



## Graduate Business Programs Admissions Fact Sheet

**Welcome** to The University of Akron, College of Business Administration (CBA). We look forward to having you join us. To assist you as you begin your studies at UA, we have provided this fact sheet as well as information on our Graduate Programs website ([mba.uakron.edu](http://mba.uakron.edu)) for [Newly Admitted Students](#) and for [International Students](#). This fact sheet includes information for recently admitted students, resources, events, important phone numbers and a planning checklist.

MBA, MSM and BS/MSA students may begin studies during any semester: Fall (August), Spring (January) or Summer (May, June, and July). MBA students may begin the program of study in any semester. Students in the MSA, MTax and MSM programs should begin studies in the fall semester because of course sequencing. MSM, MSA and MTax students who require foundation level coursework should start in the prior Summer semester to remain on track for timely degree completion.

If you are familiar with online registration systems and do not have any questions, you may register without an advising appointment.

### **Submit Required Documents to [gradcba@uakron.edu](mailto:gradcba@uakron.edu)**

You must submit a signed copy of your program checklist, a digital photograph (with a professional appearance) and a promotional approval form to our advising staff at [gradcba@uakron.edu](mailto:gradcba@uakron.edu). Failure to do so will prevent enrollment for future semesters. The two documents are provided as attachments to your CBA admission email.

### **Provisional Admission**

Provisional students had some element of the application which caused concern to the Graduate Admissions Committee. It may be a low Grade Point Average, test score or missing documentation. As a result, the student is monitored and more closely advised in the initial semesters of enrollment.

Provisional students are expected to maintain a 3.0 GPA in the first 15 credits of enrollment.

Consultation with an advisor prior to enrollment is advised to determine the best sequence of classes to optimize your performance. An advising appointment, phone consultation or email is strongly encouraged. Please contact our office at **(330) 972-7043** or [gradcba@uakron.edu](mailto:gradcba@uakron.edu) to schedule your appointment.

### **Conditional Admission**

Check your Graduate School admission decision letter for conditions you must meet prior to enrolling. Two common conditions are to provide an official transcript or official test results (GMAT, GRE, TOEFL, and IELTS). Registration will be blocked until these conditions are met. Once you have fulfilled the Graduate School's conditions a revised letter stating the CBA recommended admission status will be sent to you by the Graduate School.

### **BS/MSA and BS/MTax Students**

You should immediately schedule an appointment with a CBA Graduate Programs advisor for assistance with registration in your 500 level classes. You should also schedule an appointment with Dr. Thomas Calderon, the Chair of the School of Accountancy, to develop a program study plan. Remember to take your program checklist to this appointment.

### **MSA Students**

We suggest that you schedule an appointment with Dr. Thomas Calderon, the Chair of the School of

Accountancy, to develop a program study plan. He will also further assess your transcripts and may approve additional waivers based on the consultation. Remember to bring your program checklist to this appointment.

### **Housing**

Housing and information on living in Akron can be found on the [OIP website](#) and at [mba.uakron.edu](http://mba.uakron.edu) under Living in Akron.

### **Host Families**

Host families may be available to assist newly arriving international students. Students are encouraged to inquire early with Global Ties Akron by contacting Michelle Wilson at [aifciv@gmail.com](mailto:aifciv@gmail.com) or online at [www.globaltiesakron.org](http://www.globaltiesakron.org).

### **Tuition and Financial Aid**

Visit [mba.uakron.edu](http://mba.uakron.edu) and select Paying for Graduate School for information on tuition, additional fees and financial aid opportunities. Information on loans and general aid is available at [www.uakron.edu/finaid](http://www.uakron.edu/finaid).

### **Graduate Assistant and Scholarship Recipients**

Contact Ms. Sue Tully, our Administrative Assistant, at [slt16@uakron.edu](mailto:slt16@uakron.edu) to schedule an appointment to complete your award paperwork. She will also assist you with filling out a required I-9 payroll form.

### **ZipCard – Student Identification**

You can acquire a **student identification card** or [ZipCard](#) in the Student Union or Simmons Hall. You **MUST** be registered for classes before you can obtain your Zip Card. The ZipCard has some funds assigned each semester for copying and other services. Additional funds may be added for use at locations on or off campus which accept the ZipCard.

### **International Students**

Prior to registering, you should consult with an advisor. This may be done via email prior to arrival in Akron. If you would like an in-person appointment, please call our office at **001-330-972-7043** or email [gradcba@uakron.edu](mailto:gradcba@uakron.edu) when your flight arrangements have been made and we can then schedule an appointment. ***If you have not already done so, you must provide an acceptable TOEFL or IELTS score before your UA ID number can be activated or you can enroll in classes.***

#### ***Insurance Coverage***

The University of Akron requires that all international students, visiting scholars and researchers purchase major medical health insurance. The insurance is automatically billed to your student account upon enrollment in classes. J visa holders are also required to purchase catastrophic insurance for themselves and each dependent and/or spouse living with them in the United States. Students who already have health insurance must scan documents showing proof of insurance to [oip-insurance@uakron.edu](mailto:oip-insurance@uakron.edu) to request a waiver.

#### ***Mandatory International Student Orientation***

UA staff and student leaders will acquaint you with the campus and discuss important topics such as immigration regulations, services offered at UA, and campus involvement at the New International Student Orientation. There are social events and activities during orientation week that provide opportunities to connect with other students and people in the community. Information on orientation can be found at: [www.uakron.edu/oip](http://www.uakron.edu/oip). **Attendance is required for this orientation as you are expected to know the material covered.**

#### ***TOEFL or IELTS***

All international students are required to submit an acceptable TOEFL (79 IBT or 550 paper) or IELTS (6.5) score prior to enrolling in classes. For additional information visit <http://www.ets.org/toefl> or [www.ielts.org/test\\_takers](http://www.ielts.org/test_takers).

### ***Fulbright Students***

You should arrange to arrive on time for our week of student workshops and the OIP New Student Orientation. You **must** schedule your new student entry appointment with Miss Myra Weakland or Mr. Richmond Davis. At that appointment, Mrs. Sue Tully our Administrative Assistant, will assist you with filling out required billing and scholarship paperwork.

## **Resources**

### **Program Checklist**

A program checklist outlining program requirements is scanned to each new student upon admission. The checklist is your official course list and you must sign and scan to the advisors at gradcba@uakron.edu. You should bring your copy to every appointment and refer to it when scheduling classes.

In developing the checklist, advisors assess an applicant's transcripts to determine if Gateway or Foundation course waivers are appropriate based on prior coursework. For waivers to be approved courses must cover comparable content at the undergraduate or graduate level and be completed with a grade of B- or better within the six years prior to beginning the graduate program.

### **DPR (Degree Progress Reporting system)**

DPR is a software program available in MyAkron which allows students to track progress toward degree completion. All students are expected to study the DPR tutorial. Access DPR prior to registration to check program progress and remaining courses. (DPR replaced the DARS system in August 2017.)

### **Student ID Number**

Your Student ID number, provided in your admission materials and found on the back of your Zip Card/Student ID Card, is used by advisors and university employees to access information online. When contacting a university office with questions or to seek assistance, you must provide this number. Include it in all emails, voice messages and correspondence to our office.

### **UANet ID and Password Required for Email and Enrollment**

The UANet ID is the electronic account which you will use to register for classes, access email, review your financial records and modify your student preferences. It allows you to log into software, such as [MyAkron](#) and Brightspace and access a variety of resources. It is also the beginning of your e-mail address (i.e. [UANetID@zips.uakron.edu](mailto:UANetID@zips.uakron.edu)). The UANet ID will remain valid after graduation if you continue to use it.

#### ***Obtaining and using a UANet ID***

The Graduate School will notify you of your admission with an e-letter. Once you receive that confirmation you should be able to access your UANet ID. If you have conditions pending, such as missing transcripts, test scores or other outstanding requirements, you may not be eligible to receive the UANet ID. There are two methods for obtaining your UANet ID and password:

1. Call the Computer Support Desk at (330) 972-6888 and ask to set up your UANet ID. The support staff will ask security questions including your Student ID number. Once you have answered the questions correctly, you will receive a one-time password, which you can change.
2. Visit Room 69 in the UA Bierce Library. An employee at the Support Center will set-up the ID for you.

#### ***Changing your Password***

Log into MyAkron at <https://my.uakron.edu/>, enter your UANet ID and the password you received from the Support Center. Select the lock and key icon titled UANet Services to open a new window. In the select the Password field, select Change the Password of My UANet ID and follow the steps to change your password.

## Brightspace Welcome Course Great for Networking Between Students

Brightspace (formerly Springboard) is a software program which offers course content online. We have our own Brightspace course the CBA Resources for New Graduate Students course. This course used to be equivalent to an online entry appointment but over time it has become a tool for students to network with other CBA graduate students. Effective fall 2016 it will be dedicated specifically for that networking purpose. **Instructions on accessing and using Brightspace are provided below.**

## Brightspace CBA Resources for New Graduate Students Course

The Brightspace learning environment provides students and instructors with the opportunity to extend learning experiences beyond the traditional classroom.

Many professors use the Brightspace platform to provide course content, exams, grades, etc. to students.

### **Logging in to Brightspace**

Login to [MyAkron](#) and select Brightspace.

## Map and Directions

Find a campus map at <https://maps.uakron.edu/> or directions to campus at [http://www.uakron.edu/about\\_ua/visiting/directions.dot](http://www.uakron.edu/about_ua/visiting/directions.dot).

## Graduation

Applying for graduation may seem like a long way off, but it is good to review the process now to have a sense of the deadlines and requirements. Visit <http://www.uakron.edu/registrar/graduation/> for complete information on this process.

## Important Phone Numbers:

<a href="#">Bookstore (Barnes &amp; Noble)</a>	330-972-7624	<a href="#">Payroll</a>	330-972-7205
<a href="#">CBA Graduate Programs</a>	330-972-7043	<a href="#">Parking Services</a> and Bus Service	
<a href="#">Cashiers Office</a>	330-972-7214		330-972-7213
<a href="#">Financial Aid</a>	330-972-7032	<a href="#">Registration</a>	330-972-8300
<a href="#">Graduate School</a>	330-972-7663	<a href="#">Student Union</a>	330-972-4636
<a href="#">Library (Bierce)</a>	330-972-7234		

## Checklist for Incoming Graduate Students

- Register** for classes in My Akron on the UA home page or visit the Registrar in Simmons Hall. You must be registered for classes by day 14 of the semester.
- Acquire a **student identification card** or [ZipCard](#) in the Student Union or Simmons Hall. You **MUST** be registered for classes before you can obtain your Zip Card.
- Students with a car may obtain a **parking permit** at the Office of Parking Services, located at the Buchtel Ave entrance of the North Campus Parking Deck or ordered online by selecting the Parking Services Icon on the [MyAkron](#) home page.
- Purchase text books** online or at either campus Barnes & Noble Bookstore (Polsky Building 3<sup>rd</sup> floor or Student Union). Use the University's online bookstore to find an assigned textbooks ISBN number if you want to purchase books from an off campus retailers.
- International Students must visit the International Admissions and Scholarships Immigration Officer and provide passport and immigration information. The Immigration Office is located on

the 4<sup>th</sup> floor of the Polsky Building Room 467. The Immigration office can be contacted at [immigration@uakron.edu](mailto:immigration@uakron.edu) or 330-972-6349.

- Students may learn about CBA **financial aid opportunities** at [mba.uakron.edu](http://mba.uakron.edu) by selecting Paying for Graduate School or visit the UA Office of Student Financial aid website at [www.uakron.edu/finaid](http://www.uakron.edu/finaid).

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