

Concordia MBA program FAQs 2016

How much is tuition?

For the 2015/16 academic year, tuition is \$710 per credit hour for the evening MBA program and \$600 per credit hour for the online MBA program (total of 36 credit hours). The evening MBA tuition is locked and based on continuous enrollment. Estimated cost for books and materials is \$250-\$500 per semester and is not included in the cost of tuition. Each semester, there is a \$50 fee for professional development workshops and seminars. There is a \$300 capstone class fee in the last semester of the program.

Is financial aid, scholarships or discounts available?

Student loans are available through FAFSA for those who qualify (eligibility is not income based). Graduate students are encouraged to research available scholarships and/or tuition assistance and reimbursement programs through their employers. See [Program Costs](#) for more information on financial aid. The MBA nonprofit discount is \$70 per credit hour for those who qualify. The MBA admissions counselor and / or student support coordinator can provide more information and assistance.

Program costs: <http://admissions.concordia.edu/graduate/mba/program-costs/>

When and where do classes meet?

Classes meet one night per week, 6:00 PM – 10:00 PM. Students may choose to join a cohort at either of the two Austin campuses (main campus off RM 620 near 2222, or at 7701 North Lamar near HW 183). The night of the week does not change for the entire duration of the program.

How long does it take to complete the MBA program?

The 36-credit hour program is completed over two years (six credits per semester, for a total of 6 semesters that occur year round).

Can the MBA program be completed in less than 2 years?

A fast-track option is available for students who qualify. A minimum 3.5 GPA is required for the first 12 credit hours, with a minimum 3.0 GPA being maintained for the remainder of the program. Contact your MBA admissions counselor or for more details.

Who are the faculty?

Courses are taught by full-time faculty and part-time adjunct faculty who are highly qualified experts in their respective fields. Concordia MBA students benefit from being taught by instructors who have in-depth scholarly expertise and real-world business experience. A full list of faculty and staff can be found online:

http://www.concordia.edu/page.cfm?page_ID=2033

How big will my classes be?

MBA cohorts are 15-25 students who remain in classes together throughout the duration of the program. This small class size provides an opportunity for peer support and the development of strong networking relationships among students and faculty.

What are the program requirements for admission?

- A bachelor's degree from a regionally accredited university.
- A minimum of three years of professional work experience.

I did not major in business. Can I still be accepted into the MBA program?

Yes. All undergraduate majors can be accepted into the MBA program. Non-business undergraduates and low-GPA business majors may be required to take up to four online prerequisite courses (accounting, economics, statistics, and/or finance). This is contingent on undergraduate transcript evaluation. Prerequisite courses take approximately 15-20 total hours each and cost \$60 per course. Prerequisite courses are non-credit.

What if I get a low score or do not pass a prerequisite course?

A score of 70% or higher is required. A prerequisite course can be repeated if a score is below 70%. Successful completion is critical to success in the classroom, especially for non-business undergraduate majors. Contact the MBA admissions counselor (lisa.maher@concordia.edu) or the student support coordinator for more information (esther.lugo@concordia.edu).

How do I obtain and report my prerequisite score? Who do I report it to and is there a deadline?

Upon completion of the prerequisite course (online and self-paced), the software provides an opportunity to save scores which can be emailed.

The math / stats prerequisite score should be reported to your MBA admissions counselor prior to the MBA Orientation. Scores for accounting, finance, and economics should be reported the student support coordinator prior to the start of the corresponding class. For example, the accounting prerequisite score should be reported prior to the start of the MBA accounting class. The courses are non-credit, completed online, and \$60 each.

I already have a resume. Do I need to re-write it before submitting it?

Concordia requires a specific resume format. Additional information about the requirements here:

<http://admissions.concordia.edu/sitefiles/ad3/graduate/MBA%20Professional%20Work%20Experience%20Guide.pdf>

Are there prerequisite or leveling classes required?

Generally, undergraduate business majors are not required to complete prerequisite courses. However, the admitting committee could recommend or require one or more prerequisites based on transcript evaluation (especially in cases of low GPA). Non-business undergraduates may be required to take up to four online prerequisite courses (accounting, economics, statistics, and/or finance). Prerequisite courses are online, self-paced, take approximately 15-20 total hours each, and are \$60 per course. The courses expose students to business concepts and terminology that are applied in the classroom immediately.

What if I have less than three years of work experience and why is that a requirement?

The Concordia MBA is designed for working professionals who have experience that can be shared and utilized in the classroom. Projects and assignments often require students to draw from their experience to facilitate personal, academic and professional growth. In cases where a student has less than three years of work experience, the admitting committee will require outstanding examples of leadership and school/civic involvement reflected in a resume.

What if my GPA is below 2.75?

Applicants with an undergraduate GPA below 2.75 are required to submit an essay. This requirement assists the admissions committee in understanding applicants as a whole person, not just a transcript or a professional resume. The essay should address the reasons for a low GPA and/or describe any employment gaps on a resume. Guidelines can be found online: <http://discover.concordia.edu/sitefiles/ad2/ADMba/MBA%20Essay%2003.11.10.pdf>

Do I need to take the GMAT or GRE or other entrance exams?

No entrance exams, including the GMAT and GRE, are required for admission.

If I attended more than one school for my undergraduate degree, do I need to send all of those transcripts to Concordia?

Applicants are required to submit an official transcript only from the degree granting institution. However, if additional coursework was taken that may be relevant to the MBA program and / or beneficial for the admissions process, additional transcripts can be accepted to aid in the admissions decision (but cannot be used for transfer credit). If graduate level coursework has been completed, those transcripts should be shared with Concordia.

What is an official transcript?

An official transcript is a certified statement of a student's academic record. To be official, the transcript must bear the embossed or raised college seal, date, registrar's signature and received by Concordia in a sealed envelope stamped by the institution of record as *Official*. This can be hand delivered or mailed to Concordia as long as it remains UNOPENED in its original sealed envelope. A transcript sent electronically to Concordia directly by a school's

registrar's office is also considered official. The transcript must also contain the official date of degree completion.

Where do I send my transcripts?

Official transcripts can be accepted in one of three ways:

Student Delivered

A student delivered transcript will only be accepted as an official transcript if it is received in the original sealed envelope and stamped by the institution of records as *Issued to the Student in a Sealed Envelope*.

Electronically

Concordia also accepts transcripts electronically from:

National Transcript Center
ScripSafe

Mailed To:

**Concordia University Texas
Attn: Office of Admission Processing
11400 Concordia University Drive
Austin, TX 78726**

Can I provide unofficial transcripts as part of my application?

Yes, but an applicant cannot be fully admitted until official transcripts are received. Applicants who submit an unofficial copy can be contingently admitted only. Official transcripts must be received before the first day of class per university policy as stated in the Concordia catalog.

Can I apply to the MBA program before I have completed my bachelor's degree?

Yes, but the acceptance is limited to "contingent." This means that the bachelor's degree must be conferred prior to the start of MBA classes. Applicants may be asked to submit a letter from their undergraduate school stating an anticipated completion date.

Are there choices for an MBA concentration?

Concordia's MBA is a general business program with an emphasis on ethical leadership. All critical business functions and topics are covered throughout the program. The leadership-based curriculum is designed by the program director and College of Business and is based on research and input by hiring managers, talent acquisition experts and major employers throughout Texas so that the most relevant learning and marketable skills can be developed.

Beginning in Fall 2016, Concordia will offer an MBA concentration in Healthcare Management. Please contact the MBA admissions counselor (lisa.maher@concordia.edu) for more information.

Can I transfer graduate-level credits into the program from another school?

Graduate-level course credit from other schools is not accepted into Concordia's MBA program.

Can I complete my MBA at Concordia in less than two years?

The Concordia MBA is a full-time program that is completed in two years. However, a fast-track option is available that can be completed in 16 months. To be eligible for the fast track program, students must first complete 12 credit hours with a minimum GPA of 3.5 and must maintain a minimum 3.0 GPA for the remainder of the program.

What if I need to take a break from classes and continue later?

Completing the MBA program without breaks maximizes the benefit of the cohort model. However, if taking a semester or two off is unavoidable, a student can rejoin the program with a new cohort. If a student is gone for more than 3 consecutive semesters, reapplying for admission is required. Departing from the program for any length of time voids locked tuition and a student becomes subject to increases if they occur.

How long does it take to get an admissions decisions after I complete the application process?

Once a complete application has been submitted and all required documentation is received, an official admissions decision is sent within ten business days via official university email. International applications and low-GPA applications can require more processing time. The MBA admissions review committee makes every effort to process admissions decisions in a timely manner.

What if I must miss a class?

Due to the accelerated nature of this program, attendance is critical. If you have an unavoidable conflict or illness, inform the professor as soon as possible.

Is tutoring available?

Yes. Concordia offers a Writing Center at the main campus where students receive writing assistance with papers and projects (no cost). Concordia University students are also eligible for free, one-to-one tutoring through tutor.com, 24 hours a day, seven days a week. Peer tutoring is encouraged. Students may also consult with instructors for help outside the classroom.

How do I get my grades and other student account information?

Concordia University provides convenient, secure and up-to-date communication through the “MY INFO” tab on the main Concordia.edu webpage. Grades, schedules, account and financial information, etc., is communicated through this portal. Instructors and students also utilize Blackboard software for class assignments, group discussions and more.

How do I get my textbooks and how much do they cost?

The average cost of textbooks is \$250 - \$500 per semester. Each semester, required textbooks are posted on the university’s bookstore webpage. Textbooks can be rented or purchased (new or used) through the university bookstore. NOTE: *Students who purchase books through other sources should check with teachers first to make sure the correct edition is selected.*

Is the MBA program exactly the same at both Austin campuses (main and North Lamar)?

Yes. Curriculum and sequence are the same, and generally taught by the same teachers.

Is the MBA program offered online and is it the same as the on-ground program?

Yes. Concordia University works to ensure that the online program replicates the on-ground program as much as possible. Often, teachers and assignments are the same, however the course sequence is slightly different. The online degree is fully accredited, just like the traditional on-ground program. The biggest difference is that online students do not come to class on a weekly basis and must be comfortable interacting primarily online.

Is there a tuition discount for non-profit students who work for non-profit organizations?

Yes. Full-time paid employees at 501(c)3 and 501(c) 6 organizations receive a \$70 per credit hour discount.

Can I take just one or two MBA classes and transfer the credits to another school?

Yes, with MBA program director approval, an applicant can be admitted into the MBA program to take one to two classes intended for transfer to another school. However, it is the student’s full responsibility to ensure transfer credits are accepted at the other institution.

Can I retake an MBA class if I get a low or failing grade?

Only one repeat is allowed if a class is failed.

Are there career or job placement services available through Concordia?

Concordia’s Career Services department http://www.concordia.edu/page.cfm?page_ID=965 assists students through participation in job fairs, and offers assistance with resume writing, interviewing, business etiquette, and other topics related to job searches.

Can I switch from the online MBA to on-ground or vice versa?

Because the online and on-ground programs are not sequentially identical, switching between the two is not recommended. In addition, both programs are built based on cohort enrollment which directly impacts staffing, resources, meeting space and budget. Students are discouraged from switching, however, if unavoidable circumstances occur, such as a job relocation, the program director can approve a program change.

Can tuition increase while I am enrolled?

For the on-ground program, tuition is locked at the time of enrollment and requires continuous enrollment. Online tuition is not locked and is subject to change every academic year.

What is the MBA Capstone?

The Capstone is the final culmination project in the MBA program and is completed during the capstone class. The capstone utilizes independent and group research to address a real-world question, problem or challenge. Using newly acquired business skills, students partner with a business or organization to produce a substantial project and paper that reflects a deep understanding of a topic. Capstone findings are presented formally to the business partners, Concordia faculty and staff, peers, alumni, community leaders and others.