



RICE BUSINESS STUDENT HANDBOOK

DIGITAL DIRECTORY AND INFORMATION GUIDE

Office of Academic Programs and Student Experience



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business.rice.edu/about

Named in honor of the late Jesse H. Jones, a prominent Houston business and civic leader, the Jones Graduate School of Business (Rice Business) at Rice University has risen steadily in reputation to one of the top programs in the U.S. In his six years at the helm, Dean Peter Rodriguez has doubled enrollment at the business school and enriched our diverse student body on campus and online. While leading through hurricanes, floods, freezes and a global pandemic, he has built a culture of “attentive, responsive and kind” that defines the school and its community today.

MISSION

Rice Business excels at developing principled, innovative thought leaders in global communities.

VISION

Rice Business will be widely recognized for its impact on the understanding of how individuals and organizations succeed and improve the world through their activities and for the capabilities of its graduates to lead or launch highly effective and innovative firms.



ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct

Rice Business students are bound to, and must abide by, the Rice University Student Code of Conduct. As an academic community, it is necessary for Rice University to articulate and enforce standards of behavior. Such standards are not intended merely to prohibit misbehavior and to punish violations of regulations, but to educate about behavior and character traits that the community wishes to promote or discourage; to protect members of the community from harm or unwarranted interference; to hold individuals and groups responsible for their actions and the consequences of their behavior; and to cultivate an environment conducive to our community's primary purpose — education.

“Rice expects its students to behave—at all times—reasonably, respectfully and responsibly.”

HONOR CODE - OVERVIEW

**“On my Honor, I have neither given nor received any unauthorized aid on this [exam/paper/etc.]”
Signature or Student ID**

As a student, you are expected to uphold the Honor Code on all of your studies and assignments throughout your time at Rice University. You are ultimately responsible for understanding and abiding by the Honor Code policy **as it applies to each course** you take. Some professors require every submission to include the Rice University Honor Pledge in the header of the assignment. honor.rice.edu

STUDENT RESPONSIBILITIES – HONOR CODE

1. Do not violate the Honor Code

- Interpretation varies across professors; therefore, it is the **student's responsibility to clarify** any ambiguities with the professor.
- **Ignorance is not a defense** for an Honor Code violation.
- Assignments that are termed “non-pledged” are still covered under the Honor Code but may have more open rules than “pledged” assignments.
- Failure to **cite the source(s)** of ideas or quotations is plagiarism.

2. Do not aid in a violation

- **Do not give answers** on exams or other pledged assignments to other students who have not completed these assignments.
- **Do not discuss pledged assignments** before the due date.
- Make sure you leave your exams and other assignments in secure locations.
- **Aiding another person's violation is a violation** of the Honor Code. Allowing someone to copy your work may be treated similarly to copying someone else's work.

3. Report any suspected violations to the Honor Council

Not only have you agreed to follow the Code by coming to Rice, but also **enforce it**.

- **Report all suspected violations directly to the Honor Council.**
- Submit any evidence that you have collected to support your accusation to the Honor Council.
- **Do not report violations to the professor** of the course.
- The accuser's identity is not revealed unless the matter proceeds past investigation to a hearing. The accuser's identity is revealed at the hearing.
- The identity of the accused student(s) will never be revealed to the student body, regardless of the case's verdict.
- If you think you have personally violated the Code, report yourself. This does happen, and it is looked on very favorably by the Council and usually results in a highly reduced penalty.

For more information regarding the Honor Code, please reference honor.rice.edu.

ALCOHOL POLICY

[The Jones Graduate School of Business Alcohol Policy](#) and [Rice University Alcohol Policy](#) applies to all faculty, staff, students, visitors, and alumni participating in any event that involves alcohol and is paid for with Rice University funds, occurs on Rice University property, or that is sponsored by a Rice University organization or club. The Jones School's Events and Venue Management team provides consultation on, and approval related to, the alcohol policy.

No alcohol may be consumed by a student in a classroom (during a class) without the explicit advance permission of the instructor and without the instructor seeking appropriate advance approval from MBA program leadership.

NOTE: The possession of open containers of alcoholic beverages and/or the consumption of alcoholic beverages is specifically prohibited in or near classrooms without advance approval.

GENERAL ACADEMIC & PROGRAMMATIC INFORMATION



Full Time: [Academic Policies Here](#)

Executive: [Academic Policies Here](#)

Professional-Evening: [Academic Policies Here](#)

Professional-Weekend: [Academic Policies Here](#)

Hybrid: [Academic Policies Here](#)

ACADEMIC POLICIES

Students must meet both academic and professional standards to continue academic work and to graduate. In accepting admission to the MBA degree program, all students agree to be governed by the standards and procedures for dismissal or disciplinary action. For specific program academic policies, please refer to the Campus Groups links above.

ACADEMIC STANDARDS

- A minimum cumulative grade point average of **3.00 (B)** is required for graduation.
- Only grades of **C and higher** are counted for credit toward graduation.
- **Full-time students** must complete **60 credits** of course work over a two-year period.
- **Executive students** must complete **54 credit** of course work.
- **Professional Evening students** must complete **54 credits** of course work.
- **Professional Weekend students** must complete **54 credits** of course work.
- **Hybrid Students** must complete **54 credits** of course work.

*OTHER POLICY TOPICS

- Grading Policy
- Grading Appeal Process
- Independent Study Application
- Attendance
- Leave of Absence
- Academic Standards

**Reference Campus Groups links at top of page*

STUDENT SUCCESS AND ACADEMIC ADVISING



The Student Success and Academic Advising team (located within the Office of Academic Programs and Student Experience) serves as the academic resource for graduate students in the Jones School of Business.

WHAT WE DO

Our goal is to assist you with planning your course schedule, answering questions about degree requirements, matching your needs with available resources, and making appropriate referrals. Below are some resources and referrals our office provides. *More Student Success resources and information can be found on [CampusGroups](#).*

- **Scheduling Academic Advising Appointments**
Advising appointments are scheduled through NAVIGATE, our Student Success Management System. (If this is your first time scheduling an appointment, you can find detailed instructions on login and appointment scheduling [here](#).) Please click [here](#) to schedule an academic advising appointment. Make sure to select Rice Business MBA Academic Advising as the appointment type.

CONNECTING YOU WITH RESOURCES

Additionally, you may wish to use partner resources to help with your success at Rice. We can connect you with resources such as:

- **Tutoring**
Due to the demand for additional support in the following core courses - finance, accounting, data analysis, and economics, we have partnered with Wyzant, to offer you up to 20 hours of 1-to-1 online professional tutoring provided by Rice University.

More information (including the scheduling link) can be found [here](#).

- **Counseling and Mental Wellness Resources**
As a Rice MBA student, you are eligible for counseling and mental wellness resources. Please see your [CampusGroups](#) page under the left tab "Student Support and Academic Advising" for specific program resources.

- **Rice Disability Resource Center**

It is the mission of the [Disability Resource Center \(DRC\)](#) to be committed to providing access to the educational environment for students. Students should proactively (at the start of the program) [report to the DRC](#) any disabilities for which they require accommodation. Any requests for accommodations must be processed through the DRC. The DRC will provide students with a letter documenting their disability, how it impacts the students, and recommended accommodations. It is then the student's responsibility to provide instructors with this letter and actively engage with them regarding their accommodations. New or short-term disabilities should be reported as soon as possible so that any necessary academic accommodations can be made.

- **Access, Equity, and Equal Opportunity**

The [Office of Access, Equity and Equal Opportunity \(AEEO\)](#) at Rice University is a neutral and independent resource office responsible for ensuring the enforcement of the institution's anti-discrimination policies. Those policies cover topics related to sexual harassment/Title IX, discrimination, and other equal opportunity compliance mandates.

Any member of the Rice community that believes they are being discriminated against or harassed in violation of Rice policy, should contact this office to learn of their options.



esther.rice.edu

REGISTRATION PROCEDURE

Full Time: jones.campusgroups.com/jqsbreg/registration-program-faqs

Executive: jones.campusgroups.com/jqsbreg/registration-program-faqs3

Professional: jones.campusgroups.com/jqsbreg/registration-program-faqs1

Hybrid: jones.campusgroups.com/jqsbreg/registration-program-faqs-hmba/

Online registration for classes each semester via ESTHER is the **student's responsibility**.

PROCEDURE

1. **Clear all holds** on account prior to registration. Students with holds on their account will not be able to register. For help please visit registrar.rice.edu/students or FAQ links above.
 - **Determine course schedule, required textbooks, and academic calendar:**
 - Full Time: jones.campusgroups.com/jqsbreg/calendars-schedules
 - Executive: jones.campusgroups.com/jqsbreg/mba-for-executives
 - Professional Evening: jones.campusgroups.com/jqsbreg/mba-for-professionals
 - Professional Weekend: jones.campusgroups.com/jqsbreg/professional-weekend
 - Hybrid: jones.campusgroups.com/jqsbreg/hybrid/
2. **Register for classes** during registration week. Students who have not registered for at least one class during registration week will be assessed a late fee. esther.rice.edu
3. Register for appropriate number of credit hours. All students must register for a **minimum of 9 credit hours**.
4. Adhere to the guidelines set forth by the appropriate program (i.e., Full-Time, Professional, Executive, and Hybrid MBA). Schedules and policies may vary for each program.

OTHER COURSE ENROLLMENT TOPICS that can be found under your program on the [Campus Groups' Registrar Page](#)

- Application Based Courses
- Program Priority
- Waitlist Instructions
- Add/Drop/Audit Deadlines
- Register for closed courses, adjust course credits, or late add/drop form
- Auditing courses

Note: Please reference the Campus Groups Link to find more information on these topics.

DEGREE WORKS

Degree Works is Rice University's official degree audit system. Use Degree Works to monitor progress towards the completion of your declared degree, major, minor, and certificate requirements.

Login to [ESTHER](#) > Student Services and Account > Degree Works.

For questions see registrar's [FAQ](#) site or contact the Office of Academic Programs and Student Experience Director of Advising, Registration and Student Records.

TAKING CLASSES AT RICE UNIVERSITY OUTSIDE OF RICE BUSINESS

Instructions for taking a course outside of Rice Business:

- Check courses.rice.edu for any restrictions on the course and to confirm that there are seats available. Some examples of restrictions include program, level, prerequisite, and corequisite.
- Complete the [Special Registration Form](#) with course details and requested override(s).
- Send the completed form to the professor, inquiring if they will permit you to take the course without the required restrictions. They will need to return the signed form to you if they approve those overrides.
- Send the signed form to mbaadvising@rice.edu for an advisor's signature. The advising team will send the form back to you.
 - The advising team will not sign a form that has not already been signed by the professor.
- Submit the form to the University's Office of the Registrar, following the instructions listed on the form.
 - The Office of the Registrar will not process a form that has not been signed by both the professor and an advisor.
 - The JGSB Registration and Student Records team is not able to process this registration for you.
- Per the instructions on the form, the Office of the Registrar will notify you when an override has been authorized in the system, and you must register yourself directly in ESTHER.

Note that outside courses won't typically count toward your earned MBA hours. (Certain exceptions may be approved via the petition process outlined further below.)

PETITIONING FOR AN OUTSIDE COURSE TO APPLY TO ELECTIVE REQUIREMENTS

If a student feels strongly that the outside course is applicable to their MBA, they may petition for it to count as an MBA elective. For a petition to be considered:

- Ensure that course is 500 level or above. (Only graduate level courses are considered.)
- Complete the [application](#), secure a copy of the course syllabus for approval purposes, and send these materials to [Kisa Parker, Director of Student Success and Academic Advising](#).

GLOBAL PROGRAMS AND EXPERIENTIAL LEARNING



business.rice.edu/rice-business-global

Within the Rice Business Global portfolio, MBA students have multiple opportunities for an experience abroad during their program. All students are required* to partake in their Global Field Experience (GFE) as part of their core MBA curriculum. Global Offsite Electives are available to students in their second year of the program. You can learn more about the GFE, Global Offsite Electives, and other global opportunities on the [Rice Business Global page](#).

WASHINGTON CAMPUS

MBA students may choose to participate in an intensive open-enrollment program in Washington, D.C. This program is offered by [Washington Campus](#), an independent, not-for-profit educational organization.

Why Enroll?

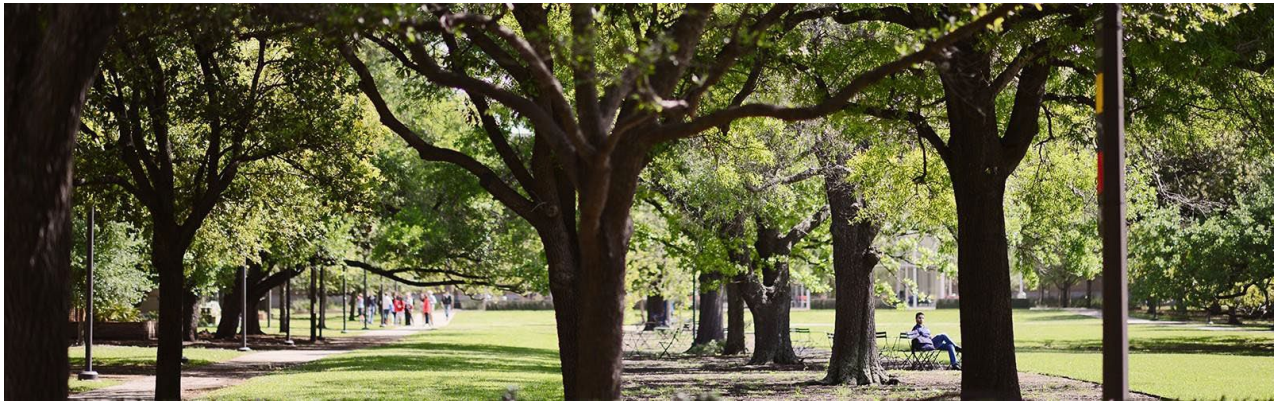
- Learn how policy affects business and how business leaders can ethically influence the policy making process.
- Understand how Washington really works and how decisions made in our nation's capital can impact future business strategy, growth, and profitability.
- Three-day program includes numerous sessions led by Washington insiders.
- Visits to key federal agencies, Washington "think tanks," and other organizations critical to the legislative and regulatory processes.
- Network with fellow MBA students outside of Rice.
- 1.5 credit hours towards degree requirements.

COLUMBIA LAW - CENTER FOR PUBLIC RESEARCH AND LEADERSHIP

The Columbia Law Center for Public Research and Leadership (CPRL) allows students the opportunity to engage in consulting projects focused on educational equity and transformational change in public education. Accepted students will spend the duration of their fall semester at the Columbia Law campus in New York. Students can participate in CPRL during the fall of their second year at Rice Business. This opportunity is open to all MBA students but is ideal for the Full-Time MBA cohort.

[More Information on Columbia Law](#)

TUITION, FEES & FINANCIAL AID



Full Time: business.rice.edu/academic-program/full-time-mba/tuition-and-financial-aid

Executive: business.rice.edu/academic-program/executive-mba/tuition-and-fees

Professional: business.rice.edu/academic-program/professional-mba/tuition-and-fees

Hybrid: business.rice.edu/rice-mba/hybrid-mba/tuition-and-fees

FINANCIAL AID

Federal Direct Student Loans are available to **all MBA programs**. Loans are issued through the Department of Education and are available to **U.S. Citizens** and **U.S. Permanent Residents** (green cardholders) only. The first step in the Federal Financial Aid process is to complete the Department of Education's Free Application for Federal Student Aid (fafsa.ed.gov). The FAFSA is available for completion as of October 1 for the coming academic year.

Rice University's FAFSA school code is 003604.

Timeline:

- October: FAFSA available
- May: Processing begins (10-15 business days from FAFSA completion date)
- August: ½ loan funds dispersed to the Bursar's Office for fall semester
- January: ½ loans funds dispersed to the Bursar's Office for spring semester

Types of Federal Loans: (eligibility determined by FAFSA):

- Federal Unsubsidized Loan
- Federal Graduate PLUS Loan (a.k.a.: Grad PLUS)

Once awarded, you will receive email instructions to your @rice.edu account that will direct you to log into ESTHER (esther.rice.edu) to accept or adjust the Federal Student Loan offer.

Private Student Loans: (FAFSA is not required)

Private student loans are an additional funding option to be used in combination with, or as an alternative to Federal Student Loans. Approval and loan terms are based on the applicant's credit worthiness as determined by the lender.

Rice Business provides a private loan [historical lender list](#) to assist your research.

Financial Aid Information for International Students: International students are not eligible for U.S. - based Federal Student Loans. Resources for International students may be found on the [Financing Your Degree](#) website.

Additional resources:

- Navigating Financial Aid at Rice Business:
business.rice.edu/admitted-student-welcome/navigating-financial-aid
- Rice University's Bursar's Office Aid bursar.rice.edu/financial-aid
- Department of Education's Federal Student Loan websites studentloans.gov
- Other outside organizations like finaid.org

Contacts:

Office of Student Financial Services: JGSBFina@Rice.edu

Assistant Director of Student Financial Services – Bethany Denton: Bethany.Denton@Rice.edu



MILITARY & VETERAN FUNDING



business.rice.edu/military-rice

A member of the Student Financial Services team acts as the School Certifying Official (SCO) for all Rice Business veteran students. VA educational benefits are certified on a semester basis and are amended during the semester as necessary per VA regulatory requirements. It is imperative that students enroll in all semester classes prior to the start of the semester. To ensure the correct information is submitted to the VA, once enrolled, a Veteran Enrollment Hold will be placed on the student's account and no additional changes may be made to your schedule without prior approval by the School Certifying Official.

CERTIFICATION DOCUMENTATION

In alignment with VA regulations, Rice University maintains accurate and up to date files for each VA educational funding applicant/recipient.

VA documents from student to Rice Business:

- **Certificate of Eligibility (COE):** va.gov/education/how-to-apply
- **DD-214 (Member 4):** It must state that "Character of Service is Honorable".
- **Military Transcript:** The Military Transcript is a record of all military training received while in the Service.
 - Army, Coast Guard, Marine Corps, and Navy may request a transcript through the Joint Services Transcript website: jst.doded.mil/jst
 - You may request that the transcript be sent electronically to "Rice University (William Marsh)".
- If you served in the Air Force, please request your Military Transcript directly from the Air University / Community College of the Air Force: airuniversity.af.edu

Institutional documents from Rice Business:

- Rice VA Information Sheet
- Degree Plan Form

ADDITIONAL STUDENT RESOURCES



CAMPUS MAP

Please note that campus buildings are currently under construction, and locations are subject to change. Please see rice.edu/campus-maps for the most updated campus maps.

PARKING

Graduate students may register their cars to park in the Central Campus or Bioscience Research Collaborative (BRC) Garages, West Lot Commuter, the South Stadium, or "Night Owl" parking. Parking permits for the next academic year can be purchased as early as July 1st of each year.

Purchase a parking permit: parking.rice.edu/registration/students/graduate Please note that Executive MBA students should not purchase parking through this link. Please email apse@rice.edu with questions related to EMBA parking.

Parking Questions, please call:

Facilities & Operations – 713-348-2020

Parking Registration – 713-348-7275

STUDENT SERVICES

HEALTH INSURANCE REQUIREMENT

Fall semester medical insurance enrollment which can be **waived only if the student is covered under another plan** (your company's plan, your spouse's plan, etc.) and proof is submitted online immediately after the initial billing. **No refunds** for the health insurance. To waive medical insurance visit: studenthealthinsurance.rice.edu

TRANSCRIPT REQUESTS

Transcripts can be ordered online via [ESTHER](#) or via the [National Student Clearinghouse](#). While both methods of online transcript ordering offer 24/7 convenience and secure transactions via major credit cards, **ESTHER is the preferred method** of order submission; however, electronic transcripts must be ordered through the National Student Clearinghouse. registrar.rice.edu/students/transcripts

OFFICIAL LETTER REQUESTS

JGSB Registrar processes letter requests including but not limited to; grade letter, unofficial transcripts, and enrollment verification. Please allow five business days for your request to be processed.

riceuniversity.co1.qualtrics.com/jfe/form/SV_2s2HhgSjI2oyTzq

ROOM RESERVATIONS

MCNAIR HALL

As a student, you have access to request and reserve rooms in McNair Hall. The room reservation system is located at rooms.rice.edu. To log in, click Welcome Guest at the upper right-hand corner of the screen.

To create a reservation:

1. Log in by clicking Welcome Guest at the upper right-hand corner.
2. Click on **Create a Reservation** on the left-hand side.
3. Click **Book Now** next to *Request Space in McNair Hall (Rice Business)*.
4. Fill in the date and time information and click **Search**.
 - a. A list of rooms will appear; the start time and end time you've requested will be framed by red lines.
5. Click on the green plus sign next to the room you'd like to request.
6. As needed, adjust the date and time to add more spaces to your request. (e.g. you can request a room for both Monday morning and Thursday evening in one reservation).
7. Scroll to the top, click **Next Step**, and fill in the requested information.
8. Click Create Reservation.

MBA, MAcc, and PhD students can reserve breakout rooms instantly. Breakout room reservations are confirmed automatically, if available.

If you request a classroom or an event space, the request will be manually processed by the Events & Venue Management team. A follow-up email with an updated reservation status will be sent once processed.

McNair's building hours:

Monday thru Friday, 6:00am – 10:00pm

Saturday: 6:00am – 6:30pm

Sunday: 12:00pm – 9:30pm

Policies

- Clean up after yourself/your group.
- Do not move furniture.

Questions? Problems?

Feel free to email Victoria Nguyen (Victoria.A.Nguyen@rice.edu) with questions or concerns.

FONDREN LIBRARY

library.rice.edu → Click 'Study Rooms' at the right-hand side of the page → Log-in with your Rice NetID and password. → Hover and drag your mouse for your desired reservation time

Please refer to [Hours for Rice ID Holders | Fondren Library](#) for detailed library hours.

Note: Quiet study areas: <https://libanswers.rice.edu/faq/23077>

REPLACEMENT NAME TAGS OR NAME PLATES

Please fill out this form to order a new name tag or name plate:

jgsboss.wufoo.com/forms/rie8b3i1pvqc12

ORDER BUSINESS CARDS

Please fill out this form to order new or additional Rice University business cards:

doccenter.rice.edu/business_cards_students.aspx



canvas.rice.edu/courses/2700

The Office of Technology provides technology support and services to the faculty, staff and students of Rice Business.

Requesting Helpdesk Service:

Users can contact the Helpdesk via the following methods below.

- 1. Email: jgshelp@rice.edu**
A ticket will be created in our Helpdesk system automatically, and the next available service representative will reach out to you to assist.
- 2. Call: 713-348-8319**
If all our service representatives are busy assisting clients, please leave a voicemail. A ticket will automatically be created, and the next available service representative will reach out to you to assist.
- 3. Walk-in: McNair Hall, Suite 308**
Walk-in requests will be prioritized the same as requests submitted via other methods, unless the request is urgent.

Helpdesk Hours of Operation

Monday – Friday 8:00AM - 6:00PM

Examples of student issues that IT can assist with include:

- Canvas issues
- Email problems
- Password resets
- Course software installation
- Wireless network connectivity issues
- Printing services

Printing Services

- 7 printers are available for Rice Business student use.
 - Black and white printers are located in rooms **107, 215, 315, 400** and the **Business Information Center**. Cost per page is **\$0.05**.
 - Color printers are located in room **215** and **315**. Cost per page is **\$0.25**.
- A \$20 print credit will be placed in student accounts at the beginning of each school year. Print balance can be viewed at, pcounter.jgs.rice.edu.
- Print credit can be purchased by credit card online at pcounter.jgs.rice.edu. \$5 minimum required. Credit will apply to your print account immediately. There will be no refunds of unused printing credit.
- Additional info can be located on the [FAQ site](#).

AUDIO VISUAL SERVICES

Phone: 713-348-3949

Email: jgsav@rice.edu

In person: Office 308 (inside suite 308)

AV Support Requests

Submit an AV request via phone, email, in person, or our online [web form](#). When submitting by email please include as much information as possible (who, what, when, where, etc).

- For classroom support please submit request with 48 hours advance notice.
- For event support or please submit request with 2 weeks advance notice.

Hours of Operation

Monday – Thursday	7:30AM - 7:30PM
Friday	7:30AM - 6:00PM
Saturday	7:00AM - 4:30PM
Sunday	Closed

CAREER DEVELOPMENT OFFICE



mba-rice.12twenty.com

The Rice Business Career Development Office's mission is to cultivate a career ecosystem that empowers graduates to launch and own meaningful careers and connections. In efforts to fulfill this mission the CDO offers 1:1 advising appointments, provides comprehensive career resources, and hosts a number of recruiting and career education events annually. You can contact the Career Development Office in person at McNair Hall in suite 105, via email at cdo@rice.edu or by calling (713) 348-2622.

The CDO's website is a powerful resource for researching career communities, conducting job searches, viewing upcoming career events, exploring recruiting policies, and accessing employment outcomes reports. The CDO website is also where popular career-related documents can be retrieved such as resume templates, industry guides, recruiting timelines. It also provides access to other online career tools like the CDO Video Library, MBA-Exchange, Vault, V-Mock and more. You can visit their website by going to: <https://cdo.business.rice.edu>

OWL CAREERS

[OWL Careers](#) is the CDO's online career platform. Visit OWL Careers for the following resources:

1. Historical Rice Business offers
2. Employer contact information
3. Job listings
4. Appointments with career advisors
5. Upcoming career events (info sessions, coffee chats, conferences, career programming)



<https://jones.campusgroups.com>

The Jones Graduate School of Business encourages our students to pursue a well-rounded educational experience that includes opportunities for international exposure, leadership and career development, and community engagement and campus involvement. [The Office of Academic Programs and Student Experience \(APSE\)](#) provides students with a variety of programs that support involvement within the business school at Rice.

Our Office Oversees:

- Student Clubs
- Registrar services
- Advising services
- Global opportunities
- Student development
- Student Government

Provisions and Resources Offered:

- Weekly Rundown
- Current Student Directories
- Lunch Colloquium Announcements
- Student Tutoring
- Events
- Course registration
- One-on-one student meetings

business.rice.edu/department/student-experience



esther.rice.edu

ESTHER > Student Service and Account Information > "Payment Suite" button

All MBA students are expected to pay tuition each enrollment term by the payment deadline. Please contact the Bursar's Office with any questions regarding your bill at bursar@rice.edu or 713-348-4946. Failure to pay your entire bill by the due date will result in a late payment fee. Additionally, accounts that are past due will result in a hold on your account, which will prevent you from registering for courses.

Students cannot delay tuition payment while waiting for tuition reimbursement from their company. If necessary, please either set up a payment plan (see below) or seek student loans to bridge the gap between payment due dates and company reimbursements. For those who need to submit grades to their company for reimbursement, grades are typically available approximately 4-6 weeks after the end of the term.

Billing statements – Billing statements are generated electronically and are available via your Esther account (esther.rice.edu); once the e-bill has been generated, you will be notified via your Rice email address.

If someone other than yourself will be making your tuition payments, you can set them up as authorized users in the Bill Payment Suite, accessible via your ESTHER account.

Failure to resolve an outstanding balance with the Bursar's Office may result in withdrawal from Rice University by the Office of Enrollment.

PAYMENT METHODS

- **Online:** Students are able to make payments through ESTHER > Payment Suite when using an electronic check or credit card. A convenience fee of 2.85% is charged when using a credit card. This fee is charged by the credit card servicer and covers the cost of processing credit card payments. **There are no fees when paying with an Electronic Check.**
- **In Person:** Bursar's Office (check or debit card only)
- **By Mail:** Check made payable to "Rice University" and includes the student's name and Rice ID number on the check.

Mail to:
Rice University Bursar's Office
P.O. Box 1892
Houston, TX
77251-1892

- **Payment Plan:** Rice offers a payment plan in which students are able to pay their balance in 4 monthly installments each semester. Students are able to choose the Payment Plan option via their e-bill, during the first billing cycle of each semester. Payment plans are available for current tuition, fees, and insurance. There is a \$75 fee each semester to sign up for the payment plan.

[More information on payment plans](#)



BUSINESS INFORMATION CENTER (BIC)

The Gilbert & Ruth Whitaker Business Information Center (BIC) is located on the second floor of McNair Hall in Room 210. The business library provides research assistance, a computer room, study space containing reference materials, business journals, and popular business newspapers.

STUDENT SUBSCRIPTIONS

- **Zoom:** riceuniversity.zoom.us
- A platform for video and audio conferencing, collaboration, chat, and webinars.
- **Qualtrics:** oie.rice.edu
- A survey platform designed to optimize research.
- **Newspapers:** libguides.rice.edu/newspapers
- Online access to Houston Chronicle, Wall Street Journal, and New York Times.
- **Company Information:** business.rice.edu/department/business-information-center

Best Places for Company Information ★ = Best ● = Good

Database	Int'l	Public	Private	Execs	History	News	Create Lists	Industry Report	Annual Report	SEC Filings	SWOT	Financials	Analyst Reports	Directory	Career Advice
ABI/INFORM	●	●	●	●		★		●					●		
Bloomberg	★	★		●		★		●	●	●					
Bus. Source Complete	●	●	●	●		★		●			●	●			
FACTIVA	★	★	●	●		★						●			
HOOVERS	★	★	●	★	●	●	★	★	●	●		★			
IBISWorld								★							
LexisNexis Academic	★	★	★	●		★	●	●		●		●	●		
Marketline	★	★	●	●	★	★		★			★	★			
Online	★	★		★	●		●	★	★	★		★			
MORNINGSTAR	●	●								★	★		★		
NetAdvantage	★	★			★			★				★			
Plunkett Research	●	●	●			●		★							★
referenceUSA		●	★	●			★							★	
RDS						★									
Thomson ONE	★	★		★			★	★		★		★			
Uniworld														★	
Value Line		●					●						●		

LIU IDEA LAB FOR INNOVATION & ENTREPRENEURSHIP (LILIE)



entrepreneurship.rice.edu

The Liu Idea Lab for Innovation and Entrepreneurship (Lilie) is Rice's center for innovation and entrepreneurship. Lilie is located on the ground floor of the Cambridge Office Building. Here you will find entrepreneurs and experts in residence, as well as resources, mentors, and innovators from across industries to help you get started on your journey into entrepreneurship and tech.

Lilie hosts all [Rice Business entrepreneurship classes](#) as well as co-curricular events and programming such as [Lilie Launchpad](#), the [Rice Experiment Fund](#), and the [Napier Rice Launch Challenge competition](#) for new ventures.

DOCUMENT CENTER

Located on the 4th floor of McNair Hall in room 410, the Document Center provides high speed digital scanning and printing for the Rice Community. To submit an online request simply click the following link: doccenter.rice.edu

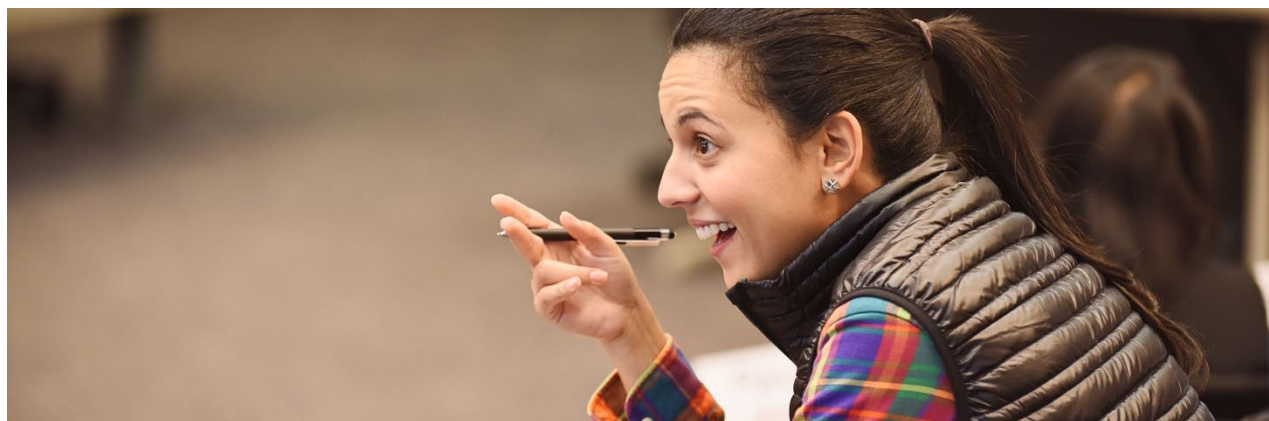
Hours of Operation

Monday – Friday: 8:00AM – 6:00PM

Saturday: Closed

Sunday: Closed

STUDENT DISCOUNTS



Take advantage of student discounts by asking retailers if they offer one at checkout (ie. cinemas, Amazon prime, etc.). For a list of published discounts for Rice University students please visit:

sa.rice.edu/hedgehopper.

Discounted BIC subscriptions and technology/computer packages through Rice University are available through the Campus Store and Office of Information Technology:

bkstr.com/riceuniversitystore/shop/technology/technology-partner-sites oit.rice.edu/services/hardware-software

For more information contact:

Director, Business Information Resources

Phone: 713-348-2801

Email: ask@rice.libanswers.com

IMPORTANT CONTACT INFORMATION

RICE UNIVERSITY DEPARTMENTS

Bursar's Office

Phone: 713-348-4946

Email: bursar@rice.edu

Web: bursar.rice.edu

Career Development Office

Phone: 713-348-2622

Email: jgscdo@rice.edu

Web: jones.campusgroups.com/cdo

Disability Support Services

Phone: 713-348-5841

Email: adarice@rice.edu

Web: drc.rice.edu

Rice Business Help Desk

Phone: 713-348-8319
Email: helpdesk@rice.edu
Web: helpdesk.rice.edu

Office of International Students & Scholars

Phone: 713-348-6095
Web: oiss.rice.edu

Office of Academic Programs and Student Experience

Phone: 713-348-3473
Email: apse@rice.edu

Rice University Police Department

Phone: 713-348-6000 (For Emergency and Non-Emergency Use)
Email: rupd@rice.edu
Web: rupd.rice.edu

Wellbeing & Counseling Center

Phone: 713-348-3311
Email: wellbeing@rice.edu
Web: wellbeing.rice.edu

Diversity, Equity and Inclusion

Phone: 713-348-4731
Email: regina.edwards@rice.edu
Web: JGSB Diversity, Equity, and Inclusion

The SAFE Office

Phone: 713-348-3311 (24/7)
Web: safe.rice.edu

RICE BUSINESS STAFF & FACULTY DIRECTORY

business.rice.edu/directory

Note: Online directory can be filtered by full-time faculty, part-time faculty, staff as well as department.

