

## **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.



## 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.





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.

Be sure to register to take the GMAT or GRE before the application deadline. If you have already taken the 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](mailto:grad@piedmont.edu).

Welcome to Piedmont College!

Sincerely,

Anthony J. Cox  
Director of Graduate Admissions



PIEDMONT  
COLLEGE

# APPLICATION DEADLINES

## For Completed Graduate Applications

*Carefully review the following information for degree and location. Please submit your application as soon as possible, and it is very important that you complete your application file before the deadline.*

### Campus Locations: Athens & Demorest

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

Spring Semester	December 1 <sup>st</sup>
Summer Semester	April 15 <sup>th</sup>
Fall Semester	July 1 <sup>st</sup>

**Athens & Demorest Education Specialist: April 1<sup>st</sup>**  
(Starts Summer Semester Only)

**Athens & Demorest Education Doctorate: April 1<sup>st</sup>**  
(Starts Fall Semester Only)

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### Cohort Locations

**Application Deadline for all Spring 2012 Cohorts**

**October 31<sup>st</sup>**

Athens Hybrid EDS  
Atlanta EDS  
Cherokee EDS & MA  
Forsyth EDS & MA  
Gwinnett EDS & MA  
Gwinnett Special Education MA  
Henry EDS  
Monroe EDS  
Rockdale EDS & MA  
Walton EDS



## Self-Managed Admissions Portfolio

*Thank you for your interest in the MBA program at Piedmont College. Listed below are the requirements for the application process. If you have any questions at all, please do not hesitate to contact Graduate Admissions.*

### Master of Business Administration

Eligibility for application requires a bachelor's degree with a 2.75 cumulative GPA from a regionally accredited college or university. The bachelor's degree may be in any field, including business.\*

\_\_\_\_\_ Completed Graduate Admissions Online Application ([www.piedmont.edu/gradapply](http://www.piedmont.edu/gradapply))

\_\_\_\_\_ Current, reported GRE General Test or GMAT score. Official test scores should be sent to Graduate Admissions from the testing service.

\_\_\_\_\_ Final, Official transcript from the regionally accredited college or university awarding your bachelor's degree. This must be submitted in a sealed envelope sent from the registrar's office. (Piedmont College transcripts are on file.)

\_\_\_\_\_ Three professional references using our online professional reference system ([www.piedmont.edu/gradrefs](http://www.piedmont.edu/gradrefs))

\_\_\_\_\_ Resume (included with online application submission)

\_\_\_\_\_ Current Job Description (included with online application submission)

\*Non-business majors applying for the MBA degree may be required to take certain prerequisite courses as part of the program of study. Prerequisite courses, if required, are determined by the MBA advisors at the time of the first academic advisement session.

## Graduate Admissions Testing Information

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

### *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, GRE General Test is also acceptable. If your background is in a field other than business, you should consider the 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: 2011

#### *Athens Campus*

January 18	July 5
February 1	August 2
March 1	September 6
April 5	October 4
May 3	November 1
June 7	December 6

#### *Demorest Campus*

	July 14
February 8	August 18
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

### GMAT

**\*\*Please visit [www.gmat.org](http://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](http://www.gmat.org)      **Miller Analogies Test:** [www.milleranalogies.com](http://www.milleranalogies.com)  
**GRE:** [www.gre.org](http://www.gre.org)



## GRADUATE & EDUCATION SPECIALIST TUITION CHARGES

**Summer 2012: Tuition rate per semester hour - \$407**

**Fall 2012/Spring 2013: Tuition rate per semester hour - \$427**

### **Financial Payment Options for Graduate & Education Specialist Students:**

- 1. Student Loans:** Graduate students attending at least half-time (5 hrs) and seeking a Masters Degree or Education Specialist may be eligible for federal student loans.

#### **To Apply:**

- To receive loans for Summer 2012: Complete a 2011/12 Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) ---Use 2010 taxes
  - To receive loans for Fall 2012, Spring 2013 and Summer 2013: Complete a 2012/2013 Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) ---Use 2011 taxes
  - The Free Application for Federal Student Aid (FAFSA) must be completed annually. Students may renew their FAFSA after January 1<sup>st</sup> of each year.
  - 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.
    - Payment Plan:** Piedmont Payment Plan (PPP) is available and the tuition balance is divided into monthly payments each semester. Fee for PPP is \$40 per semester for fall and spring. There is no fee for summer semester. Please see more information online at [www.piedmont.edu](http://www.piedmont.edu) by going to the Business Office webpage.
    - Paying in full:** Students, who wish to pay their balance in full, must do so before the start of the semester. We follow the academic calendar for dates; therefore, please refer to the academic calendar to see when the semester begins.
    - Methods of Payment:** Cash, Check or Credit Card (MasterCard, Visa, Discover & American Express). Online payments: [www.piedmont.edu](http://www.piedmont.edu). Checks: Attention Business Office, P.O. Box 10, Demorest, Georgia 30535.

For more information, please call the Financial Aid Office at (706) 776-0114 or the Business Office at (706) 776-0101.



# Financial Aid Information for Graduate Students

## Procedures for Obtaining Financial Aid

Please follow the steps below to obtain student loans.

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- STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)**  
**STEP 2: Complete Entrance Counseling**  
**STEP 3: Complete a Master Promissory Note**  
**STEP 4: Complete the Graduate Award Letter**
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**STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)**

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

**STEP 2: Complete Entrance Counseling**

- Go to [www.studentloans.gov](http://www.studentloans.gov) and select the link for “Entrance & Exit Counseling”
- The Entrance Counseling needs to be completed only once while at Piedmont, unless you are starting new program or degree.

**STEP 3: Complete a Master Promissory Note**

- Go to [www.studentloans.gov](http://www.studentloans.gov), select Complete New MPN for student loans, and choose the “Subsidized/Unsubsidized” option (**not** the “Graduate Plus”).
- The Promissory Note needs to be completed only once, not annually.

**STEP 4: Complete the Graduate Award Letter**

- Go to [www.piedmont.edu](http://www.piedmont.edu). Select the link for Current Students, then select 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).

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### What happens next?

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- After the Financial Aid Office receives your FAFSA information from the U.S. Department of Education and your award letter, the loan type and amount 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 [gradaid@piedmont.edu](mailto:gradaid@piedmont.edu) or r call 706-776-0114 or

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](http://www.fafsa.ed.gov)) and request a PIN number by clicking the link to the PIN Site.
2. **Complete your FAFSA** and sign it using your PIN at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - a. Application Terms:

<u>Application Terms</u>	<u>FAFSA Year</u>	<u>Tax Year</u>
Fall 2010, Spring 2011, Summer 2011	2010-2011	2009
Fall 2011, Spring 2012, Summer 2012	2011-2012	2010
  - 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](http://www.fafsa.ed.gov).
4. **Allow for processing time:** Piedmont typically receives your processed FAFSA within one week. Once we receive your FAFSA, we will either:
  - a. Process your signed award letter or wait for receipt of your 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.***



Graduate Studies: MBA  
Student Directory  
[www.piedmont.edu](http://www.piedmont.edu)

1. Graduate Admissions Office:  
Director of Graduate Admissions  
  
Assistant Director of Graduate Admissions  
  
Coordinator of Graduate Admissions  
  
Graduate Admissions E-mail:  
Graduate Admissions Fax:  
  
2. Coordinator of Athens MBA:  
  
3. Coordinator of Demorest MBA:  
  
Walker School of Business:  
4. Dean of School of Business:  
  
5. Business Office:  
  
6. Financial Aid:  
  
7. Piedmont College Library:  
  
8. Bookstore:
- Anthony Cox  
1-800-277-7020 extension 1118  
[acox@piedmont.edu](mailto:acox@piedmont.edu)
- Penny Loggins  
1-800-277-7020 extension 1181  
[ploggins@piedmont.edu](mailto:ploggins@piedmont.edu)
- Donna Speed  
1-800-277-7020 extension 1183  
[dspeed@piedmont.edu](mailto:dspeed@piedmont.edu)
- [grad@piedmont.edu](mailto:grad@piedmont.edu)  
706-776-0150
- Dr. Pat Sherrer  
706-548-8505 extension 8025  
[psherrer@piedmont.edu](mailto:psherrer@piedmont.edu)
- Dr. Ed Taylor  
1-800-277-7020 extension 1304  
[etaylor@piedmont.edu](mailto:etaylor@piedmont.edu)  
1-800-277-7020 extension 1115
- Dr. John Misner  
1-800-277-7020 extension 1349  
[jmisner@piedmont.edu](mailto:jmisner@piedmont.edu)
- 1-800-277-7020 extension 1101  
[biz@piedmont.edu](mailto:biz@piedmont.edu)
- 1-800-277-7020 extension 1114  
[gradaid@piedmont.edu](mailto:gradaid@piedmont.edu)
- 1-800-277-7020 extension 1111  
[Library.piedmont.edu](http://Library.piedmont.edu)
- 706-776-0013  
[www.piedmont.bkstore.com](http://www.piedmont.bkstore.com)