



# STUDENT ORIENTATION MANUAL

MS in LOGISTICS & SUPPLY CHAIN MANAGEMENT



## Welcome from the Dean

Welcome to the Chapman Graduate School of Business at Florida International University. It is my privilege to greet you on behalf of our faculty and staff.

The COVID-19 pandemic has changed much about the world we live in, yet at the Chapman School, our proud mission remains steadfast: to provide you with an experience that will propel you to your next professional goal and motivate you to seek out new opportunities for years to come. You will be guided by outstanding educators who have achieved great success as world-class researchers and successful corporate, civic and entrepreneurial leaders. We urge you to get to know them, and take advantage of their insights and expertise. Your success is at the heart of our mission, and the most important objective for each member of our faculty and staff.

Your graduate education will be a rigorous journey. Many of you are balancing academic, professional and personal responsibilities. Your time and your intellect will be challenged in new ways and you will emerge with a unique set of skills and insights. You were selected for your program because we believe you are capable of rising to challenge, and we stand ready to guide and support you.

We encourage you to maximize your opportunities at FIU Business. Take the time to get to know your classmates, a network that will help you move forward in your career. In-person networking events will help you develop important new skills and add new connections to your professional network, and virtual engagement programs featuring our alumni will add to your enrichment. With the opportunity to gather safely once again, we are energized by new opportunities to build a vibrant, connected community.

Finally, be sure to learn about the resources we have developed to help you succeed. Engage with the professionals at our Office of Business Career Management, and be sure to sign up for Handshake, the powerful career development tool (<http://fiu.joinhandshake.com>). Get to know the office's director, John Nykolaiszyn, and the staff of the office, who can guide you in developing insights into the career development process and the state-of-the-art career search and interview tools that are increasingly important in our new era. You will discover how a world-class education, combined with enhanced career development support, will propel you to the next level in your professional journey.

Once again, on behalf of our faculty and staff and our powerful network of more than 63,000 alumni, welcome to FIU Business! We are honored that you have chosen us as partners in your career journey. We are excited that you have joined this wonderful family of professionals.

Sincerely,



William G. Hardin III, Ph.D., FRICS

Interim Dean, FIU College of Business

Associate Dean, Chapman Graduate School of Business

Professor, Tibor and Sheila Hollo School of Real Estate

Tibor and Sheila Hollo Research Fellow

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## Forms

Student Agreement Form  
Academic Integrity Pledge  
Student Enrollment Terms and Conditions  
Photography and Video Consent Policy

# Student Expectations

All Florida International University's campus community members must act in a manner compatible with the University's mission at all times. As our mission states, we are here to assist all students reach their academic, professional, and personal goals. However, reaching these goals requires the joint responsibility of both faculty and students. To achieve these goals, we ask that students know and adhere to the following expectations.

- Respect for oneself, others, authority, and property.
- Take their academic pursuits seriously and monitor their progress in each course and towards degree completion.
- All students should be familiar with and know how to access their my.fiu.edu account and view their grades.
- Be aware of and assume responsibility for knowing Florida International University and the College of Business' academic policies, procedures, program requirements, and accept responsibility for their decisions.
- Regularly check their FIU email account for updates from MSLSCM program faculty and staff for important program and university information and respond promptly to all requests and inquiries.
- Attend and be on time for all classes and demonstrate professional behavior with all students, faculty, and staff. Instructors may establish specific class attendance requirements and may consider attendance and class participation in evaluating student performance. Failure to attend class could lead to failure in a course.
- Come to each class prepared with questions, topics, and materials to be discussed.
- Be a self-advocate and learn how to locate and utilize available campus resources and student support services.



# Academic Misconduct

Academic misconduct is defined as the following intentional acts or omissions committed by an FIU student:

**Cheating:** The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of online exams, library materials or assistance from another person concerning examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or online assessment) or course materials, whether authorized initially or not. Any student helping another cheat may be found guilty of academic misconduct.

**Plagiarism:** The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions, or materials taken from another source, including internet sources, is guilty of plagiarism. In addition, any student helping another to plagiarize may be found guilty of academic misconduct.

**Misrepresentation:** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

**Misuse of Computer Services:** The unauthorized use of any computer, computer resource, computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).

**Bribery:** The offering of money or any item or service to a faculty member, staff, administration, or another person to commit academic misconduct.

**Conspiracy and Collusion:** The planning or acting with one or more fellow students, any faculty member, staff or administration, or any other person to commit any form of academic misconduct together.

**Falsification of Records:** The tampering with or altering in any way any academic record used or maintained by the University.

**Academic Dishonesty:** In general, any act or omission not explicitly mentioned above and outside the customary scope of preparing and completing academic assignments and/or contrary to the above-stated policies concerning academic integrity.

# Misconduct Procedures

Florida International University and the Master of Science in Logistics and Supply Chain Management program are committed to striving for excellence. Our mission is to foster academic integrity at FIU as a reflection of the University's core values and in consideration of the importance of the cultural interface in the FIU community.

Our vision is to successfully cultivate academic integrity at FIU by providing support and stimulating a greater understanding of issues around academic integrity to all members of the FIU community.

Charges of academic misconduct may be brought against a student (hereafter charged student) by a faculty member, a chair, or a dean (hereafter complainant). In addition, the persons as mentioned above on behalf of a staff person, another student, may file charges or a person not affiliated with the University, who reasonably believes that a student has committed academic misconduct.

The complainant, who suspects academic misconduct, must meet with the student to inform them of the allegation(s), to provide any evidence, and to allow the student to respond before either entering into an informal resolution or filing the complaint form alleging academic misconduct with the faculty fellow for academic integrity.

Please visit <https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/academic-integrity/index.php> for further details regarding academic misconduct policies and procedures.





# Course Registration

- The MSLSCM program is a 10-month lockstep and cohort-based program. As a result, all students begin and end the program at the same time.
- Students admitted into the MSLSCM program will be registered for courses by the departmental staff before each term.
- All dates, times, and courses for the MSLSCM program have been predetermined, so students do not need to register for them. Instead, students will automatically be registered for courses at the beginning of each semester of the program.
- At least three weeks before the start of each semester, each student is responsible for checking their my.fiu.edu account for any account holds that may prevent the department from registering them for courses.
- Confirmation emails will be sent to each student upon successful course registration for each term.
- All students are fully responsible for maintaining their accounts in good standing and submit tuition payments before the start of each semester by the established deadlines.
- Students will be registered for a minimum of 4 courses (12 credits) for the Fall and Spring semesters. During the Summer semester, students will be registered for a minimum of 2 courses (6 credits).

## Dropping A Course

Given the lockstep nature of the program, students are strongly advised to follow the program schedule as planned. However, suppose an extenuating circumstance prevents the student from continuing in the course. In that case, the student may submit a request for approval to the Program Manager or Faculty Director to drop a course. The program will review your request to determine if the request can be accommodated. For the request to be considered, the request must be made in writing to the Program Manager or Faculty Director within one week of the start of class to receive a full refund for the course. Any requests to drop a course after the add/drop deadline will hold students responsible for any financial liability related to dropping the course.

## Incompletes

A student experiencing difficulties in completing a course is encouraged to speak to their professor about receiving an incomplete grade. In this case, the student will not forgo their time and money invested in the program. An incomplete grade may only be used temporarily when a student cannot fulfill and complete all course assignments and requirements. The incomplete and all other grade changes are granted at the professor's discretion and must be utilized under extenuating circumstances "not caused by the student's negligence." The professor and student must sign the Incomplete E-form detailing the deliverables required to fulfill the course work and the expected timetable for completion.

The student will not be required to enroll in the course again to make up the incomplete. Note that under University Graduate School policies, the student is responsible for making up the incomplete within two semesters from which it was earned or automatically defaulting to an 'F.' There is no extension of the two-semester deadline.

# Academic Policies

## Academic Warning

A graduate student whose cumulative graduate GPA falls below 3.0 will be placed on warning for the following mini-term/quarter, indicating academic difficulty.

## Academic Probation

A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following mini-term/quarter will be placed on probation. The student will have one mini-term/quarter to raise their GPA. Probation indicates severe academic difficulty.

## Academic Dismissal

A graduate student on probation who does not improve their overall GPA (cumulative GPA below a 3.0) will automatically be dismissed from the program by the next mini-term/quarter. The dismissal is for a minimum of one year. After one year, the student may apply for readmission to the University in the same or different program. Readmission is not guaranteed.

If a student falls under Academic Warning, the student will be required to contact the Program Manager and the Faculty Director to devise a new program of study, which will provide the student with a plan for increasing the student's GPA and decreasing the student's probability of being dismissed from the program. Failure to comply with the agreement may lead to dismissal from the program.

# Withdrawal/Leave of Absence

Students currently enrolled in the program are committed to completing the program within the required time frame. However, under extenuating circumstances, the student may submit a request to withdraw or take a leave of absence from the program. The student will be required to provide written documentation requesting withdrawal from the program.

Please submit a detailed letter explaining the reason for your request to the Program Manager and Faculty Director. Specify the semesters you are requesting the leave for and the semester you wish to return to the program. The program will review the documents, and a graduate e-petition will be submitted. You will receive an email notification requesting to upload and attach supporting documents. You will also need to notify the program via email once you intend to be re-admitted to the program. If you do not re-start the program once your approved leave is finished, your admission will be discontinued by the University. If you would like to re-start the program later, you will have to re-apply, and admission is not guaranteed.

If a student is out of the program for more than one semester, they must fill out a Readmission Application form. Upon applying for readmission, the student will be required to adhere to any new admission or program requirements, and admission is not guaranteed.



# International Students

International students have additional responsibilities to ensure they maintain their status throughout the program. International students under an F-1 or J-1 visa are responsible for the following:

- Attend a mandatory International Students' Orientation Session scheduled by the University.
- Maintain enrollment in the program at all times.
- Ensure that I-20 (or related documents) is valid at all times.
- If traveling out of the United States, International Students are responsible for traveling with their I-20 (or related document if J-1), which should be signed by the ISSS office, and have it readily available when they return, to present it to the customs official at the port of entry to the United States.

## For more information on F-1 policies, contact:

ISSS Office  
(305) 348-2421  
<http://iss.fiu.edu/>



# Sexual Assault Prevention Training

All new students will be required to complete the online sexual assault awareness and training program. Students who do not complete the training requirement will be impacted with a hold that will prevent them from enrolling in subsequent semesters.

## **Who will be asked to complete the sexual assault prevention training program?**

Except for dual enrollment students, all new students (including graduate and non-degree) will be asked to complete the sexual assault training program. However, any student wishing to complete the training may do so by visiting the information page: [go.fiu.edu/haven](http://go.fiu.edu/haven)

## **How will students be informed they need to complete the training program?**

Students will be alerted they are ready to begin the sexual assault prevention training program as follows:

- Students will receive an email informing them of the sexual assault prevention training program. In addition, the email will direct students to the information (login) page.
- Students will find "Sexual Assault Prevention 1" or "Sexual Assault Prevention 2" activated on the To-Do List when they login to their student portal at my.fiu.edu. Sexual Assault Prevention 1 will direct students to complete Part 1 of the program. Sexual Assault Prevention Part 2 will direct students to complete Part 2 of the program.

## **How can students access the training program?**

Students may log in to the training program at any time by visiting [go.fiu.edu/haven](http://go.fiu.edu/haven) and following the instructions provided on the webpage. Undergraduate students should complete HAVEN.

Graduate and professional students should complete HAVEN PLUS. Students will use their FIU MyAccounts Username and Password (e.g., jdoe001) to log in.

The training program consists of 3 parts:

**Part 1:** Average time for completion (1 hour)

**Part 2:** The intersession is 30 days after completion of Part 1, allowing students to immerse themselves in their new campus environment and provides an opportunity for students to integrate their training program into their lived experiences on campus.

**Part 3:** Average time for completion 15 minutes. Post-assessment of student attitudes towards sexual and relationship violence, norms, and student history.

## **Does the training need to be completed in one sitting?**

No. The course is designed using modules. Students can exit and return to the course at any time and continue from the point of their last login.

## **I've completed the program, but the item is still on my checklist. When will the item be removed?**

If you completed the training, the program refreshes every night at 8 pm. If this is completed after 8 pm, you will have to wait until it refreshes the following day.

## **How long will the checklists remain active?**

The Sexual Assault Prevention checklist items will remain until each item is completed or until a student applies for graduation. When a student applies for graduation, the checklist items will be canceled.

For more information, please contact the Dean of Students office at (305) 348-2797 or visit:

Florida International University

Modesto Maidique Campus

11200 SW 8<sup>th</sup> Street, Graham Center, Room 219

Miami, FL 333199

All students are fully responsible for maintaining their accounts in good standing. Payment of tuition and fees are due in full before the start of each term. Failure to make payment by such deadlines will lead to an account hold or administrative drop from courses. Departmental staff will NOT be allowed to reinstate a student in their course(s) if they are administratively dropped for non-payment.

Program tuition payments and fees are due on a semester basis. The MSLSCM program registers its students, and each student is responsible for paying tuition and fees by the deadlines.

**Complete payment at [my.fiu.edu](https://my.fiu.edu).**

# Financial Aid & Scholarships

## Financial Aid

For all Financial Aid and Grant related information, please contact the Financial Aid office directly. Also, visit the College of Business financial aid website for upcoming dates for Online Financial Aid Information Sessions.

For more information, visit <https://business.fiu.edu/graduate/logistics-and-supply-chain-management/financial-aid.cfm>

FIU College of Business Financial Aid Office  
11200 SW 8th Street, CBC 203A  
Miami, FL 33199

Fabiola Ortega  
Financial Aid Manager  
COBFA@fiu.edu  
(305) 348-0148/8045

All students are responsible for applying for Financial Aid promptly. Note that you are required to apply for aid each academic year. If a student is awarded financial aid, it is their responsibility to pay for the difference between the awards and the semester fees. It is also the student's responsibility to promptly follow up with the Financial Aid office on the status of these awards.

Any holds (cashiers, insurance, immunization, etc.) must be removed before the registration period. Employers that cover a student's tuition may request a letter certifying the student's completion of the course and tuition paid. These students will receive tuition reimbursement from their employer and will be provided with this certification. The letter will only be granted once the tuition has been paid in full.

## Scholarships

For details on program and college-wide scholarship requirements, deadlines, and eligibility, please visit:

<https://business.fiu.edu/graduate/logistics-and-supply-chain-management/scholarships.cfm>



# Textbook Requirements

It is the responsibility of each student to purchase all required textbooks for the MSLSCM program. Each student's responsibility is to review the book list each semester, purchase textbooks, and complete any required assignments before the commencement of class. The MSLSCM program will provide you with a list before the start of each semester with the syllabus and textbook lists.

MSLSCM students have the following responsibilities:

- To ensure they have the correct edition as required by their instructor
- To ensure they have a textbook at the beginning of each class and understand that failure to obtain the proper textbook before the start of class may cause their grade to suffer due to the inability to read or complete required textbook assignments
- To ensure they have all textbook supplements that may be used in class

Students may also view the textbooks required for the course and order textbooks directly from the FIU Barnes & Noble Bookstore. Follow the steps below. Note, textbooks may also be purchased through other avenues such as Amazon.com and Chegg.com.

- 1) **Visit [fiu.bncollege.com](http://fiu.bncollege.com)**
- 2) **Click on Textbooks**
- 3) **Click on Find Textbooks**
- 4) **Select Campus**
- 5) **Select Term**
- 6) **Select Course Prefix, course, and section number**

FIND COURSE MATERIALS

Add your courses to find everything you need for class.

SELECT A CAMPUS

TERM	DEPARTMENT	COURSE	SECTION
SELECT TERM	Select Department	Select Course	Select Section x
SELECT TERM	Select Department	Select Course	Select Section x
SELECT TERM	Select Department	Select Course	Select Section x
SELECT TERM	Select Department	Select Course	Select Section x

Add More Courses >>>



# Course Evaluations

We value your feedback. Before the end of each course in a mini-term, you will receive a request to submit course evaluations. You will receive an email with a link to submit evaluations, or you may log in to your my.fiu.edu to submit evaluations. These evaluations are anonymous and will provide valuable feedback about the course and professor for future reference. The feedback received is vital to shaping the curriculum and faculty selected for prospective cohorts, and therefore we ask that your feedback is both constructive and professional. The scores and comments provided will be distributed to each faculty member and the faculty director at the end of the course as part of their evaluation.

## Graduation Requirements

- All students must maintain a minimum 3.0 Grade Point Average (GPA) at the time of graduation to graduate.
- Students who do not sustain a 3.0 GPA at the end of each term will be placed on academic warning and then academic probation, putting them at risk of being dismissed from the program.
- A "C" or higher must be earned in all 10 courses. A "C-" or below will result in having to retake the course, and the student will be responsible for any financial liability related to retaking the course. This will also result in a delay in graduating from the program.
- Failure to comply with GPA and grade requirements will result in dismissal from the program.





# Commencement

Students are invited to walk in the Commencement ceremony, which will occur three times a year at the end of the Spring, Fall, and Summer semesters on the Modesto Maidique Campus (MMC). Students are assigned to commencement ceremonies by their graduating school or college. You may not choose which ceremony you want to participate in. If you registered for commencement on time, your ceremony would occur at the end of the current semester. For example, students graduating in August will attend the Summer commencement, and students graduating in December will participate in the Fall commencement. Both on-campus and online students are welcome to walk in the commencement ceremony, but it is **not mandatory**. All students will receive their diplomas in the mail after graduation. If you have any questions regarding graduation or arrival date of diplomas, please contact the FIU One Stop Registrar's office at (305) 348-2341.

Diplomas will be mailed to the address listed in your my.fiu.edu. Please ensure that your address is correct and make any updates through my.fiu.edu or submit a Change of Address Form to OneStop Office in SASC 126.

Start preparing for commencement at the beginning of your last semester. Visit **[commencement.fiu.edu](https://commencement.fiu.edu)** to view the graduation checklist, deadlines, and further details. You will need to fulfill all academic requirements to graduate and ensure no holds are pending on your account. In addition, each student is responsible for applying for graduation, registering for commencement, and purchasing tickets for family and friends who wish to attend commencement.

For up-to-date information on Commencement Ceremony dates, visit **<https://commencement.fiu.edu/day-of-ceremony/schedule/index.html>**. Please check this website periodically for the most current information on commencement ceremony dates.

## Applying for Graduation:

- Login into **my.fiu.edu**
- Select "My Academics"
- Select "Apply for Graduation"
- Select the Academic Program you are graduating from

## Sign up to Attend a Commencement Fair:

Visit **[commencement.fiu.edu](https://commencement.fiu.edu)** for further details on the Commencement Fair, your one-stop preparation for the graduation ceremony. You will be able to purchase your cap and gown, pick up your commencement pass, and pose for a formal graduation portrait, and more.

Students can visit my.fiu.edu to sign up for the Commencement Fair.

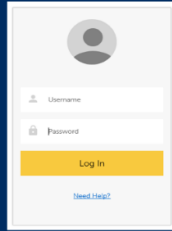
## Registering for Commencement:

Register for commencement by ordering a commencement pass on my.fiu.edu. All graduates will need a commencement pass to enter the Ocean Bank Convocation Center.



# Accessing FIU Accounts

## How to Set up your MyFIU Accounts (my.fiu.edu)

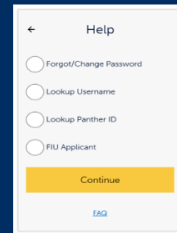


1

Visit <http://myaccounts.fiu.edu>  
If this is your first time setting up your account, click on "Need Help?"

Select "Lookup Panther ID."  
If you know your Panther ID,  
then select "Lookup Username."

2

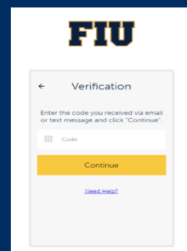
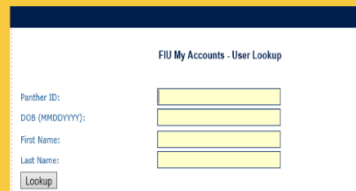


3

If you selected Lookup Panther ID, input requested information and click "OK".

If you selected "Lookup Username" input the requested information and click "Lookup".

4



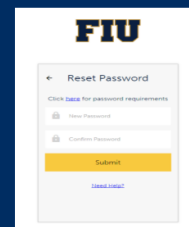
5

After locating your Panther ID and Login Username, return to <http://myaccounts.fiu.edu> and enter your Username and select "Forgot/Change Password" and input the requested information.

You will be prompted to verify your account information by entering a code that will be emailed or sent to you via text message. Enter the code and click "Continue" to complete the setup of your account

Create a password and select "Submit" to complete your account setup. Ensure you are able to access MyFIU account at [my.fiu.edu](http://my.fiu.edu)

6



For any technical issues, please contact FIU Division of IT at (305) 348-2284.

# Important FIU Accounts

## **My Accounts** - myaccounts.fiu.edu

Source used to change your password for most FIU accounts  
You will find your username on this site.

## **MyFIU or Panthersoft** - my.fiu.edu

Student account where you will view grades, schedule, transcripts, evaluations, apply for graduation and commencement, and make payments.

## **Canvas** – canvas.fiu.edu

Source for all course-related material, including posting assignments, viewing grades, and discussion board. Log in using your FIU MyAccounts username (Example: jdoe001) and password.

## **FIU Mail** - panthermail.fiu.edu

Primary source of communication from FIU (Professors, MSHRM Staff, Financial Aid, etc.)  
Be sure to forward your emails from your FIU account to your personal account to ensure receiving updates and information.

## **Library Account** - library.fiu.edu

You will receive an email from the Distance Learning Librarian with your PantherOne number to give you access to the online library. Visit library.fiu.edu for further information.

## **FIU OneCard** – onecard.fiu.edu

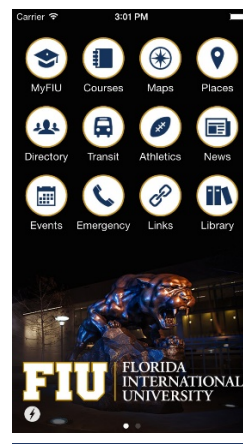
### **Office Location**

11200 SW 8<sup>th</sup> Street, PG1-100  
Miami, FL 33199



**Stay connected. Anytime, Anywhere.**

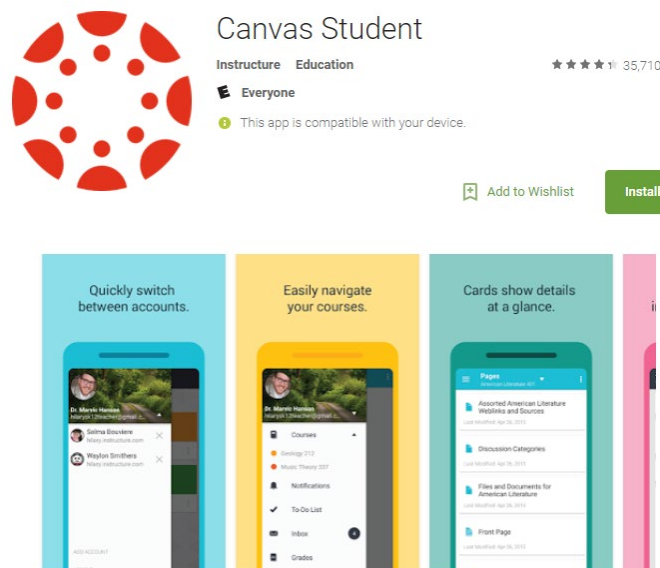
FIU Mobile offers the University community the flexibility to stay connected to FIU on the go and at all times. Students can access your my.fiu.edu, grades, maps, calendar, directory, restaurants, and more. Download at <https://panthersoft.fiu.edu/fiumobile/>.



# Canvas Mobile Application

You can access Canvas through **canvas.fiu.edu** or download the Canvas application for easy mobile access.

1. Download Canvas in the app store on your mobile device. Type "Canvas Student" in the search box. The app is **FREE!**
2. Launch the app and search for "Florida International University."
3. After selecting the University, log in with your FIU username and password, just as if you were accessing Canvas through the web.
4. You can then easily access updates from your activity stream, view course content, check your grades, and post in course discussion boards.



# Accessing Library Materials

## Off-campus access

Access library resources 24/7 via our homepage – [library.fiu.edu](http://library.fiu.edu). Use the off-campus access button on the library homepage to enter your library account number/FIU credentials and access resources anywhere.

## Library hours

The Libraries are open for studying until 1 am on Sundays-Thursday during Fall and Spring Semesters. Library hours are subject to change during undergraduate midterms and finals season. Visit [library.fiu.edu](http://library.fiu.edu) and select "Library Hours" from the homepage for the full schedule, or text the word HOURS to 305-240-6585 to get current hours sent to you.

## Research tools

The "Research Tools" tab on the website will bring you to more than 300 databases providing access to thousands of online journals, newspapers, books, reports, and more.

## Research consultations

Research consultations for in-depth help are available by appointment with your subject liaisons. Visit [go.fiu.edu/libraryliaisons](http://go.fiu.edu/libraryliaisons) to find your liaison.

## Borrow from other libraries

Open up an ILLIAD interlibrary loan account to borrow books and articles that the FIU Libraries do not own. Click on "Borrow from Other Libraries" from the homepage, then "First Time Users."

## RefWorks

Manage your citations with RefWorks. This free tool allows you to import citations from databases, will help you organize your research, create bibliographies and works cited, etc.

## Your library account

The back of your FIU OneCard contains your 14-digit Library account number and barcode. It can access our resources when you are off-campus, borrow books, and utilize other services. If you have any problems logging in, contact the Circulation Desk at (305) 348-2451 to activate your account.

## Laptops, computers & WiFi

You can borrow laptops and other devices, access the University's WiFi from your own devices, or use one of our desktop computers when you visit the Libraries.

## Book Loan periods

Grad students have a 120-day loan period for borrowing books, plus 2 renewals, for an additional 120 days each – a total of 360 days!

For further details, visit <http://libguides.fiu.edu/gradstudies>

## For additional questions, please contact:

Stephanie Brenenson  
Graduate Studies & Scholarly Communication Librarian  
Green Library 230F | MMC | [brenenso@fiu.edu](mailto:brenenso@fiu.edu)  
Reference (305) 348-2454  
Circulation (305) 348-2451

# Study Room Reservations



A limited number of Individual and Group Study Rooms are available only for enrolled FIU students. Students can reserve study rooms at the Green Library, Hubert Library, and FIU at I-75 using the online reservation system. Rooms can also be reserved at the College of Business Administration in 3-hour blocks and up to 14 days in advance.

To reserve your study room at the College of Business Administration, please send an email to Samantha Verne at [Sverne@fiu.edu](mailto:Sverne@fiu.edu) with the following information:

1. Your name
2. Number of students the room is needed for
3. Date the study room is needed for
4. Time the study room is needed for

You will receive a confirmation message informing you of the study room reservation, date, location, and time.

Please note the following about study room reservations:

- Maximum occupancy limits are posted in each study room and must be adhered to at all times.
- Users must be present in the room while using it.
- Study rooms are not soundproof; users need to maintain a study/work environment that does not disturb others.
- Personal belongings may not be left unattended in the study rooms.
- The COB staff reserves the right to remove unattended belongings from the study rooms.
  - Belongings may be claimed at the Campus Security Office located in PG5.
  - Florida International University is not responsible for personal belongings.



# Student Parking

A student virtual parking permit is available and required for each student currently enrolled and would like to park on campus. In addition, head-in-only parking is permitted throughout Florida International University. Parking permits are associated with a vehicle's license plate. You will, however, need to log in to the following website and submit your vehicle license plate number through <http://parking.fiu.edu>.

Classes will be held in either the College of Business Complex, MANGO Building, Ryder Business Building, or the SIPA building. The closest parking spaces are located in PG3 (Panther Garage) and Lot 9. For more information on garage locations and parking, refer to the enclosed campus map in the appendix.

Once you have been registered for classes and submitted your tuition payment, you must register your vehicle through <http://parking.fiu.edu> or contact the Department of Parking and Transportation at (305) 348-3615 for assistance. Your parking fee payment is already included with your tuition payment. As a result, you do not need to pay an additional parking fee.

1. Login to <http://parking.fiu.edu>
2. Select "My Account"
3. Login Using FIU Credentials
4. Enter Panther ID and select "Link Panther ID."  
**DO NOT ENTER NEW CUSTOMER INFORMATION**

### Add Customer

**I already have a parking account.**

---

ALL STUDENTS & EMPLOYEES with a Panther Id  
(Enter Panther ID and click Link account)

### New Customer Information

---

ALL STUDENTS & EMPLOYEES please enter you PANTHER ID in the link above. then press LINK ACCOUNT. Information below is for VISITOR ONLY. If you are part of RCCL you will need an activation Code. If you have additional questions, please contact the Customer Care Center at (305) 348-3615 before proceeding.

First Name

Last Name

Address

Address Continued

City

State

Zip Code

Home Phone

Primary Email

Secondary Email

Activation Code

# Student Gym Membership

Challenge your mind outside of the classroom! Think you can climb a telephone pole or take on a triathlon? Give it a try! And while you're at it, find your moment of zen. Whether you spend most of your time at MMC or BBC, there's a fully equipped recreation center near you. Offering fitness classes, state-of-the-art gym equipment, adventure excursions, and more, the Wellness and Recreation Centers have everything you need to live a fit, healthy lifestyle.

Currently-enrolled FIU students with up-to-date payment of the Activity and Services (A&S) Fee are automatically WRC members, pay no additional membership fees, and are permitted to participate in activities and use WRC facilities, services, and programs. However, some programs and services do require additional payment. So, be sure to visit your FIU Recreation Center!

## **Modesto A. Maidique Campus**

11290 SW 12th St.  
RC 101  
Miami, FL 33199  
305-348-2575  
[camprec@fiu.edu](mailto:camprec@fiu.edu)



## **Biscayne Bay Campus**

3000 NE 151 Street  
WUC 160  
North Miami, FL 33181  
305-919-5678  
[bbcrec@fiu.edu](mailto:bbcrec@fiu.edu)



# Student Dining Options

Our FIU Dining Services will make sure you never go hungry by offering excellent quality dining options at over 31 locations across campus to serve you better. Below are just a few of these great options. For more information, please visit: <https://shop.fiu.edu/dining/restaurants/>

For your convenience, you may also order food delivery and pick-up from our restaurants on-campus. Please download the 'Grubhub' app on your mobile phone to order food for delivery or pick-up.



Restaurant	Location	Offerings
Almazar	Graham Center	Almazar brings Middle Eastern food to the FIU campus. The menu includes shawarma (like gyros), falafel, kabobs (chicken and beef), kibbehs, hummus, grape leaves, and tabouli. For dessert, there is authentic baklava (walnut and pistachio).
Café Bustelo	Graham Center	Located in the Graham Center food court, Café Bustelo serves authentic Latin pastries, desserts, sandwiches, and, of course, café Cubano. Buen provecho!
Chili's	Graham Center	Sandwiches, burgers, salads, fajitas, the famous baby back ribs, and many more items. To Order Chili's To Go, or to book a private party, call <b>305-348-2668</b>
The Fresh Food Company	Graham Center	The Fresh Food Company is the next generation in Campus Dining. All-you-care-to-eat resident dining with restaurant atmosphere, which has something for everyone's taste. Breakfast offers made-to-order omelets, a selection of eggs, breakfast meats and bread, fresh fruit, and cereals. Lunch and Dinner selections include pizza and pasta, burgers and fries, fruit and salad fixings, deli creations, international dishes, vegetarian and vegan options, soups, favorites such as barbecue, meatloaf, fried chicken, and freshly baked bread, and a variety of desserts.

<b>Restaurant</b>	<b>Location</b>	<b>Offerings</b>
Jamba Juice	Graham Center	Natural Fruit Smoothies, Pastries, and More! All products have no artificial preservatives, no high fructose corn syrup, and 0g trans fat.
Panda Express	MANGO, First Floor	Panda Express offers Chinese dishes to appeal to everyone, from traditional favorites to fresh, new taste creations.
Pollo Tropical	Graham Center	Pollo Tropical specializes in grilled chicken and Latin favorites: black beans, rice, yucca fries, and plantains. It is a great place to eat, meet friends and catch up with your daily activities.
POD Express	Breezeway Café	The POD Express is an on-campus convenience store located at the entrance to the residential housing quad offering groceries, sundries, beverages, snacks, grab-n-go sushi, sandwiches, and salads. Also found at the Breezeway Café are Bene Pizzeria and Boar's Head Deli restaurants for lunch, dinner, and late-night dining.
Sergio's Cuban Café and Grill	Graham Center	Recently awarded "Best of Florida" from Travel + Leisure, Sergio's Cuban Café is now at FIU! The fast-casual concept serves authentic Cuban food in addition to a healthy menu, with items catering to all diets. You'll find a selection of bowls with rice, beans, and traditional Cuban dishes like vaca frita and pork chunks and the La Flaca bowls, which feature lower calorie counts.
Starbucks	Green Library MANGO	Located on the first floor of the Green Library and the first floor of MANGO is our full-service Starbucks restaurant. Stop by for all your Starbucks favorites, from fresh pastries, lattes, Frappuccinos, and the finest coffees.
Subway	I-75 Main Lobby	Eat Fresh at one of our 3 Subway stations located in the Atrium, the most popular restaurant in the Graham Center. Choose from all your favorite freshly baked bread, meats, cheeses, and toppings.
Taco Bell	MANGO	Taco Bell provides the best Mexican-style variety in the new Mango Building, including tacos, burritos, signature quesadillas, Border Bowls®, nachos, and other specialty items like the new FREEZE drinks.
Tropical Smoothie Café	Recreation Center	Located in the Recreation Center on the first floor, Tropical Smoothie Cafe features various wraps, sandwiches, salads, and smoothies.

# Onboarding Checklist

As you embark on this new journey and complete your graduate degree, please be sure to complete the checklist below and verify that you have completed all of the following items to ensure a successful start to the MSLSCM program.

- Sign and submit the Student Agreement Form
- Sign and submit the FIU Student Academic Integrity Pledge Form
- Sign and submit the MSLSCM Student Enrollment Terms & Conditions Agreement
- Sign and submit the photography and video consent form
- Log into your my.fiu.edu account and retain your password for easy reference
- Log into your FIU Panthermail email account and keep your password for easy reference
- Submit your vehicle license plate number to FIU Parking and Transportation at <http://parking.fiu.edu>
- Order your textbooks for the upcoming semester
- Update your calendar with MSLSCM student event dates
- Pay your semester tuition by logging into your my.fiu.edu account
- Complete any required reading and course assignments

# Appendix



# Program Staff Contact List

**Kimberly Taylor**

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RB 333

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305-348-8119  
RB 348B

**Cassandra A. Otero**

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RB 331

**Jessica Castillo Fernandez**

Program Manager  
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305-348-2690  
RB 327

**Department of Marketing & Logistics**

RB 310  
Modesto Maidique Campus  
College of Business  
305-348-7571  
mslscm@fiu.edu

**Career Management Services**

CBC 121  
Modesto Maidique Campus  
College of Business  
305-348-7396  
CMS@fiu.edu

**Financial Aid, College of Business**

Fabiola Ortega  
CBC 203A  
Modesto Maidique Campus  
305-348-0148/8045  
COBFA@fiu.edu

**FIU OneStop - Student Financials and Registration**

SASC 126  
Modesto Maidique Campus  
305-348-7000

**Parking and Transportation**

MMC 5  
Modesto Maidique Campus  
305-348-3615  
[Parking@fiu.edu](mailto:Parking@fiu.edu)

# Program Faculty Contact List

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305-348-3781  
RB 349B



# Frequently Asked Questions

- **I am going to be absent from class, what should I do?**  
Please email your instructors to inform them and coordinate missed assignments and exams.
- **I received a parking ticket, what do I need to do?**  
You will need to appeal the ticket or pay the ticket fee by visiting <http://parking.fiu.edu>. Unfortunately, MSLSCM program staff are unable to request waivers or request parking forgiveness on behalf of students.
- **I live closer to the Biscayne Bay Campus, am I able to attend that campus?**  
Unfortunately, the MSLSCM program is only offered at the Modesto Maidique Campus. However, as a student at Florida International University, you may use all student resources at both campuses, including the student study rooms and libraries.
- **How do I evaluate my professors?**  
Before the end of each course, you will receive an email from the MSLSCM program staff requesting you complete an anonymous Professor and Course evaluation online. Please complete the evaluation and provide your feedback using the survey link provided.
- **I observed students engaging in unethical behavior or academic misconduct; should I say anything?**  
Yes, if a student is engaging in any form of unethical behavior or academic misconduct such as plagiarism, sharing of exam information, etc., please notify the MSLSCM program staff immediately.
- **I am having trouble accessing my.fiu.edu account and my Canvas account; what should I do?**  
Please contact FIU's University Technology Services department at 305-348-2284.
- **I have some suggestions and feedback on how to improve the MSLSCM program; what should I do?**  
We welcome all ideas and suggestions to improve the MSLSCM program! Please contact one of the MSLSCM program staff with your suggestions.
- **How do I see my grades?**  
Please log in to your my.fiu.edu account and select the 'view my grades' option. You may also review a copy of your unofficial transcript to see grades from all courses.

# MMC Campus Map



## Key by Colleges and Schools

- College of Architecture + The Arts
- Theatre
- College of Arts & Sciences
- School of International and Public Affairs (SIPA)
- School of Integrated Science and Humanity (SISH)
- School of Environment, Arts and Society (SEAS)
- College of Business Undergraduate
- Graduate
- College of Education
- Honors College
- College of Law
- Herbert Wertheim College of Medicine
- Nicole Wertheim College of Nursing & Health Sciences
- Robert Stempel College of Public Health and Social Work

## Important Locations

- Admissions
- Bookstore
- Financial Aid
- Recreation Complex
- Library
- Museum
- OneStop Enrollment Services
- Student Center
- Veteran and Military Affairs

- PC
- GC
- EC
- FC
- GL
- PPFAM
- PC
- GC
- TWR

Produced by mapinformation LLC. Last updated in June 2014.

- SAAC
- SASC
- SH
- SIPA
- STK
- TWR
- UA
- UT
- VH
- W10
- W10A
- SAAC
- SASC
- SH
- SIPA
- STK
- TWR
- UA
- UT
- VH
- W10
- W10A
- Charles Perry Bldg. (Primeria Casa)
- Paul L. Cogas School of Architecture
- Blue Parking Garage
- Panther Parking Garage
- Red Parking Garage
- Green Parking Garage
- Parking Garage 6
- Panther Hall
- Parkview Hall
- Patricia & Philip Frost Art Museum
- Ryder Business Building
- Recreation Complex
- Ronald W. Reagan Presidential House
- PC
- PCA
- PG1
- PG2
- PG3
- PG4
- PG5
- PG6
- PH
- PPFAM
- PPFA
- RB
- RC
- RH
- Deuelme Maison
- Engineering & Computer Science
- Everglades Hall
- FIU Stadium
- Ernest R. Graham Center
- Break Housing
- Student Center
- Corochea Green Library
- Labor Center
- Lakeview Hall
- MANGO Management and New Growth
- Opportunities Building
- Management and Advanced
- National Hurricane Center
- Ova Ethan
- DM
- ECS
- EH
- FUS
- GC
- GH
- GL
- LC
- LH
- MANGO
- MARC
- NOAA
- OE
- Ambulatory Care Center
- Academic Health Center 1
- Academic Health Center 2
- Academic Health Center 3
- Academic Health Center 4
- Academic Health Center 5
- FIU Auditorium
- Artist Studio
- Baseball Stadium
- College of Business Complex
- Children's Creative Learning Center
- Carlos Finlay Elementary School
- Campus Support Complex
- Duplicating Center

**FLORIDA INTERNATIONAL UNIVERSITY**  
**FIU**  
**Modesto A. Maidique Campus**  
 11200 S.W. 8th Street  
 Miami, Florida 33199  
 p. 305.348.2000  
 www.fiu.edu



# Glossary

**BBC** Biscayne Bay Campus, 3000 Northeast 151st Street, Miami, FL 33181

**COB** College of Business Administration

**GC** Graham Center

**GL** Green Library

**MMC** Modesto Maidique Campus, 11200 SW 8<sup>th</sup> Street, Miami, Florida 33199

**MSLSCM** Master of Science in Logistics and Supply Chain Management

**RC** Recreation Center

**UTS** University Technology Services

**PG3** Panther Garage



# Forms

**FIU**

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**Business**