

MASTER OF BUSINESS ADMINISTRATION

What Can An MBA Do For Me?

Higher Wages:

Class of 2006 U.S. MBA graduates received an average annual salary of \$95,000 before bonuses. (Source: Business Week survey of MBA students).

Promotions:

Enhancing management skills for someone with a technical background offers greater opportunity for advancement.

Multiple Employment Offers:

More than two-thirds of MBA graduates, graduating in 2006, received multiple offers. (Source: Business Week survey of MBA students)

Friendship and Networking:

Students benefit from team interaction with MBA students from diverse backgrounds. Team projects create adult learning classroom experiences and lay the foundation for life-long friendships and invaluable networking opportunities.

Open new doors:

An MBA can provide the opportunity for career change and/or advancement options.

Personal growth:

The MBA program provides a professionally challenging and intellectually stimulating experience as well as the opportunity to broaden one's interpersonal skills.



PIEDMONT COLLEGE

MASTER OF BUSINESS ADMINISTRATION

Frequently Asked Questions

Q. What is the program duration?

A. The required courses are scheduled so that the Financial Services or Managerial Leadership program can be completed in 18 months. Courses are offered in a staggered sequence between campuses. The Health Care Management MBA is 2 years.

Q. How many courses will I take in a semester?

A. The program is made up of 12 courses that are 3 credit hours each (36 credit hours). Full time students take three courses in each semester. Semesters are divided in two eight week sessions. As a result you will usually take two courses the first eight week session and one course the second eight week session. Part-timers are welcome.

Q. Are the courses offered at night?

A. Yes, courses are always offered on Monday and Thursday evenings. Each course meets one night per week from 5:50 until 10:10PM for eight weeks.

Q. What is the total cost of the program?

A. Total program cost is \$407 per semester hour per the 2009 – 2010 catalog. Each course costs \$1221 and the entire 36 hour program costs \$14,652. Call the business office and/or financial aid at 800-277-7020. This is the same price as last year.

Q. What are minimums for program entry?

A. An acceptable score on a standard entrance exam is required. An undergraduate GPA of 2.75 is recommended. Transfer applicants having successfully completed (B or better) at least 6 graduate hours at another institution are exempt from this testing requirement. Piedmont business majors can also elect the fast track admissions process which also excludes the testing requirement if the student has 3.0 GPA.

Q. Is the program open to non-business majors?

A. Yes, the program is open to everyone, but there are prerequisites for some courses; Economics, Accounting, Management, and Marketing.





MASTER OF BUSINESS ADMINISTRATION

MBA in Health Care Management

Study in this area will provide graduates with core competencies needed for 21st century health services employees, regardless of their discipline. As identified by the Institute of Medicine these competencies are a) provide patient-centered care, b) work in interdisciplinary fields, c) employ evidence-based practice, d) apply quality improvement, and e) utilize informatics.

Health Care Management Course Descriptions

In addition to the core MBA coursework, the following courses provide special knowledge for those working in health care:

HCM 610 Health Care Management

This course engages the student in the study of relating the organization to its environment, governance, the role of leading, the design of the organization, and measuring performance. Building quality clinical services, meeting the needs of the organization through learning, planning, marketing, finance, and the importance of data to decision making are also explored.

HCM 611 Finance and Managed Care

Students will analyze the nature and operations of managed care in the U.S. Explores the purposes of various plans (HMO, IPA, MSO, PSN, etc.) and their payment models. Provider, manager, and consumer perspectives are considered. Health care delivery systems and financial aspects will be integrated.

HCM 613 Health Care Policy, Politics, and Law

Examines basic principles and practices of law affecting hospitals and medical practice: the legal aspects of patient care and treatment, medical services, and other hospital-patient related functions.

HCM 614 Field Practice or Approved Elective

Provides students applied practice in Health Care Management

This program of study is available on the Athens campus only.

For more information, contact Graduate Admissions, Anthony Cox at 800.277.7020 or MBA Program Directors, Dr. Patricia Sherrer (Athens Campus) at 706.548.8505 Ext: 8025 or Dr. Ed Taylor (Demorest Campus) at 706.778.8500, Ext. 1304. 2009-2010 catalog.



MASTER OF BUSINESS ADMINISTRATION

MBA in Health Care Management

HCM 610 – Health Care Management

Explores managerial process within health care context

HCM 611 – Finance and Managed Care

Analyzes finance and delivery systems principles and practices

HCM 613 – Health Care Policy, Politics, and Law

Principles and practices of law affecting health services, risk management, & legal aspects of patient care and treatment

HCM 614 – Field Practice or Approved Elective

MBA 605 – Management Information Systems and e-business

Focuses on managing systems integration and current technology issues

MBA 620—Marketing Trends and Issues

Examines recent changes in the marketing environment

MBA 630—Organizational Behavior

Considers human resource processes in organizations

ACC 650—Managerial Finance

Provides techniques for security valuation and discusses methods of fraud detection and prevention

MBA/ACC 653 – Managerial Accounting

Financial analysis for effective decision making in planning and controlling operations

MBA 660—Quality Management

Addresses methods of designing and improving the quality of operational functions

MBA 690—Governance and Strategy

Focuses on industry and business analysis

MBA 691—Capstone of Contemporary Topics

Overview of emerging business topics and a project designed to instill competencies in firm and industry competitive analysis



PC **PIEDMONT** **COLLEGE**

MASTER OF BUSINESS ADMINISTRATION

MBA in Accounting and Financial Management

Piedmont College is pleased to announce the introduction of its Master of Business Administration in accounting and financial management. The objective of this specialty is to develop the skills necessary to excel in a professional path toward a leadership position in the field of accounting and financial services. This specialty track is particularly appropriate for those pursuing careers in accounting, banking, credit and loans, insurance, investment, and real estate.

Accounting and financial management courses are cross-listed as both finance and accounting, allowing individuals interested in Certified Public Accounting to accrue up to twelve hours towards licensure.

Accounting and Financial Management Course Descriptions

In addition to nine M.B.A. core courses the following three courses provide a master's-level education for students pursuing an M.B.A. in accounting and financial management.

MBA/ACC 641 Concepts and Practices of Accounting

An examination of the development of accounting theory, policy and institutions is provided in this course. Emphasis is placed on the objectives of financial reporting and the conceptual framework of income measurement. This course also includes an overview of forensic accounting concepts.

MBA/ACC 642 Asset Allocation and Valuation of Investments

This course focuses on business analysis from the perspectives of accounting data, financial theories and prospective modeling. Credit analysis and distress predictors are also reviewed. Building upon this analysis and modeling, diversification and asset allocation strategies are also discussed.

MBA/ACC 643 Investment Management

This course examines the theoretical and technical concepts associated with making investments in marketable securities. Portfolio theory and other relevant techniques are used to develop a framework for making investment decisions.

This program is available on the Athens **and** Demorest campuses.

For more information, contact Graduate Admissions, Anthony Cox at 800.277.7020 or MBA Program Directors, Dr. Patricia Sherrer (Athens Campus) at 706.548.8505 Ext: 8025 or Dr. Ed Taylor (Demorest Campus) at 706.778.8500, Ext. 1304. 2009-2010 catalog.



MASTER OF BUSINESS ADMINISTRATION

MBA in Accounting and Financial Management

MBA 605—Management Information Systems and e-business

Focuses on managing systems integration and current technology issues

MBA 620—Marketing Trends and Issues

Examines recent changes in the marketing environment

MBA 621—International Planning and Development

Explores the management challenges of globalization

MBA/ACC 641—Concepts and Practices of Accounting

Emphasizes the objectives of financial reporting and the conceptual framework of income measurement

MBA/ACC 642—Asset Allocation and Valuation of Investments

Focuses on business analysis from the perspective of accounting data, financial theories, and prospective modeling

MBA/ACC 643—Investment Management

Examines the theoretical and technical concepts associated with investing in marketable securities

MBA 650—Managerial Finance

Provides techniques for security valuation and discusses methods of fraud detection and prevention

MBA/ACC 653— Managerial Accounting

Financial analysis for effective decision making in planning and controlling operations

MBA 660—Quality Management

Addresses methods of designing and improving the quality of operational functions

MBA 670—Negotiation, Mediation, and Conflict Resolution

Explores the dynamics of recognizing and managing organizational conflict

MBA 690—Governance and Strategy

Focuses on industry and business analysis where the firm is the level of analysis.

MBA 691—Capstone of Contemporary Issues

Overview of emerging business topics and a project designed to instill competencies in firm and industry competitive analysis



PC PIEDMONT COLLEGE

MASTER OF BUSINESS ADMINISTRATION

MBA in Managerial Leadership

The Managerial Leadership specialty is designed to enhance competency and understanding of the human side of modern organizations. Contemporary concepts in organizational behavior provide a foundation for challenging business-as-usual in today's dynamic business environment. The focus of this specialty is on the mastery of the core concepts and skills needed to effectively manage a small or large business, a diverse group of employees, and the functional areas of any business. The program promotes the view that managers must actively and ethically manage all aspects of their business, community, and personal lives

Managerial Leadership Course Descriptions

In addition to nine M.B.A. core courses the following three courses provide a master's-level education for students pursuing an M.B.A. in Managerial Leadership.

MBA 631 Leadership

Individuals review research from contributing areas to develop a personal leadership process. Areas include organizational culture, counseling/humanism, cognitive behavioral psychology, post-modernism change and learning theory. Relevant practitioner research points of view are considered.

MBA 670 Negotiation, Mediation, and Conflict Resolution

This course explores the dynamics of recognizing and managing organizational conflict with its underlying causes in a constantly changing environment. Topics include the identification of conditions that may lead to conflict; realizing conflict situations; and placing these situations as to severity and potential impact. Topics are covered within a context that observes cross-cultural boundaries and the necessity for heightened sensitivity when managing conflict under these conditions.

MBA 681 Employment Law

This course provides a framework for understanding modern laws related to employee / employer protection. Attention will be given to both union and non-union workplaces. Topics include modern employment related actions and legislation, law of workers' compensation, and the employee-employer relationship.

This program is available on the Athens **and** Demorest campuses.

For more information, contact Graduate Admissions, Anthony Cox at 800.277.7020 or MBA Program Directors, Dr. Patricia Sherrer (Athens Campus) at 706.548.8505 Ext: 8025 or Dr. Ed Taylor (Demorest Campus) at 706.778.8500, Ext. 1304. 2009-2010 catalog.



MASTER OF BUSINESS ADMINISTRATION

MBA in Managerial Leadership

MBA 630—Organization Behavior

Emphasizes new approaches to managing human resources in the service sector and knowledge based jobs

MBA 631—Leadership

Overview of current theories while developing personal model of leading teams

MBA 681—Employment Law

Provides a framework for understanding modern laws related to employee/employer relationships

MBA 605—Management Information Systems and e-business

Focuses on managing systems integration and current technology issues

MBA 620—Marketing Trends and Issues

Examines recent changes in the marketing environment

MBA 621—International Planning and Development

Explores the management challenges of globalization

MBA 650—Managerial Finance

Provides techniques for security valuation and discusses methods of fraud detection and prevention

ACC/ MBA 653— Managerial Accounting

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MBA 690—Governance and Strategy

Focuses on industry and business analysis

MBA 691—Capstone of Contemporary Issues

Overview of emerging business topics and a project designed to instill competencies in firm and industry competitive analysis





Dear Prospective MBA Candidate:

Thank you for your request for an application to the Master of Business Administration program at Piedmont College. We are proud of the degrees that we offer and are looking forward to working with you. The Walker School of Business is accredited by the Association of Collegiate Business Schools.

Enclosed in this application packet are the materials that you will need to complete your MBA Admissions Portfolio. The admissions requirements are listed on a sheet in the packet. Use the sheet as a checklist as you gather the documents you need to submit to Graduate Admissions. The portfolio must be complete prior to entry into the program.

If you have already taken the MAT, GMAT or GRE and did not ask the testing service to send a score the Piedmont College, you will need to contact that service to request an official copy of the score. Please request that your score report be sent directly to the Office of Graduate Admissions, Piedmont College, P.O. Box 10, Demorest, GA 30535.

When you request transcripts, have them returned to you in sealed envelopes. Do not open them. If you open a transcript, it will be invalid for use in your MBA Admissions Portfolio, and you will be required to provide another one. When you request references, have the person providing the reference send it directly to the Office of Graduate Admissions, P.O. Box 10, Demorest, GA 30535. Please note that the test score and the references are the only documents that should arrive separate from your MBA Admissions Portfolio.

If you have any questions about the admissions process, please do not hesitate to call the Office of Graduate Admissions at 1-800-277-7020 extensions 1118, 1352 or 1181. The e-mail address for the office is grad@piedmont.edu.

Welcome to Piedmont College!

Sincerely,

Anthony J. Cox
Director of Graduate Admissions



APPLICATION DEADLINES

For Completed Graduate Applications

Dear Applicant,

Carefully review the following information for degree and location. Your application file must be complete and required documents received postmarked no later than the listed dates in order to be considered for acceptance. Please submit your application as soon as possible. Applications received after the deadline may be assessed a late fee.

Cohort Locations

Cohorts Beginning Summer Semester

Cartersville MA & EDS – April 1st
Elbert MA & EDS – April 15th
Gordon MA & EDS – April 1st
Gwinnett MA & EDS – March 22nd
Gwinnett Fine Arts MA – March 22nd
Gwinnett SPED MA – March 1st
Haralson MA & EDS – April 1st
Paulding MA & EDS – April 15th
Pickens MA – April 15th
Rabun EDS – April 15th

Cohorts Beginning Fall Semester

Athens MA Hybrid Cohort – April 15th
Cherokee MA & EDS – May 1st
Fannin MA – April 15th
Forsyth MA – April 15th
Greene EDS – April 15th
Gwinnett MA & EDS – March 22nd
Hart MA – April 15th
Jackson EDS – April 15th
Madison MA – April 15th
North Carolina MA – May 15th

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Campus Locations: Athens & Demorest

MAT, MA, Certification Only, MBA and Non-Degree applications:

Spring Semester	December 1 st
Summer Semester	April 15 th
Fall Semester	July 1 st

Athens & Demorest Education Specialist: April 1st

Athens & Demorest Education Doctorate: April 1st



Self-Managed Admissions Portfolio

Your are eligible to apply for the MBA if you have a bachelor's degree from a regionally accredited college or university, and have a minimum of 2.75 cumulative GPA.

Please note: Your application, fee, transcripts and other required documents must be submitted at the same time, together if possible. The only documents that should be received separated from your admissions portfolio are the references and your admissions test (MAT, GMAT or GRE) score report.

Master of Business Administration

For you to register and for Piedmont College to receive a test score report, take the Miller Analogies Test (MAT), GMAT, or GRE as early as possible in your application process.

_____ Miller Analogies Test (MAT), GMAT or GRE (General Exam)*

* If you have taken the Miller Analogies Test (MAT), GMAT or GRE within the last five years, you may request an official score report to be sent to Piedmont College from the testing service. For MAT: www.milleranalogies.com For GRE: www.gre.org
For GMAT: www.mba.com

_____ Completed application with signature

_____ Application fee of \$30.00 (Non-refundable check or money order made out to Piedmont College.)

_____ All final, official, and sealed transcripts from every post-secondary institution attended reflecting a minimum cumulative G.P.A. of 2.75 on a four point scale.
Transcripts must be submitted in envelopes sealed by the former institution's Registrar's Office.

_____ Three professional references submitted on Piedmont College reference forms. (Be sure to complete the top portion of the form and sign it). Have the person you select to complete the reference mail the Professional Reference form directly to Piedmont College Graduate Admission, P.O. Box 10, Demorest GA 30535.

_____ Resume: education, work history (title, major tasks, employer), major projects (individual and team), and professional memberships.

_____ Position description for the past two years if applicable: If you have been employed, your employer(s) has provided you with written position descriptions for the jobs you have held. A formal position description typically includes: critical tasks, non-critical tasks, supervisory responsibilities, liaison responsibilities, authority (relationship to responsibilities), and scope, etc. If your employer does not have a formal position description for your current job or your past job, please create a position description(s) with the categories detailed above. If you have not been employed for the past two years, you may omit this requirement.



PIEDMONT COLLEGE

PROFESSIONAL REFERENCE FORM

This form should be typed or printed in black ink. References without original signatures will not be accepted.

To the Applicant Applying for: Fall ___ Spring ___ Summer ___ Year: ___ PROGRAM: _____

Complete this section and distribute to professionals who know you and/or your work.

Name _____ SS# _____ - _____ - _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

E-mail address: _____

I understand that federal legislation provides me with a right of access to this reference which right may be waived, but that no school or person can require me to waive this right.

Check and sign one of the following statements:

I waive access to this reference under the provisions of the Family Education Rights and Privacy Act of 1974.

I do not waive access to this reference under the provisions of the Family Education Rights and Privacy Act of 1974.

Signature of Applicant: _____ **Date:** _____

TO THE PERSON MAKING THIS RECOMMENDATION:

The above applicant has applied for admission to Piedmont College's Graduate Studies.

Please assist us by answering the following questions. Do not return the completed form to the applicant.

Please mail to: Piedmont College, Graduate Admissions, P.O. Box 10, Demorest, GA 30535

1. How long have you known this applicant? _____

2. How well and in what capacity do you know this applicant? _____

3. Please check the appropriate column in your evaluation of this applicant on the following attributes:

	Excellent	Very Good	Good	Fair	Unknown	For Office Use Only:
Character						
Motivation						
Emotional Maturity						
Use of Standard English						
Intellectual Potential						
Research Potential						
Ethical Behavior						
Team/Social Behavior						

4. Have you taught this applicant in a course or class? _____

5. Please comment on this applicant's strengths and weaknesses as they pertain to success in a graduate program.

6. Please provide any other information that will assist us in our decision. You may attach a personal letter of recommendation.

Signature: _____ Date: _____

Name (print): _____ Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Institution: _____ Department: _____

E-mail address: _____ Phone: (_____) _____



GRADUATE STUDIES
INTERNATIONAL ADMISSIONS
and

INFORMATION FOR APPLICANTS WHOSE PRIMARY LANGUAGE IS NOT ENGLISH

Dear Applicant:

Thank you for your interest in Graduate Studies at Piedmont College. We welcome you and want to be of service during the admissions process.

You will need the following information to complete your self-managed admissions portfolio:

1. Completed application with signature.
2. Non-refundable application fee of \$30.00 in check or money order made out to Piedmont College.
3. All official, final, and sealed transcripts from colleges that you have attended. Transcripts from foreign schools must be received by Piedmont College in English. Applicants must obtain an evaluation utilizing the services of an acceptable evaluating service such as:

World Education Services, Inc. P.O. Box 745 Old Chelsea Station New York, NY 10113-0745 www.wes.org	Education Credentials Evaluators, Inc. P.O. Box 17499 Milwaukee, WI 53217 www.ece.org	Josef Silny & Associates 7101 SW 102 Avenue Miami, FL 33173 www.jsilny.com/foreign.html
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4. Other admissions test score if required by the degree. Check the catalog for degree requirements.
5. All applicants whose primary language is other than English must have a minimum TOEFL score of 550 (or computer-based equivalent score of 213 or internet-based equivalent score of 79). Non-U.S. citizens (and immediate family members) who are members of allied military forces or civilian agencies who make application to Piedmont College are exempt from TOEFL Scores, provided their proficiency in English is certified in writing by an appropriate U.S. military official.
6. Three professional references submitted on Piedmont College reference forms
7. Other documents as required by the graduate degree for which you are applying.
8. International students must submit a financial statement showing sufficient availability of funds and the source of these funds for one year of graduate studies. Before an I-20 can be issued for an admitted international student, the student must place on account with the College an amount equal to the first year's tuition, room and board, book charges and funds for return air fare to his/her home country.
9. All tuition and fees must be paid in U.S. dollars at the beginning of each semester.

If you have any questions about Piedmont College, please call at 1-800-277-7020 or email us at grad@piedmont.edu. You can find us on the web at <http://www.piedmont.edu>.

Again, thank you for choosing Piedmont College.

Sincerely,

Anthony J. Cox
Director of Graduate Admissions

Graduate Admissions Testing Information

Ed.D. degree:	GRE General Test
MAT, MA and Ed.S. degrees:	Miller Analogies Test or GRE General Test
MBA degree:	Miller Analogies Test, GRE General Test, or GMAT

Suggestions and information from Piedmont College Graduate Admissions:

1. Which test should I choose?

It is your choice. Please note that the GMAT test score is an option for MBA applicants only. Contact the appropriate testing centers listed on this sheet for information about test fees and registration information. Testing fees, procedures for test registration and schedules for testing vary widely. Depending on your personal schedule, you may choose to take the most convenient test time, date, and cost.

2. I am nervous about taking an admissions test. What advice do you give to prepare for the test?

Choose the format for the test that is best for you. If you are not comfortable with computer-based testing, choose to take a paper-pencil version of the test. Some testing centers offer a choice. Contact the testing center for information about these options. Prepare for the test several weeks in advance, if possible. Buy a test preparation book at any large book store, and/or check the internet for test-preparation materials. Take time to become familiar with the test design, format and scoring.

3. I have been out of school for a long time. What test is best for me?

If you have been out of school several years and are not familiar with college mathematics, you may be more comfortable taking the Miller Analogies Test. This test draws from many content areas including mathematics, but depends on your ability to analyze the various patterns of analogies. There are no penalties for guessing.

4. I plan to apply for the MBA degree. Should I take the GMAT test?

The GMAT test is primarily used as a test for entering advance degrees in business. If your undergraduate major was a business field and you have been working in business since you graduated, the GMAT is an appropriate choice as an admissions test to the MBA degree. However, the Miller Analogies Test or GRE tests are also acceptable. If your background is in a field other than business, you should consider the Miller Analogies Test or GRE general test for admissions purposes.

5. If I need to have a test score in a hurry, what should I do?

Official test score reports take two to four weeks to be delivered to the schools you choose. However, if you take a computer-based test, you will receive an instant, unofficial test score. Your admissions office may accept that instant score pending the receipt of the official test score report. Contact your admissions office to inquire acceptability requirements. Paper-pencil test formats do not offer instant test score results.

Selected North Georgia Testing Centers

GRE

Athens	University of Georgia	(706) 542-8378	Computer
Atlanta	Prometric Testing Center-Parklake Dr.	(770) 493-6743	Computer
Atlanta	Prometric Testing Center-Peachtree-Dunwoody	(770) 394-2330	Computer
Atlanta	Georgia State University	(404) 651-3816	Computer
Marietta	Prometric Testing Center	(770) 980-1117	Computer

Miller Analogies Test

Athens	University of Georgia	(706) 542-3183	Computer
Atlanta	Georgia State University	(404) 413-1739	Computer
Carrollton	University of West Georgia	(678) 839-6435	Comp/Paper
Dahlonega	North Georgia C&SU	(706) 867-2857	Computer
Gainesville	Brenau University	(770) 534-6220	Paper
Lawrenceville	Georgia Gwinnett College	(678) 407-5322	Computer
Marietta	Shorter College	(678) 260-3600	Paper
Mt. Berry	Berry College	(706) 236-1718	Paper
Piedmont College in Demorest and Athens		(706) 776-0118	Computer

Piedmont College Miller Analogies Test Dates: 2010

Athens Campus

July 12
August 3
September 7
October 5
November 2
December 7

Demorest Campus

July 13
August 10
September 14
October 12
November 9
December 14

GMAT

****Please visit www.gmat.org to locate testing centers and to register for the test****

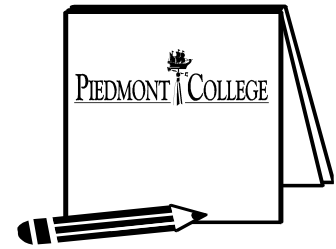
Score Recipient Codes for test scores to be sent to Piedmont College:

GRE: Piedmont College Score Recipient Code 5537
 Miller Analogies Test: Piedmont College Score Recipient Code 1641

Websites for additional information:

GMAT: www.gmat.org **Miller Analogies Test:** www.milleranalogies.com
GRE: www.gre.org

GRADUATE STUDENTS



Tuition Charges 2010-2011

Summer 2010: Tuition Rate Per Semester Hour: \$407
Fall 2010/Spring 2011: Tuition Rate Per Semester Hour: \$407

Financial Payment Options for Graduate Students:

1. Student Loans

Graduate students attending at least half-time (6 hrs) and seeking a Masters Degree or Education Specialist may be eligible for federal student loans.

To Apply:

- To receive loans for summer 2010:
Complete a 2009/2010 Free Application for Federal Student Aid (www.fafsa.ed.gov)
---Use 2008 taxes
- To receive loans for fall 2009, spring 2010 and summer 2010:
Complete a 2010/2011 Free Application for Federal Student Aid (www.fafsa.ed.gov)
---Use 2009 taxes

The Financial Aid Office strives to keep loan amounts to a minimum. Student loans must be repaid after graduation or a break in enrollment, therefore, loans will be awarded for tuition only. If additional loan money is needed for books, living expenses, and/or transportation, please submit your request in writing on your award letter.

2. Student Payment Options

If a student selects one of these options (rather than taking out a student loan) he/she will work directly with the Business Office. No contact with the Financial Aid Office is required.

A. Monthly:

Summer 2010 – Payments are accepted and typically half of the tuition balance is due May 15, 2010. The remaining balance is due June 15, 2010. There is no charge for a summer payment plan.

Fall 2010 / Spring 2011 – Piedmont Payment Plan (PPP) is available and the tuition balance is divided into monthly payments each semester.

Fee for PPP is \$40 per semester. (The PPP does not charge interest.)

B. Per Semester Hour:

(Summer) \$407 per semester hour (One class: 3 sem/hrs X \$407 = \$1,221);

(Fall/Spring) \$407 per semester hour (One class: 3 sem/hrs X \$407 = \$1,221)

Methods of Payment: Cash, Check or Credit Card (MasterCard, Visa, Discover & American Express)

**For more information, please call the Financial Aid Office or Business Office at
(706) 778-3000 or (800) 277-7020**



Financial Aid Information for Graduate Students

Procedures for Obtaining Financial Aid

Please follow the steps below to obtain student loans.

STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)

STEP 2: Complete the Graduate Self-Award Letter

STEP 3: Complete a Master Promissory Note

STEP 4: Complete Entrance Counseling

STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)

- To apply for student loans, complete the FAFSA at www.fafsa.ed.gov.
- This application must be completed annually. (Directions on back side)

STEP 2: Complete the Graduate Award Letter

- Go to www.piedmont.edu. Select the link for Financial Aid, then select Graduate Financial Aid, and download the “Graduate Award letter.”
- Read carefully, complete, and return to Financial Aid via fax (706-778-0708) or mail (Financial Aid, P.O. Box 10, Demorest, GA 30535).

STEP 3: Complete a Master Promissory Note

- Go to www.dlenote.ed.gov, select Complete New MPN for student loans, and choose the “Subsidized/Unsubsidized” option (**not** the “Graduate Plus”).
- The Promissory Note only needs to be completed once every 10 years while at Piedmont.

STEP 4: Complete Entrance Counseling

- Go to www.dl.ed.gov and select the link for “Entrance & Exit Counseling”
- The Entrance Counseling only needs to be completed once while at Piedmont, unless you are starting new program or degree.

What happens next?

- After the Financial Aid Office receives your FAFSA information from the U.S. Department of Education and your award letter, the type and amount of loans for which you are eligible will be calculated.
 - You will receive an email notifying you of your loan types and loan amounts.
 - When you have completed all the requirements, your financial aid will be approved.
 - The loan funds will be sent directly to the school mid-semester.
 - Refund checks are mailed to students beginning mid-semester.
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QUESTIONS: Contact the Financial Aid Office at finaid@piedmont.edu or call 706-776-0114 or 1-800-277-7020

TO RESOLVE APPLICATION OR TECHNOLOGY QUESTIONS PLEASE CALL:

FAFSA: 1-800-4-FED-AID

MASTER PROMISSORY NOTE or ENTRANCE COUNSELING: 1-800-848-0979



COMPLETING THE FAFSA

1. **Request a Pin:** Go to the FAFSA website (www.fafsa.ed.gov) and request a PIN number by clicking the link to the PIN Site. A PIN will be sent to you within two business days.
2. **Complete your FAFSA** and sign it using your PIN at www.fafsa.ed.gov.
 - a. Application Terms: (2009-10 FAFSA may be completed after January 1, 2009)

<u>Application Terms</u>	<u>FAFSA Year</u>	<u>Tax Year</u>
Fall 2009, Spring 2010, Summer 2010	2009-2010	2008
Fall 2010, Spring 2011, Summer 2011	2010-2011	2009

- b. Piedmont's Federal School Code is 001588.
3. **Review your Student Aid Report:** A copy of your submitted FAFSA, called a "Student Aid Report" (SAR), will be emailed to you. Review and make any necessary corrections at www.fafsa.ed.gov.
 4. **Allow for processing time:** It will take up to one week for Piedmont to receive your processed FAFSA. Once we receive it, we will either:
 - a. Process your signed award letter or wait for receipt a signed award letter

OR

 - b. Send you verification paperwork to complete (30% of FAFSA filers are selected to verify the information they entered). After the verification is complete, we will process your signed award letter, and an e-mail notification will be sent to you.

NOTE: The FAFSA must be updated annually in order to receive loans for each new school year.



PIEDMONT
COLLEGE

Graduate Studies: MBA
Student Directory
www.piedmont.edu

1. Graduate Admissions Office:
Director of Graduate Admissions

Assistant Director of Graduate Admissions

Administrative Assistant:

Graduate Admissions E-mail:
Graduate Admissions Fax:

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706-776-6635
2. Coordinator of Athens MBA:

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3. Coordinator of Demorest MBA:

Walker School of Business:

Dean of School of Business:

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etaylor@piedmont.edu

1-800-277-7020 extension 1115

Dr. John Misner
1-800-277-7020 extension 1349
jmisner@piedmont.edu
5. Business Office:

1-800-277-7020 extension 1101
biz@piedmont.edu
6. Financial Aid:

1-800-277-7020 extension 1114
gradaid@piedmont.edu
7. Piedmont College Library:

1-800-277-7020 extension 1111
Library.piedmont.edu
8. Bookstore:

706-776-0013
www.piedmont.bkstore.com