



SIMON  
BUSINESS  
SCHOOL

## INTERNATIONAL EXECUTIVE MBA PROGRAM

Simon Business School  
University of Rochester

# STUDENT HANDBOOK AND GUIDE 2023

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 July 2023. 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
- Mobile phone (equipped for U.S. use and long-distance service)
- Converter/adaptor for personal appliances
- 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:*

-NetID

-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:

<http://www.iso.rochester.edu/study/incoming/index.html>

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

A **SEVIS fee** must be paid before you apply for your visa. The fee will be paid by the BRN Program office, and you will be mailed a receipt; you must present this receipt when you go to apply for your visa. There is a separate fee for the visa, for which the student is responsible.

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:

<b>F1 Visa</b>	Students
<b>Visa Waiver</b>	<b><i>Please note you must complete an ESTA application and pay the fee.</i></b> 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: <a href="http://www.iso.rochester.edu/immigration/categories/waiver.html">http://www.iso.rochester.edu/immigration/categories/waiver.html</a>
<b>F2 Visa</b>	Spouses arriving and departing with students
<b>B2 Visa</b>	Spouses/family visiting student during Rochester Residency (usually the Visa Waiver is used)
<b>Canadian Visa (for temporary visit to Canada)</b>	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.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

#### 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 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](http://learn.rochester.edu). Log in with your NetID; 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](mailto: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](mailto:questions@iso.rochester.edu)



# ROCHESTER RESIDENCY PROGRAM ADMINISTRATION

## **Simon School Administration**

**Dean:** Sevin Yeltekin

**Senior Associate Dean for Faculty and Research:** Jim Brickley

**Senior Associate Dean of Education and Innovation:** Mitch Lovett

## **Structure of the Executive and Part-time Programs Department**

**Senior Assistant Dean of Admissions and Programs:** Rebekah Lewin

Leads admissions and student-related operations.

**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.

**Events Manager:** Meghan Barnhardt

Manages recruiting, academic, networking and social events.

**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 Admissions and Programs Team:**

Our department is part of the Simon School Admissions and Programs department. Other staff members may also provide class-day and student assistance during your residency.

## **Faculty Committee for Executive and Professional Programs**

Responsible for the policies and academic administration of the program, including curriculum changes and enhancement.

## **Orientation**

Orientation takes place during the first morning at the Simon School. 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.

A photography session for your University Identification cards will take place during the first week of class; the precise time will be announced.

## ACADEMIC AND GRADING INFORMATION

### Rochester Residency Courses

#### BRN Course

434 Information Systems for Management

452 Pricing Policies

476 Marketing

A detailed course calendar will become available a few weeks prior to the start of classes. Classes are typically held on Monday, Wednesday and Friday, with some occasional exceptions. Order of classes each day is determined by the two instructors, so you may not know the class schedule until you arrive each morning.

### Daily Class Schedule\*

8:30 - 10:00	Period I (or final exam)
10:00 - 10:15	Break
10:15 - 11:45	Period II
11:45 - 12:45	Lunch
12:45-2:15	Period III
2:15 - 2:30	Break
2:30 - 4:00	Period IV

\*Schedule is occasionally adjusted for lunchtime guest speakers or other activities.

### Course Evaluation Forms

Evaluation forms are to be submitted electronically **before** the final exam. 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.

## **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:

<b>Grade</b>	<b>Points</b>	
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 term.

## **Final Exams**

Faculty may opt to give in-class or remote exams. All students should arrange to be at class or available for exams.

## **Exam Rescheduling**

Should a student have to reschedule to take an exam at another time or on another day, the following steps must be taken in advance:

- The student must discuss the situation with the instructor and make arrangements to take the exam at an alternate time.
- The circumstances and alternate exam time should be put in writing and approved by the faculty member.
- A copy of the approved exam arrangements must be submitted to the Executive Programs office.
- The request must be reviewed by the Director of Executive Programs.

## **Grade Posting**

Graded exams are usually returned within a week after the exam date; final course grades are posted online. Please do not call the Program office for exam or final grades. 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, nor do they share grades with sponsors or other outside organizations without written permission from the student.

## **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 meetings of the program 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 the Executive MBA Program. 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 quarterly. The committee is comprised of faculty with ex-officio members (academic advisors from the Office of Student Engagement 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 quarterly 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. Students having academic difficulties meet with their academic advisor in the Office of Student Engagement, for advice on understanding the problem and developing strategies for improving her or his grades. The Chair of the Academic Standards Committee may provide additional assistance in more serious cases. 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 quarter 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 (e.g., due to a family emergency), 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 supplies can be purchased at the UR bookstore, office supply stores, discount stores and at many supermarkets and drugstores.

#### **Audio Recording**

Students may record classes with their own audio recording devices with permission from the instructor.

#### **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 Simon School 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.**

## **Electronic Mail**

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

## **ID Cards**

An ID card session is held during the first week of class. You will need to show another form of photo ID (e.g., driving license) in order to get your University ID. Those who do not sit for an ID card at this time must go to the ID card office, located in the Susan B. Anthony Residence Halls. They must also go to the ID card office to replace a lost ID; there is a fee for replacing a lost card.

Students need an ID card to gain access to Schlegel Hall after regular hours. This access is available via a card reader at the plaza entrance to Schlegel Hall and at the door at the tunnel entrance of Carol G. Simon Hall.

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 Schlegel Hall to Program office. 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**

Lunch and breaks (snacks) are provided on class days as part of the Program.

## **Name Tents and Nametags**

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

## **NetID and Active Directory (AD)**

Each student will be 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, and UR Student access. The NetID is used for URCompass (visa application and international student check-in) and secure wireless access. You must remember your usernames and passwords; the Simon School does not have access to this information.

## **Printing and Photocopying**

Students may use copiers and printers at the Simon School. 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>

## **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.

Study rooms can be reserved online at [simon.rochester.edu/studyspaces](https://simon.rochester.edu/studyspaces). There are also QR codes to scan on the study room doors.

## **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.

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

## **Telephones / Fax Machines**

**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.

Faxes can be sent from the Executive Programs office (Schlegel 204).

## **Textbooks**

All required course textbooks (e-books) 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 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**

Grades 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.

## ROCHESTER RESIDENCY INFORMATION

### **Accommodations: Residence Inn (Henrietta)**

Address/Contact Information:

1300 Jefferson Road

Rochester, NY 14623

Phone: (585) 272-8850

Web Site: <https://www.marriott.com/hotels/travel/rocnv-residence-inn-rochester-henrietta/>

Photos:

<http://www.marriott.com/hotels/hotel-photos/rocnv-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, 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**

- Daily light housekeeping: trash removal, vacuuming as needed, making beds, etc.
- Deeper cleaning and bed sheets changed two times per week.
- If a Do Not Disturb sign is on the door, it would need to be removed by 1:00 p.m. to have service that day.

### **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. 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 \$50 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 (Park Lot Parking Lot)**

- 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 right onto Intercampus Drive
- Turn right into Park Lot.
- Turn left; look for signs for Zone 3.

### **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 and Urgent Care.

### 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>

Big Lots (some grocery items, household items) <https://local.biglots.com/ny/rochester/1100-jefferson-rd>

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 <https://www.starbucks.com/store-locator/store/16673/henrietta-plaza-1100-jefferson-road-henrietta-ny-146233135-us>

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

...and many more

### Stores/Shopping Locations within driving distance

**Marketplace Mall:** Located at Jefferson Road and Hylan Drive, about two miles west of Residence Inn. <https://www.themarketplacemall.com/>

Near Marketplace Mall:

**Wal-Mart** <https://www.walmart.com/store/1619-rochester-ny>

**Wegmans Food Market** <https://www.wegmans.com/stores/marketplace-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 necessary, students may use the University's medical facility during the Rochester residency. Students needing medical attention should call the University Health facility located in the UHS building (near Rush Rhees Library). **Please note that costs are 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. Taxis are also available at the airport. Return transportation at the end of the Rochester residency is also done via rental car or taxi.

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. The University of Rochester has a rate contract with a few vendors. Please refer to the website for incoming students for links to their websites. Please note that you may still find competitive rates with other rental agencies or with an agency that your company may have an agreement with.

***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). The Program Office is not responsible for shipping bicycles to Europe at the end of the residency; 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 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.

University of Rochester Bicycling Information: <https://www.rochester.edu/parking/wp-content/uploads/2021/11/Lets-Ride-2022-Bicycling-on-the-University-of-Rochester-Campuses.pdf>

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

***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

**Uber** and **Lyft** are also available in the Rochester area.

***Motorcycle:*** Motorcycle helmets 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—usually the Park Lot. 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 bring vehicle license plate number, make and year. Students are responsible for parking tickets due to not registering the vehicle or parking in a non-designated spot. Students are responsible for paying their own parking tickets.

On Saturday or Sunday and on weekdays after 7:30 p.m., you may park in any lot, except the Administration or Admissions Lots. Also, always avoid the parking places with 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 to class with you.

## **Dress code**

- Class days: Casual (take a warm sweater with you because of air-conditioning)
- Company visits: Business casual (no shorts). Occasionally more specific dress codes are necessary for visits to manufacturing or similar facilities.

## **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: make sure that you 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 can dial “13” from a University telephone.

## Healthcare

- Medical and mental health care is available to students at the University Health Service on campus. All visits are by appointment only <http://www.rochester.edu/uhs>
- There are also several urgent care centers in the Rochester area, as well as emergency rooms at hospitals. (There is an urgent care in the small plaza just in front of the Residence Inn.)
- At most health care providers, you will be expected to make a payment at the time of the visit. After you return home, you may process your medical costs for reimbursement through your medical insurance provider.

## Metric Conversion

Most important metrics:

Temperature:

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) / 1.8 \quad \text{e.g. } 68^{\circ}\text{F} \rightarrow 20^{\circ}\text{C}$$

Length:

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

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

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

$$1 \text{ mile} = 1609.34 \text{ m} \quad (1 \text{ km} = 0.6214 \text{ mile})$$

Capacity:

$$1 \text{ gallon} = 3.785 \text{ l} \quad (\text{USA})$$

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

- It is recommended that you purchase a mobile or bring a second mobile phone to Rochester. Since the technology is different, you must specify that you need a phone that will work in the United States (tri-band) with you. We advise you to 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)

**Social Events**

Social events for the Rochester Residency are coordinated to provide an opportunity for students, faculty, families 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: 6:30am – 8:00pm.

Saturday: 8:00 a.m. – 8pm.

Sunday: 8:00am – 11:00pm

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

### Banking

Chase Bank provides banking services in the **lower level of Todd Union**. Automatic Teller Machines (ATMs) are located in the lower level of Todd Union, in Wilson Commons, in Susan B Anthony Hall, and at the Library Road entrance to Rush Rhees Library.

Phone: 275-4560

Monday – Friday: 9:30 a.m. – 5:00 p.m.

### Bookstore

Barnes & Noble Bookstores operates a branch at College Town (corner of Elmwood Avenue and Mount Hope Avenue). 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:

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

Saturday 10:00 a.m. - 9:00 p.m.

Sunday 10:00 a.m. – 8:00 p.m.

### **Business Outreach Librarian**

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

Typical Library hours:

Monday - Thursday:	9:00 a.m. – 9:00 p.m.
Friday:	9:00 a.m. - 6:00 p.m.
Saturday:	10:00 a.m. – 6:00 p.m.
Sunday:	Noon – 9:00 p.m.

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

### **Computer Sales**

The University Computer Store 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.

Location: Rush Rhees Library, G114  
Phone: 275-8353  
[www.rochester.edu/its/css/](http://www.rochester.edu/its/css/)

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

Hours may be 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.

Location: College Town. Please call ahead to ask about availability for in-person visits.  
Phone: 275-2866 or 371-8736  
[www.iso.rochester.edu](http://www.iso.rochester.edu)

Monday - Friday: 9:00 a.m. - 4:00 p.m.

### **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.

## University Health Service

Medical and mental health care is offered to Executive MBA 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. University Health Service has two locations:

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

Phone: 275-2662

[www.rochester.edu/uhs](http://www.rochester.edu/uhs)

### Semester Hours:

Monday, Wednesday, Thursday:	8:00 a.m. – 9:00 p.m.
Tuesday:	9:00 a.m. - 9:00 p.m.
Friday:	8:00 a.m. - 5:00 p.m.
Saturday:	9:00 a.m. – 5:00 p.m. (Staffed by nurse)
Sunday:	1:00 p.m. – 6:00 p.m. (Staffed by nurse)

### Summer Hours:

Monday, Wednesday, Thursday:	8:00 a.m. - 5:00 p.m.
Tuesday:	9:00 a.m. - 5:00 p.m.
Friday:	8:00 a.m. - 4:00 p.m.

## ROCHESTER-AREA SIGHTSEEING

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

### Day Trips

**Niagara Falls** Canada: [www.niagarafallstourism.com](http://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](http://www.seabreeze.com)

**Seneca Park Zoo.** 2222 St. Paul Street, Rochester. 336-7200. [www.senecaparkzoo.org](http://www.senecaparkzoo.org)

**Long Acre Farms.** 1342 Eddy Road, Macedon. 315-986-4202. [www.longacrefarms.com](http://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](http://www.eastman.org)  
International museum of photography and film.

**Rochester Museum and Science Center** 657 East Avenue: 271-4320. [www.rmssc.org](http://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](http://www.strongmuseum.org)  
A hands-on, interactive museum for children (including toddlers).

**Genesee Country Village and Museum** Mumford, New York: 538-6822. [www.gcv.org](http://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](http://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.

**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.

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

Hiking, biking, swimming, camping. More beautiful scenery. About 45 minutes south 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 <http://www.monroecounty.gov/parks-index.php> .

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:** University of Rochester Information: <https://www.rochester.edu/parking/wp-content/uploads/2021/11/Lets-Ride-2022-Bicycling-on-the-University-of-Rochester-Campuses.pdf>

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

**Baseball:** Rochester Red Wings: 454-1001. [www.redwingsbaseball.com](http://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](http://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](http://www.rochester.edu)

**Rochester Information and Activities:**

[www.visitrochester.com](http://www.visitrochester.com)

[www.rochesterdowntown.com](http://www.rochesterdowntown.com)

<https://daytrippingroc.com/>

**Rochester-Area Restaurants**

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

**New York State Tourism:**

[www.iloveny.com](http://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 if you have holiday time after classes end.

## Transportation-Related

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

## CONTACT INFORMATION

### Executive Programs / Admission & 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	<a href="mailto:mbarnhardt@simon.rochester.edu">mbarnhardt@simon.rochester.edu</a>	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	<a href="mailto:richard.cardot@simon.rochester.edu">richard.cardot@simon.rochester.edu</a>	Off-site
Roy Jones	<a href="mailto:roy.jones@simon.rochester.edu">roy.jones@simon.rochester.edu</a>	CS3-316
Ravi Mantena	<a href="mailto:ravi.mantena@simon.rochester.edu">ravi.mantena@simon.rochester.edu</a>	CS3-333C
Jim Prinzi	<a href="mailto:james.prinzi@simon.rochester.edu">james.prinzi@simon.rochester.edu</a>	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 [facultysupport@simon.rochester.edu](mailto:facultysupport@simon.rochester.edu)

### Other Simon School

Simon Technology Services (Helpdesk)	<a href="mailto:support@simon.rochester.edu">support@simon.rochester.edu</a> or 275-4407	S325
Sevin Yeltekin, Dean	<a href="mailto:syetelki@simon.rochester.edu">syetelki@simon.rochester.edu</a>	CS2-202H
Jim Brickley, Senior Associate Dean for Faculty & Research	<a href="mailto:jim.brickley@simon.rochester.edu">jim.brickley@simon.rochester.edu</a>	CS2-202E
Mitch Lovett, Senior Associate Dean of Education & Innovation	Mitch.lovett@smom.rochester.edu	CS3-208

#### 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

Athletic Facilities	275-9465	Goergen Athletic Ctr.
Athletic Facilities: Court Reservations	275-7643	Goergen Athletic Ctr.
Bank (Chase)	275-4560	Todd Union
Bookstore	275-4012	College Town
Bursar's Office	275-3931	Meliora 330
Business Librarian	275-3582	Rush Rhees Library
Computer Sales	275-8353	Rush Rhees Library
Office of Disability Resources	275-2805	Taylor Hall
University Health Service	275-2662	UHS Building
International Services Office	275-2866	40 Celebration Drive
Parking Office	275-3983	Goler House/Med Ctr.
Post Office	275-3991	Todd Union
Security — Emergency	13	
Security — Non-emergency	275-3333	
Kate Nearpass, Equal Opportunity Compliance Director and Title IX Coordinator	314-5723	Wallis Hall 271
Frederick Jefferson, University Intercessor	275-5664	
University Intercessor/Disability Resources Coordinator (Lynnett Van Slyke)	275-9125	Wallis Hall 200

**University of Rochester Building Key:**

G = Gleason Hall

S = Schlegel Hall

CS = Carol Simon Hall

RR = Rush Rhees Library