an important part of the learning experience, all class sessions are essential. If you are absent from class due to illness or injury, you should consult your teammates and your faculty members as quickly as you are able in order to make sure that you receive proper materials for the class(es) you miss. If you know in advance that you will be unable to attend a class, please contact your teammates and/or faculty members, if possible.

Students who miss a substantial portion of the classes for a course may be penalized for their absence, at the discretion of the instructor.

Academic Supplies

School/office supplies can be purchased at the UR bookstore, office supply stores, discount stores and at most supermarkets and drugstores.

Accounts and IDs: Active Directory (AD), Entra ID, NetID

Each student is assigned a University of Rochester Active Directory (AD) and NetID log in. Students will be sent an email shortly after registration with instructions for these. The AD is used for Simon School Email, Blackboard, UR Student access, and secure wireless access. Entra ID (Entra ID uses your AD with an email address-type suffix: @ur.rochester.edu.) is used for URCompass (visa application and international student check-in) and secure wireless access.

Password recovery can be done in myIdentity: <https://tech.rochester.edu/services/myidentity/>

(The NetID is being phased out and in most cases is the same as the Active Directory.)

Blackboard

The University of Rochester licenses the Blackboard Learning System to provide an easy means for instructors to deliver digital content and interactive tools to their students. Go to <http://learn.rochester.edu> and log in to the student portal with your Active Directory (AD) username and password. Students will only see courses in which they are enrolled. If there is no online content available, or the instructor has not yet made the course available, it will not appear to students.

There is also a Rochester-Bern Program site (main page, under “Organizations”) with some helpful information for students.

Contact Information

Please inform the Executive Programs office if you have a change of address, phone number, or e-mail address so that our registration records can be kept up to date. You should also update your information in UR Student.

Disability Resources

The University of Rochester implements reasonable accommodations for students with disabilities unless those accommodations would fundamentally alter the nature of the program or create an undue hardship on the School. We cannot, however, revise the content of the courses or modify degree requirements. Defining what is appropriate may take some time and effort and involve a number of individuals and offices.

In order to arrange for reasonable accommodations, support services or resources, students with disabilities should provide complete documentation of the disability. Please refer to the University Office of Disability Resources website: <http://www.rochester.edu/college/disability/> Students should then select **Register Online/Academic Accommodations** and submit the online form.

You will be contacted by the Disability Resource Coordinator for follow up.

Once verification of eligibility is determined, the Disability Resource Coordinator notifies the faculty of the need to provide an accommodation. **It is the student's responsibility to discuss details about any specific classroom needs directly with the instructor.**

E-Mail

E-mail will be used by faculty and the Executive Programs office to inform students about changes in assignments and other Program information. Most faculty send mass email messages through Blackboard. Students should check their Simon School e-mail accounts on a regular basis and relay messages to study team members.

ID Cards

The University of Rochester Security Department/ID card office will send students an email with a portal link to submit an ID card photo. Please note that the portal will prompt you to take a picture at that time (you won't be uploading a photo of your choosing).

Students need an ID card for swipe access to the Simon School buildings at all times. An ID card is also required to gain access to some library resources, and to gain admission to some University activities and facilities.

Lost and Found

To locate a lost item, please visit the Office of Student Engagement (OSE), located in Schlegel 202. Please turn in any items found in the Simon School to the OSE or to a Part-time Programs staff member. Students who have lost their property on campus may also check with the Wilson Commons Information Desk (275-5911) and University Security (275-2552).

Meals

Breaks (snacks and beverages) are provided on class days. Students may eat lunch on campus or pack a lunch to bring. A refrigerator and microwave are available.

Name Tents and Nametags

Name tents and nametags are provided to assist the faculty and staff with student names. Please bring your name tent with you each day. They cannot be left in the classrooms, as other students use the classroom in the evening.

Printing and Photocopying

Students may use copiers and printers at the Simon School. Each student has \$30 of printing funds on his or her student ID card. For more information:

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

Simon School Apparel and Souvenirs

University of Rochester apparel is available at the University of Rochester bookstore (College Town, corner of Mount Hope and Elmwood Avenues).

Study Rooms

Schlegel 109 and 110 are dedicated specifically to the Executive MBA Program. The rooms are accessible by a security code, available from the Executive Programs staff.

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.

Some Simon School study rooms can be reserved online or by scanning the QR code on study room doors: <https://simon.rochester.edu/study-spaces>.

The Collab Lab on the fourth floor of Schlegel Hall provides an open study space. Study space is also available in Rush Rhees library and in many other locations throughout campus.

Simon Technology Services

The Simon Technology Services department provides software and related support for Executive MBA students' laptop computers. A qualified staff of analysts, programmers and consultants is available for student assistance. The Simon IT Helpdesk is located on the third floor of Gleason Hall (Gleason 335).

A wireless system covers the University of Rochester campus; you will use your AD to log in. Printers are available at the Simon School (see above). More information about IT facilities and services will be outlined during the Orientation session.

Telephones

Please arrange for a cellular/mobile phone with an international plan and U.S. capability before you depart for the United States. It is difficult to get a short-period plan for a cellular phone in the U.S., and they often require a local driver's license and other identification for credit purposes.

Textbooks and Other Course Material

All required course textbooks (e-books) and Harvard Business cases are provided by the program. Occasionally an instructor will suggest optional or recommended textbooks; this non-required material is not provided by the program.

Tobacco-Free Campus

Smoking and tobacco use, including cigarettes; cigarillos; cigars; pipes; hookahs; clove cigarettes; pipe tobacco; snuff; smokeless, oral, or spit tobacco; and the use of electronic cigarettes and vapes are prohibited at all times on University property, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, plazas, vestibules, loading docks, and University-owned or leased vehicles and at University-sponsored events in all locations, except in designated smoking huts.

The smoking hut closest to Schlegel Hall is located at the northeast corner of Dewey Lot, near the entrance to Dewey/Carol Simon Hall. More details and a map indicating smoking huts can be found here: <http://www.rochester.edu/tobaccofree/>

Transcripts and Grade Reports

Course grades and unofficial transcripts can be viewed in UR Student.

Official Transcripts must be ordered, **by the student or graduate**, from the University's Registrar's Office. The Executive Programs Office cannot order students' or graduates' official transcripts.

Information and links for ordering transcripts can be found here:
<http://www.rochester.edu/registrar/requests/transcripts.html>

Tutors

Tutor referrals are sometimes available through the Simon School but are not guaranteed. Tutors are students who have taken the course previously and have earned a grade of A or A-; there are not always students fitting this category for the specific BRN courses. If you need academic assistance, please reach out to the instructor first for assistance or recommendations.

ROCHESTER RESIDENCY INFORMATION

Standard Accommodation (if not choosing your own): Residence Inn (Henrietta)

Address/Contact Information:

1300 Jefferson Road

Rochester, NY 14623

Phone: (585) 272-8850

Web Site: <https://www.marriott.com/en-us/hotels/rocny-residence-inn-rochester-henrietta/overview/>

Photos:

<http://www.marriott.com/hotels/hotel-photos/rocny-residence-inn-rochester-henrietta/>

Accommodation is paid for from Saturday prior to classes until the Saturday after the last class day (departure date). You will share a two-bedroom / two-bathroom hotel room with another student unless you have made other arrangements. Charges for additional nights, different room types or additional hotel rooms will be invoiced to the student. Requests are filled dependent on availability.

Family and partners: Your entire family can stay with you in a separate hotel room. If your partner is only visiting for a short duration, he/she can share your regular room with you.

Arrival at Residence Inn

Students should inform the Program Office of their approximate arrival time at the hotel if they anticipate a late check-in or an early check-in.

Cleaning Service

- Light housekeeping most days: trash removal, vacuuming as needed, making beds etc.
- Deeper cleaning and bed sheets changed usually two times per week.
- If a Do Not Disturb sign is on the door, it would need to be removed by 11:00 a.m. to have service that day.
- Cleaning staff will not enter a room (bedroom, bathroom) if the door is closed.
- Cleaning staff will not touch personal items (clothing, computers etc.). If they are on the bed or couch, they will not move them.

Hotel Room Features (Two-bedroom suites)

- Two bedrooms, each with one king or queen bed and a bathroom adjacent to each bedroom
- Shared kitchen/living area.
- Kitchens have a full refrigerator, stovetop, dishwasher, microwave, toaster, and coffee maker. Cookware and dishes are provided

Hotel Amenities

- Daily hot breakfast buffet
- Occasional evening receptions, featuring snacks to light fare, beer, wine and soda.
- Wi-Fi
- Indoor pool
- Fitness room
- Business center (small, in public area)
- Guests may use the outdoor patio with fire pit and gas grills, open daily until 10:00 pm (weather permitting)
- On-site pantry market (snacks, drinks, frozen and microwavable food)
- Coin-operated laundry facilities
- Dry-cleaning service (pick up and return delivery)
- Grocery service: Limited – list must be provided by 8:00 a.m., and would not include an extensive shopping list. Alcohol and tobacco products are not purchased. This is charged to the credit card on the room account.

Other Notes:

- Smoking is not permitted inside the hotel; outdoors, there are designated smoking areas.
- Students will need to pay for laundry machine use and purchase their own laundry detergent and dish soap.

Billing

Your accommodations are paid from the Saturday before the start of classes through the Saturday after the class class day (Friday night stay/Saturday departure). Each student will share a two-bedroom, one-bathroom unit with another student. Charges for additional nights, different units, or additional units must be paid by the student.

Welcome Packet

When students arrive at the hotel, they will be given an information packet compiled by the Executive Programs office. This packet contains updated schedules and important University information. It also includes Rochester area information. Please review the packet before Monday's orientation session.

Computers and Printers

Students are expected to bring their own laptop computers. Please make sure you have administrative access in case there is a problem with the computer. The Simon School IT department will provide a list of recommended hardware and software.

Residence Inn has a small business center, but this will not allow for large volumes of printing. Several printers are available at the Simon School, however. Information about setting up the printer drivers and connecting to printers can be found here: <https://simon.rochester.edu/sts/simon-printers/index.aspx> . Each student has \$30 of printing funds on his or her student ID card.

Study Team Meetings

If you plan to meet with your study team in your hotel room, please make arrangements with your roommate ahead of time (if he or she is not on your study team). You may also study at the University of Rochester. There are several study rooms in Schlegel/Gleason Hall; as well as the Collab Lab (Schlegel Hall fourth floor); there are also study areas in the library.

Driving Directions

Residence Inn to University of Rochester (Intercampus Parking Lot / Zone 1 South)

- Turn right from parking lot onto Jefferson Road (Route 252).
- Drive one-half mile. Merge onto I-390 North.
- Follow signs for Airport Greece (merge left two lanes)
- Take the 15/Route 15A Exit. Keep left at for, following signs for West Henrietta Road.
- At traffic light, continue straight onto East River Road.
- Keep right to continue onto Kendrick Road (slight right)
- Turn left onto Elmwood Avenue.
- Turn right onto Wilson Boulevard
- Turn right onto Trustee Road
- Turn left onto Intercampus Drive
- Turn right into Intercampus Drive Parking Lot
- Make sure you stay in Zone 1 South.

Rochester Airport to Residence Inn

- Head southeast on Airport Road; keep right to stay on Airport Road.
- Use right lane to turn right to stay on Airport Road
- Turn right at the first cross street onto Brooks Avenue
- Use the right lane to take the I-390 South ramp
- Merge onto I-390 South. Drive about 5 miles.
- Keep right at fork to remain on 390. Stay in right lane. Drive 1.5 miles.
- Take exit 14A-B. Keep right at fork for Exit 14A to Jefferson Road (Route 252).
- Turns left (east) onto Jefferson Road.
- Drive about .6 miles; turn left into Residence Inn parking lot.
- (Residence Inn is in the back, behind Dunkin' Donuts).

Nearby Stores and Services (less than a mile from Residence Inn)

Tops Friendly Markets (grocery store)

<https://www.topsmarkets.com/StoreLocator/Store?L=416&M=&From=&S=>

Staples (school and office supplies) <https://stores.staples.com/ny/rochester/1100-jefferson-rd-suite-12>

University of Rochester Medicine Urgent Care <https://www.urmc.rochester.edu/urgent-care/>

U.S. Post Office

Nearby Restaurants

Dunkin' Donuts

Tully's Good Times <https://www.tullysgoodtimes.com/>

Jeremiah's Tavern <https://jeremiahstavern.com/>

Mark's Pizzeria: <http://www.markspizzeria.com/>

Bill Gray's <https://www.billgrays.com/index.cfm?Page=Henrietta>

Dairy Queen <http://dqrochester.com/>

Five Guys: <http://www.fiveguys.com/Menu>

Pita Pit: <https://pitapitusa.com/>

Starbucks

Subway (sandwiches, etc.) <https://restaurants.subway.com/united-states/ny/rochester/1100-jefferson-rd>

...and many more

Stores/Shopping Locations within driving distance

Market Square Plaza 620 Jefferson Road: Lots of stores, and some restaurants.

Walmart <https://www.walmart.com/store/1619-rochester-ny>

Wegmans Food Market <https://www.wegmans.com/stores/marketplace-ny/>

This **Wegmans** is a little further away but has a larger international food selection:

<https://www.wegmans.com/stores/pittsford-ny/>

Target <https://www.target.com/sl/henrietta/1157>

...and many more

Insurance

The program does **not** provide health insurance coverage. All students should have medical coverage before their Rochester visit. If you visit a medical facility, costs may be payable when service is rendered. After you return home, you may process your medical costs for reimbursement through your medical insurance provider.

The University does **not** provide coverage for the loss or theft of your personal items. Please check with your insurance agent regarding your coverage of personal items that you take abroad.

Transportation

Students typically arrange for shared rental cars ahead of time and pick them up upon arrival at the airport for transportation to the hotel. Uber, Lyft, and taxi service are also available.

While in Rochester, we highly recommend that groups of students share the rental of a car. While there is not a long distance between the Residence Inn and shopping areas, the routes are high-traffic areas. Bicycle traffic is not as common in the U.S. as it is in Europe, and cars will not always yield the right-of-way to bicycles; therefore, riding a bicycle in these areas can be dangerous. Please wear a helmet! ***Students should plan to have a car to drive back and forth to and from the University.***

Car Rental: Roommates or study teams will often share a car.

Bikes: You may want to purchase a bicycle for leisure use in Rochester. We recommend buying an inexpensive bicycle at a discount store (e.g., Wal-Mart or Target). In the past, students have been able to re-sell their bicycles at the end of the Rochester Residency to University of Rochester students and employees or hotel employees, or to donate them to a charity. Please plan to purchase a strong lock and a helmet as well.

As noted above, bicycle riders are not as common in Rochester as they are in Europe; be sure to use caution when riding in traffic, particularly on main roads. Bike helmets are highly recommended.

Also download the “All Trails” app on your Smart Phone (for bicycling, hiking, running)

Uber and Lyft are available in the Rochester area.

Taxi services from the airport to the university are available for approximately \$10 plus a small tip (approx. 10% to 15%) for the driver. If you need to arrange for a cab (other from FROM the airport), Checker Cab dispatches for most taxicabs in the Rochester area: 585-325-2460

Motorcycle: A specific motorcycle driver’s license is required in order to drive a motorcycle. Motorcycle helmets for drivers and passengers are required by New York State Laws; this is the case in most other states as well.

Parking on Campus

The program provides each student responsible for a car with a permit. These permits must be displayed on the dashboard when you park on campus. (Display instructions are shown on the parking permit.) You may park all day on class days in the parking lot designated by the University. Please consult your arrival packet to see where to park on the first day of class. You will register for a parking permit on the first day of class. Be sure to have vehicle license plate number, make, model, and year. Parking tickets could be issued for lack of registration or parking in a non-designated spot. Students are responsible for paying their own parking tickets.

On Saturday or Sunday and on weekdays after 7:00 p.m., you may park in any lot, except the Administration or Admissions Lots. Also, always avoid the parking places with handicap signs, as well as the red “reserved” or “premium” signs.

More detailed parking information and regulations will be distributed when you register for your parking permit.

Air Conditioning

When it is warm outside, it can be very cold inside the classroom because of the air conditioning. Therefore, be sure to take a warm sweater or sweatshirt to class with you.

Dress code

- Class days: Casual
- Company visits: Business casual (no shorts). Occasionally more specific dress codes are necessary for visits to manufacturing or similar facilities (e.g., closed-toe shoes).

Driving License

- The Swiss driving license is valid in the USA.
- If you have an old driving license (blue), it is recommended to get an English translation or an international driving license (at TCS, Touring Club Schweiz).
- If you plan to rent a car in the U.S., please notice that some companies ask for an international driving license.

Electricity

- 110/120 Volt.
- 2 pin plug: be sure to bring a plug adapter.

Embassy

- U.S. Embassy in Bern: <https://ch.usembassy.gov/embassy/locations-in-switzerland/u-s-embassy-bern/>
- Consulate general in New York: <https://www.eda.admin.ch/countries/usa/en/home.html>
- Swiss Embassy in Washington: <https://www.eda.admin.ch/eda/en/fdfa.html>

Emergency

- Police, ambulance, fire: 911.
- On Campus (University of Rochester Public Safety): 275-3333, or dial “13” from a University telephone. Blue Light phones are also available throughout campus; these are for emergencies and connect directly to Public Safety.

Medical Care

- **Urgent Care:** There are several of these in the area, including one in front of the Residence Inn. No appointment needed. This page shows what patients typically go to Urgent Care for: <https://www.urmc.rochester.edu/conditions-and-treatments/urgent-care>
- **University Health Service** (on campus, behind Rush Rhees Library). Provides medical and mental health care All visits are by appointment only <http://www.rochester.edu/uhs>
- **Emergency Room** (Highland Hospital, Strong Hospital): Emergencies only.

Payment may be required at the time of your visit. After you return home, you may process your medical costs for reimbursement through your medical insurance provider.

Metric Conversion

Most important metrics:

Temperature:

$$^{\circ}\text{C} = (^{\circ}\text{F} - 30) / 2 + 1 \text{ e.g. } 68^{\circ}\text{F} \rightarrow 20^{\circ}\text{C}$$

Length:

$$1 \text{ inch} = 2.54\text{cm}$$

$$1 \text{ foot} = 12 \text{ inches} = 30.48\text{cm}$$

$$1 \text{ yard} = 3 \text{ feet} = 91.4\text{cm}$$

$$1 \text{ mile} = 1609.432\text{m} \text{ (} 1\text{km} = 0.6214 \text{ mile)}$$

Capacity:

$$1 \text{ gallon} = 3.7871 \text{ (USA)}$$

Mobile Phone (Referred to as “Cell Phone” in the U.S.)

- Check with your mobile phone provider about international service in the U.S. Since the technology is different, you must specify that you need a phone that will work in the United States. Some travelers buy a prepay phone/SIM card from a provider that is well known (e.g. Verizon, AT&T, T-Mobile). That way you know they have a customer service department and are more likely to be responsive if you encounter any problems.
- Prepaid cards can be bought in the U.S. You can go to many stores that sell electronics (Wal-Mart, Target). They are contracted with several companies to sell cell phones and to set up the service, so they can help you when you explain your needs (how long you need it, how much you plan to use it, if you need texting, etc.).

Time Difference

Local Time: GMT -5 (i.e. 6 hours difference from Switzerland)

Travel Agencies

Town & Country Travel: 381-2850 732 Pittsford-Victor Road, Pittsford
(preferred vendor for the University of Rochester – but you may use any agency or service of your choice)

Social Events

Social events for the Rochester Residency are coordinated to provide an opportunity for students, faculty, and staff to socialize in an informal manner.

Departure

The farewell event is planned for the afternoon/evening of the last day of classes, so students should plan departure for Saturday.

U of R: FACILITIES AND SERVICES

Athletic Facility

The River Campus sports complex includes a fitness center, racquetball, squash, tennis, basketball and volleyball courts, an indoor running track and a swimming pool. You can access the sports center by presenting your University identification card at the front desk.

General Information: 275-9465.

To reserve an indoor tennis, squash or racquetball court, call one day in advance: 275-7643.

<https://www.rochester.edu/athletics/facilities/index.html>

Typical hours:

Athletic Center/Fitness Center/Weight Facility:

Monday - Thursday: 6:30 a.m.- 11:00 p.m.

Friday: 6:30 a.m.-8:00 p.m.

Saturday: 8:00 a.m. -8:00 p.m.

Sunday: 8:00 a.m.- 11:00 p.m.

Hours are subject to change during breaks and holidays and for team, club, and camp events.

Banking

An ATM (Automatic Teller Machine) is located at the back of Rush Rhees Library (outdoors).

Bookstore

Barnes & Noble Bookstores operates a branch at College Town (corner of Elmwood Avenue and Mount Hope Avenue). Parking is available behind the building. The bookstore carries textbooks, paperbacks and hardbound bestsellers in a variety of subjects. They also carry University souvenirs, school supplies, greeting cards, sundries and snacks.

Phone: 275-4012

<https://urochester.bncollege.com/shop/urochester/home>

Typical hours (subject to change during summer):

Monday – Friday: 10:00 a.m.- 8:00 p.m.

Saturday 10:00 a.m.- 7:00 p.m.

Sunday 11:00 a.m. -6:00 p.m.

Business Outreach Librarian

Rush Rhees Library, on the River Campus, supports a Business Outreach Librarian, Kathy Wu: 585-273-5322 or kathywu@library.rochester.edu. Access to databases, e-journals, statistics and research guides is available.

Typical Library hours:

Monday - Friday: 8:00 a.m.- 12:00 a.m.
Saturday and Sunday: 10:00 a.m.- 12:00 a.m.

Hours are reduced during undergraduate semester breaks and during the summer.

International Services Office

The International Student Office is available to assist you with passport, visa and traveling questions or problems. Zoom appointments and email inquiries are available.

Location: College Town (Elmwood Avenue near Mount Hope Avenue).
Phone: 275-2866
www.iso.rochester.edu

Post Office

A full-service United States Post office is located in the **lower level of Todd Union**.

Monday - Friday: 9:00 a.m.-5:00 p.m.

Hours are subject to change during breaks and summer.

Security

You can dial “13” from any University telephone in the case of an emergency. For non-emergency situations, please dial extension 5-3333 (275-3333 outside of the University). The Blue Light phones located throughout the campus may be used to report any emergency. No need to dial—just pick up; your call is automatically answered, and your location identified.

Tech Store

UR Tech Sales participates in educational discount programs with several companies and offers equipment, software and other supplies at special discount prices. A University ID card is required in order to make a purchase. Check here for more information:

<https://tech.rochester.edu/services/ur-tech-store/>

University Health Service

Medical and mental health care is offered to University students by the University Health Service for a fee. The Service is staffed by physicians, nurse practitioners and nurses. All visits are by appointment only.

River Campus University Health Service Building (located behind the Rush Rhees Library)

Phone: 275-2662

<http://www.rochester.edu/uhs>

Quick Reference

| | | |
|--|---------------|---|
| Office of Disability Resources | 276-5075 | disability@rochester.edu |
| International Services Office | 275-2866 | iso@rochester.edu |
| Security — Emergency | 13 (UR Phone) | |
| Security — Non-emergency | 275-3333 | |
| Title IX /Sexual Misconduct Coordinators | 314-5723 | https://www.rochester.edu/sexualmisconduct/ |
| University Ombuds (Conflict Resolution) | 275-9125 | ombuds@rochester.edu |

ROCHESTER-AREA SIGHTSEEING

Please visit websites ahead of time to check for pricing, hours of operation, any required reservations, etc.

Day Trips

Niagara Falls Canada: www.niagarafallstourism.com USA: <https://www.niagarafallsusa.com/>
About two hours west of Rochester. Stop at the shopping outlets in the city of Niagara Falls, New York on the way.

Corning Museum of Glass: Corning, New York: 800-732-6845. <https://home.cmog.org/>
About two hours south of Rochester. Exhibits, demonstrations, and the opportunity to make your own glass project.

Darien Lake Theme Park. 599-4641. <https://www.darienlake.com>
Amusement park, water park, camping and picnic areas, about 45 minutes west of Rochester.

Seabreeze Amusement Park. Smaller than Darien Lake, but still lots to do for children - and much closer. 4600 Culver Road, Rochester: 323-1900. www.seabreeze.com

Seneca Park Zoo. 2222 St. Paul Street, Rochester. 336-7200. www.senecaparkzoo.org

Long Acre Farms. 1342 Eddy Road, Macedon. 315-986-4202. www.longacrefarms.com
A working farm and market, with a corn maze, ice cream shop and lots of things to explore. About 40 minutes east of Rochester.

Museums

Memorial Art Gallery 500 University Avenue. 276-8900. <http://mag.rochester.edu>

Eastman Museum (George Eastman House) 900 East Avenue: 327-4800. www.eastman.org
International museum of photography and film.

Rochester Museum and Science Center 657 East Avenue: 271-4320. www.rmssc.org
Great for both children and adults; many hands-on, interactive exhibits for children. Planetarium is located on the same complex, featuring shows for all ages.

The Strong Museum One Manhattan Square: 263-2700. www.strongmuseum.org
A hands-on, interactive museum for children, but great for adults too! Check out the World Video Game Hall of Fame and many historical exhibits related to toys and games.

Genesee Country Village and Museum Mumford, New York: 538-6822. www.gcv.org
19th-Century American Living History museum, with villagers in period dress, giving demonstrations of crafts and tasks and featuring actual 19th-century buildings. About 45 minutes southwest of Rochester.

Parks

State Parks (small admission fee charged). <https://parks.ny.gov/> or make camping reservations at 800-456-CAMP or www.reserveamerica.com:

Some nearby state parks include...

Letchworth State Park. Castile, New York. 493-3600.

“Grand Canyon of the East.” Beautiful scenery. Biking and hiking trails, camping. Along the Genesee River, about 35 miles south of Rochester.

Watkins Glen State Park. Watkins Glen, New York. 607-535-4511

A gorge trail with amazing rock formations, multiple waterfalls, beautiful scenery. About 100 minutes southeast of Rochester.

Stony Brook State Park. Dansville, New York. 335-8111.

Hiking, biking, swimming, camping. More beautiful scenery. About 45 minutes south of Rochester.

Fair Haven State Park. Fair Haven, New York. 315-947-5205.

Beautiful beach (Lake Ontario) and picnic areas. Excellent swimming, fishing and camping. About an hour east of Rochester.

Many parks are located in Rochester and its suburbs and are excellent for picnics and hiking.

Reservations must be made to use shelters and lodges; for those parks operated by Monroe

County, contact 753-7275. or <https://www.monroecounty.gov/parks>

Many additional parks are operated by town governments and will not appear on the above web site. Parks closest to the University:

Operated by Monroe County:

Genesee Valley Park: just south of the University campus, off of Elmwood Avenue

Operated by the City of Rochester (<http://cityofrochester.gov/parks/>)

Cobbs Hill Park: Culver Road and Monroe Avenue

Highland Park: Highland Avenue and Goodman Street

Sports

Hiking, Bicycling, Running: Download the “All Trails” app on your Smart Phone

Bicycling:

Rochester Area Information: <https://reconnectrochester.org/resources/cycling/>

University of Rochester: <https://www.rochester.edu/parking/green-commuter/bike/>

Rochester Bicycling Club. <http://www.rochesterbicyclingclub.org/>

Baseball: Rochester Red Wings: 454-1001. www.redwingsbaseball.com

Soccer: Rochester Flower City Union: <https://www.flowercityunion.com/>

Activities for Children

Information about Rochester-area places and activities for children:

<http://rochester.kidsoutandabout.com/>

<http://www.rocparent.com/>

YMCA of Rochester www.rochesterymca.org

There are several branches and camps in the Rochester area with various activities.

Web Sites

You may want to visit these additional Web Sites and their links before your stay in Rochester:

University of Rochester:

www.rochester.edu

Rochester Information and Activities:

www.visitrochester.com

www.rochesterdowntown.com

<https://daytrippingroc.com/>

Rochester-Area Restaurants

<https://daytrippingroc.com/highly-recommended-restaurants/>

New York State Tourism:

www.iloveny.com

- Click on **Travel and Tourism**. Rochester is located in the **Finger Lakes Region**.
- Click on **New York City** if you are planning to visit there (about 7 hours by car, bus or train; one hour by air). Other regions feature other activities, including camping. These areas may work if you have holiday time after classes end.

Transportation-Related

| | | |
|--|----------|--|
| Enterprise Rent-A-Car https://www.enterprise.com/en/car-rental-locations/us/ny/rochester-new-york-intl-airport-29er.html | 235-1449 | 1200 Brooks Ave. (Airport Location) |
| Freewheelers Bike Shop | 473-3724 | 1757 Mount Hope Ave. |
| Tom's Pro Bike Shop (Henrietta location) https://www.tomsprobike.com/storelocator/ | 427-2110 | 600 Jay Scutti Blvd. |
| Towpath Bike Stop https://www.towpathbike.com/ | 381-2808 | 21 Schoen Place, Pittsford |

CONTACT INFORMATION

Executive Programs / Office of Student Engagement Staff

| | | |
|--|-----------------------------------|--------|
| Ainslie OSE Office | 275-8163 | S 202 |
| Ainslie OSE Fax Machine | 276-2368 | S 202 |
| Shawn Denman Sr. Assoc. Dir. of Exec. & Prof. Programs | shawn.denman@simon.rochester.edu | S 202T |
| Doris Griffin, Department Administrator | doris.griffin@simon.rochester.edu | S 202N |
| Dennis Proulx, Assistant Dean of Students | dproulx@simon.rochester.edu | S 202M |
| Karen Steiner Director of Exec., Part-time, Online Programs | karen.steiner@simon.rochester.edu | S 202H |

Executive MBA Rochester Residency Faculty

| | | |
|---------------|--|----------|
| Ron Goettler | ronald.goettler@simon.rochester.edu | CS3-160L |
| Teck Yong Tan | ttan20@simon.rochester.edu | CS3-110S |

The Simon School Instructional Technology & Innovation staff provides support to faculty for Blackboard course sites, course material and exam preparation, etc. Instructional Technology & Innovation staff may be contacted at iti@simon.rochester.edu

Other Simon School Contacts

| | | |
|--|--|-------|
| Simon Technology Services (Helpdesk) | support@simon.rochester.edu or 275-4407 | G 325 |
| Mitch Lovett, Interim Dean | mitch.lovett@simon.rochester.edu | |
| Narayana Kocherlakota, Senior Associate dean of Faculty & Research | nkocherl@simon.rochester.edu | |
| Ron Goettler, Senior Associate Dean of Education & Innovation | ronald.goettler@simon.rochester.edu | |
| Ravi Mantena, Associate Dean of Education & Innovation, Faculty Director for MBA Programs. Instructor for BRN 434 (Spring) | ravi.mantena@simon.rochester.edu | |

Program Office Address

Ainslie Office of Student Engagement
Simon School of Business
Box 270107 (Schlegel Hall, Room 202)
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

Building Key:

G = Gleason Hall
S = Schlegel Hall
CS = Carol Simon Hall



University
of Rochester
Simon Business School