



## 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 ([gradbusiness.uakron.edu](http://gradbusiness.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 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. International students should apply for Fall or Spring semester admission as Summer does not offer enough in-person classes to meet visa enrollment guidelines.

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 could prevent enrollment for future semesters. The two documents are provided as attachments to your CBA admission email.

### **Full/Contingency Admission**

There are some element(s) of your application which caused concern to the Graduate Admissions Committee. Some of the concerns are low grade point average, test scores or missing documentation. As a result, the student is monitored and more closely advised in the initial semesters of enrollment. Consultation with an advisor prior to enrollment is strongly encouraged to determine the best sequence of classes to optimize your performance. Student's admitted with a contingency must show additional evidence of suitability which is outlined in your CBA Admission Letter for admission. You may contact our office at **(330) 972-7043** or [gradcba.uakron.edu](http://gradcba.uakron.edu) to schedule an appointment or phone consultation.

### **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 may also schedule an appointment with Dr. Thomas

Calderon, Chair of the School of Accountancy, to develop a program study plan. Remember to take your program checklist to this appointment.

### **MSA Students**

It is suggested that you schedule an appointment with Dr. Thomas Calderon, 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 you program checklist to this appointment.

### **Housing**

Housing and information on living in Akron can be found on the and at [gradbusiness.uakron.edu](http://gradbusiness.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 [gradbusiness.uakron.edu](http://gradbusiness.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).

### **Zip Card – Student Identification**

A **Student Identification Card (Zip Card)** can be obtained in Simmons Hall Lobby or at the Polsky Building (College of Applied Science and Technology), 3<sup>rd</sup> floor lobby. You **MUST** be registered for classes before you can obtain your **Zip Card**. The **Zip Card** has some funding assigned each semester for copying and other services. Additional funds may be added for use at locations on or off campus which accept the **Zip Card**.

### **International Students**

Prior to registering, you are encouraged to 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.***

#### ***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/](http://www.ielts.org/).

#### ***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 Ms. Pat Brenckle at [pb51@uakron.edu](mailto:pb51@uakron.edu) to receive 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 by going to [www.uakron.edu/international](http://www.uakron.edu/international) (click on “Arrival Information”) then (“When You Arrive links). **Attendance is required for this orientation as you are expected to know the material covered.**

### ***Fulbright Students***

You should arrange to arrive on time for our week of student workshops and the 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](mailto:gradcba@uakron.edu). You should bring your copy to every appointment and refer to it when scheduling classes.

In developing the checklist, advisors assess your 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.

### **My DPR (My Degree Process Report)**

My DPR is your online progress guide in My Akron. It is designed to assist students in reviewing their academic progress towards degree completion and is used in the final graduation review process. Based on the student’s current academic record, My DPR will display academic requirements including complete and incomplete requirements for your degree.

### **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 [My Akron](#) 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 My Akron 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: CBA Resources for New Graduate Students'. 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. It is now dedicated specifically for networking purposes

### ***Logging in to Brightspace***

Login to [My Akron](#) and select Brightspace

## **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.

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

## **Map and Directions**

A campus map is located at <https://maps.uakron.edu/> which includes driving instructions. [http://www.uakron.edu/about\\_ua/visiting/directions.dot](http://www.uakron.edu/about_ua/visiting/directions.dot)

## **Graduation**

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

## **Important Phone Numbers:**

<a href="#">Bookstore (Barnes &amp; Noble)</a>	330-972-7624
<a href="#">CBA Graduate Programs</a>	330-972-7043
<a href="#">Cashiers Office</a>	330-972-7214
<a href="#">Financial Aid</a>	330-972-7032
<a href="#">Graduate School</a>	330-972-7663

<a href="#">Library</a> (Bierce)	330-972-7234
<a href="#">Parking</a> and Bus Service	330-972-7213
<a href="#">Registration</a>	330-972-8300
<a href="#">Student Union</a>	330-972-4636

## Checklist for Incoming Graduate Students

- Register** for classes in My Akron on the UA home page or visit the Registrar's Office in Simmons Hall. You must be registered for classes by day 14 of the semester.
- Acquire a **Student Identification Card (Zip Card)** in the Student Union, Simmons Hall, Polsky Bldg. Atrium and Honors Complex. 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 order online by selecting the Parking Services Icon on the [My Akron](#) 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 campus retailer.
- International Students must visit the International Immigration Officer and provide passport and immigration information. The Immigration Office is located in the International Center, Buchtel Hall, Second Floor, Suite 202. The Immigration office can be contacted at [immigration@uakron.edu](mailto:immigration@uakron.edu) or 330-972-6349.