

**INFORMATION FOLDER
FOR NEW AND TRANSFER
STUDENTS
BBA PROGRAM**



**Ukrainian-American Liberal Arts Institute
“Wisconsin International University (USA) Ukraine”**

Greetings!

WIUU's administration, faculty, students and staff are happy to greet you. We are excited to welcome you in our educational establishment and would like to tell you that the administrative structure of WIUU is here in place to ensure that your process of studying is clear and smooth. Please study this information packet as it has very helpful information for you.

1. International Students

1.1. If you are a new international student, the first person you need to contact with is the International Department Manager. The International Department Manager will help you with the following issues:

- The process of foreign students' registration according to the requirements of the Ukrainian legislation;
- Dealing with the National Immigration Office.

1.2. You may also need to contact the Admissions Director of WIUU. WIUU's Admissions Director can help you with the following issues:

- Obtaining all the necessary information of the University's programs;
- Finalizing admission documents.

1.3. The next person you need to see is the Dean of the International Programs. The Dean of the International Programs will help you with:

- Academic registration process (i.e., identifying the necessary prerequisite classes, selection of appropriate classes);
- Solving disputes between students and professors;
- Preparation of documentation per student request (transcripts, letters, references, characteristics);
- Maintenance of all the necessary documentation related to a student academic progress;
- Preparation for the graduation process.
- Selection of appropriate classes;
- Disputes between students and professors;
- Advise students on educational progress;
- Provide students with preliminary financial information.

1.4. You will also need to see WIUU's Academic Office Specialist. WIUU's Academic Office Specialist can assist you with the following issues:

- Help with academic registration process;
- Check your academic progress and clarify your grades;
- Maintain student academic reports, registration applications;

- Communicate with the students on their academic activity: transfer, registration;
- Provide information on class schedules;
- Preparation of the graduation documentation.

1.5. If you have questions about your payment for the program or any other finance-related issues, you need to contact WIUU's Chief Accountant. The Chief Accountant will help you with the following issues:

- Calculation of the amount of your education fees per semester;
- Calculation of the amount of your education fees per year;
- Debt issues.

1.6. You would also need to contact the WIUU's Head of IT Center. The Head of IT Center will help you with the following questions:

- Your access to the WIUU's Intranet Server;
- Issues related to information search;
- Your access to WIUU's internet services.

1.7. You would also need to contact WIUU's Head of Distance Learning Center:

- Your registration and access to the WIUU's Distance Learning Center;
- Assistance with the WIUU's Distance Learning Center;

1.8. You would also need to contact WIUU's Library Director. The Library Director will assist you with the following issues:

- Obtaining required text-books for your classes (after your library deposit has been paid);
- Advice on class-related non-required books;
- Assistance with the internet information search;
- Advice on availability of academic literature in other universities in Kyiv.

1.9. If you have complaints or suggestions or would like to discuss personal issues as related to the process of your education, you may need to contact WIUU's Vice Rector. WIUU's Vice-Rector will help you with:

- Provide guidance in your personal issues as related to your study at WIUU;
- Solving disputes of any kind as related to your education at WIUU.

1.10. If you are interested in broadening your understanding of academic research, publishing and participation in research conferences, the person you need to contact is WIUU's Provost for Research. The Provost for Research will help you with the following issues:

- Information on available research academic conferences (local, national and international);
- Participation in research academic conferences;
- The process of research and publication.

1.11. If you would like to get involved into student/alumni activities and would like to participate in the events sponsored by WIUU, the person you need to contact is the WIUU's Internship & Career Development, PR& Communications Manager. The Internship & Career Development, PR& Communications Manager will help you with the following questions:

- Information on available openings in companies;
- Development and monitoring of the social network of WIUU graduates;
- Student Council information.

1.12. If you have questions related to the overall class maintenance, the staff person you need to see is the WIUU's Facilities Manager. The Facilities Manager can help you with the following issues:

- Maintenance of classrooms and equipment;
- Dormitory residence.

2. Ukrainian Students

2.1. If you are a new/transfer Ukrainian student, you need to contact the Admissions Director of WIUU. WIUU's Admissions Director can help you with the following issues:

- Obtaining all the necessary information of the University's programs;
- Finalizing admission documents.

2.2. The next person you need to see is the Director of the Academic Department. The Director of the Academic Department will help you with:

- Academic registration process (i.e., identifying the necessary prerequisite classes, selection of appropriate classes);
- Preparation of documentation per student request (transcripts, letters, references, characteristics);
- Maintenance of all the necessary documentation related to a student academic progress;

- Preparation for the graduation process.

2.3. You will also need to see WIUU's Academic Office Specialist. WIUU's Academic Office Specialist can assist you with the following issues:

- Check your academic progress and clarify your grades;
- Maintain student academic reports, registration applications;
- Communicate with the students on their academic activity: transfer, registration;
- Provide information on class schedules;
- Prepare of the graduation documentation.

2.4. If you have questions about your payment for the program or any other finance-related issues, you need to contact WIUU's Chief Accountant. The Chief Accountant will help you with the following issues:

- Calculation of the amount of your education fees per semester;
- Calculation of the amount of your education fees per year;
- Debt issues.

2.5. You would also need to see the Dean of the International Programs. WIUU's Dean of the International Programs will help you with:

- Selection of appropriate classes;
- Disputes between students and professors;
- Advise students on educational progress;
- Provide students with preliminary financial information.

2.6. You would also need to contact the WIUU's Head of IT Center. WIUU's Head of IT Center will help you with the following questions:

- Your access to the WIUU's Intranet Server;
- Issues related to information search;
- Your access to WIUU's internet services.

2.7. You would also need to contact WIUU's Library Director. The Library Director will assist you with the following issues:

- Obtaining required text-books for your classes (after your library deposit has been paid);

- Advice on class-related non-required books;
- Assistance with the internet information search;
- Advice on availability of academic literature in other universities in Kyiv.

2.8. If you have complaints or suggestions or would like to discuss personal issues as related to the process of your education, you may need to contact WIUU's Vice Rector. WIUU's Vice-Rector will help you with:

- Provide guidance in your personal issues as related to your study at WIUU;
- Solving disputes of any kind as related to your education at WIUU.

2.9. If you are interested in broadening your understanding of academic research, publications and participation in research conferences, the person you need to contact is WIUU's Provost for Research. The Provost for Research will help you with the following issues:

- Information on available research academic conferences (local, national and international);
- Participation in research academic conferences;
- The process of research and publication.

2.10. If you would like to get involved into student/alumni activities and would like to participate in the events sponsored by WIUU, the person you need to contact is the WIUU's Internship & Career Development, PR& Communications Manager. The Internship & Career Development, PR& Communications Manager will help you with the following questions:

- Information on available openings in companies;
- Development and monitoring of the social network of WIUU graduates;
- Student Council information.

2.11. If you have questions related to military service in the Army of Ukraine, you need to contact WIUU Academic Office Specialist. The Academic Office Specialist will help you with the following issues:

- Your questions related to military service;
- Guidance with solving the issue of military service.

2.12. If you have questions related to the overall class maintenance, the staff person you need to see is WIUU's Facilities Manager. The Facilities Manager can help you with the following issues:

- Maintenance of classrooms and equipment;

- Dormitory residence.

3. Overall Issues

3.1. If you have questions related to your academic process, you need to contact (based on your need):

- The Dean of the International Programs.

3.2. If you have questions related to administrative arrangement of your academic process (grades information, transcripts, letters to employers, etc), you need to contact:

- WIUU's Academic Office Specialist.

3.3. If you have questions related to your payment for your education at WIUU, you need to contact:

- WIUU's Chief Accountant.

3.4. If you have questions related to your internet and intranet access, you need to contact:

- WIUU's Head of IT Center.

3.5. If you have questions related to your on-line education, you need to contact:

- WIUU's Head of Distance Learning Center.

3.6. If you have questions related to your text-books, you need to contact:

- WIUU's Library Director.

3.7. If you have personal issues as related to the process of your education, you need to contact:

- WIUU Vice-Rector.

3.8. If you have questions related to your participation in research and publication activities, you need to contact:

- WIUU's Provost for Research.

3.9. If you have questions about student/alumni/networking activities, you need to contact:

- WIUU's Internship & Career Development, PR& Communications Manager.

3.10. If you have questions related to the military service in the Ukrainian Army, you need to contact:

- WIUU Academic Office Specialist.

3.11. If you have questions related to the overall class maintenance or living in a dormitory, you need to contact:

- WIUU Facilities Manager.

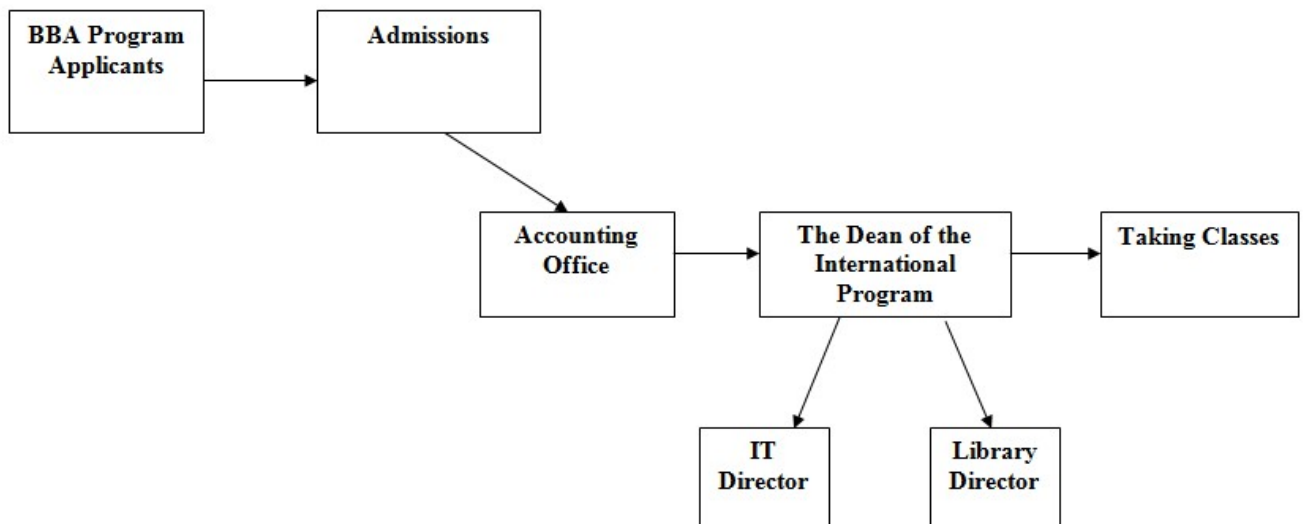
3.12. If you have questions related to your legal status in Ukraine as an international student, you need to contact:

- WIUU International Department Manager;
- WIUU Admissions Director.

4. The Overall Structure of the Initial Administrative Process of BBA Program

Following are the initial steps that need to be taken to start taking classes at BBA program at WIUU.

The Initial Steps of Studying at the BBA Program at WIUU



5. WIUU Administration and BBA Program Administration

- WIUU Rector – Prof. Dr. **Oleksander Romanovskyi**
Room 1-4
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rector@wiuu.edu.ua
- Vice-Rector – Prof. Dr. **Juliia Romanovska**
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- Provost for Research – Dr. **Olga Verkhohlyad**
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(+380 44) 236-1916 [ext 204]
olga.verkhohlyad@wiuu.edu.ua
- Head of Distance Learning Center and Dean of the School of Management –
Dr. **Natalia Protsun**
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- Dean of the International Programs - Hon. Dr. **Olena Volovyk**
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- Director of the Academic Department – Dr. **Lyubov Kondratenko**
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- Internship & Career Development, PR& Communications Manager –
Dr. **Oleksandra Romanovska**
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- Admissions Director of WIUU - Mrs. **Olga Glazova**
(Specialist's Degree in Linguistics)
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wiuu@wiuu.kiev.ua
- Chief Accountant - Mrs. **Lyudmyla Plutenko** (Specialist's Degree in Accounting)
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(+380 44) 236-1916 [ext 109]

wiuu@wuu.kiev.ua (Attn: Acct. Office)

- Accountant Department Manager – Mrs. **Iryna Zoloeva** (Specialist’s Degree in Accounting)
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(+380 44) 236-1916 [ext 109]
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- International Department Manager - Ms. **Halyna Bevzo** (Master’s Degree in Linguistics)
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- Head of IT Center - Mr. **Vladislav Nadtochii** (Master’s Degree in Technical Education)
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- Library Director - Mrs. **Tetyana Romanovska** (Master’s Degree in Education)
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wuu@wuu.kiev.ua (Attn: Library)
- Academic Office Specialist - Ms. **Liliya Viery** (BA in Ukrainian Philology)
Room 2-5
(+380 44) 236-1916 [ext 207]
- Facilities Manager - Ms. **Nina Tovstoplet** (Specialist’s Degree in Technology)
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