

BUILDING BUSINESS BRONCOS



WESTERN MICHIGAN UNIVERSITY

MBA/MSA ORIENTATION GUIDE

MESSAGE FROM THE DEAN

Welcome to Western Michigan University's Haworth College of Business! The College is vibrant and thriving. The connections between our students, faculty, staff, alumni, and business community partners form both a solid foundation but also a unique springboard for innovation. This highly innovative, hand-crafted Haworth Experience is what differentiates the College from other schools of business.

As Dean, I am excited to share with you what makes our College distinct.

First, we focus on students and their development as learners, skilled business professionals and people. Students are taught by expert faculty who get to know each student personally. Often, students are invited to conduct research with faculty, and the College offers a host of experiential learning opportunities from externships and internships to study abroad experiences to project-driven courses.

Our academic programs are extremely strong, providing necessary foundational business skills as well as specialized education in a variety of relevant functional areas. When our students graduate, they are ready to work and immediately add value to an organization. They know where to begin, the questions to ask, how to work as part of a team, how to lead, and how to see their individual role and the bigger picture. In fact, several of our students and programs have been recognized this year. Here are just a few highlights:

- Our Telecommunications Information Management Program (a joint program with the College of Arts and Sciences) was named the #1 TIM Program in the country.
- The Integrated Supply Management Program is ranked 12th nationally—tied with Stanford and Maryland.
- Two students received prestigious Richter scholarships, a national award for Integrated Supply Management students.
- A team of five students placed 4th in the EdVenture Partners National Case Study Competition. This is the eighth consecutive year that students have placed in the top ten in this competition.
- The Society for Excellence in Human Resources won a Superior Merit Award, a national award for student chapters, from the Society for Human Resource Management. This is the fourth year in a row that our chapter has received this award.
- The annual Food Marketing Conference broke its own attendance record again, and the Food and Consumer Package Goods Program is consistently ranked as one of the best in the country.



- WMU's team won the International Telecommunications Education and Research Association National Case Study Competition for the second consecutive year.
- Two Master of Business Administration students placed first in the West Michigan Chapter of the Association for Corporate Growth Cup Competition, winning a \$5,000 cash prize.

Our success is built on unparalleled industry partnerships. Because of our strong base of alumni and business community support, we are able to offer students the very best in hands-on learning. They manage investments, participate in audits, work with brand managers, design business intelligence tools, create business process plans and so much more.

Uniquely, our students have access to all of these learning opportunities in an atmosphere where relationships matter. I am proud to say that the Haworth College of Business is truly a family – a family that supports and celebrates the many successes of its students.

I invite you to contact me at any time with feedback or thoughts or to learn more about connecting with the Haworth College of Business.

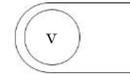
Sincerely,



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TEN THINGS YOU SHOULD KNOW...

- **You'll be challenged!** Completing an MBA is one of the most challenging things you will ever do in your professional life; but once met, you can tackle anything.
- You must **complete your MBA degree within a maximum of six (6) years.**
- **You will learn from your peers.** In addition to expert faculty classroom facilitation, you will learn from those studying alongside you. Your fellow MBA candidates bring different experiences, views and approaches to business that add value to your MBA degree.
- MBA students are provided free access to Western Michigan University's **online library** (access via your Go WMU account). This is an essential service for successful assignment completion and it is important to participate in the online tutorial.
- **It's for life.** The value of your MBA does not end with the graduation celebration. The network of like-minded peers you will link to for business, strategy and opportunity discussions will last a lifetime; as will the friendships formed in the classroom.
- Textbooks are available at the WMU bookstore. You are strongly advised to **purchase required textbooks** for your own use. Used copies are generally available on Amazon.com or eBay, rental from services such as Chegg.com may also be an option, and eReader options (such as Kindle) are also becoming available. *Read the first two chapters of the textbook prior to your first night of class.*
- **It's a privilege.** You have been accepted onto one of Michigan's top MBA programs; treat this as the privilege that it is. The admissions process is intentionally rigorous and the admissions team is seeking the best candidates for a diverse and well-rounded class. Show them that they have made the right choice.
- **American Psychological Association (APA) formatting** is required for written assignments (see resource link on page 27 in the appendix). It is essential that you familiarize yourself with APA formatting to avoid plagiarism. Plagiarism is an academic offense. Refer to the [WMU Office of Student Conduct](#) for additional information about WMU's plagiarism policy: <http://www.wmich.edu/conduct/index.html>
- **Flexibility.** WMU's evening MBA is designed for working adults; and the MBA degree itself is one of the most flexible qualifications available for managers. Although an MBA requires a significant investment of your time, 6:00 to 9:00 p.m. classes on days that you choose can be worked in and around your existing professional and personal commitments.
- **Pay-your tuition and fees on time.** If you have difficulty, it is essential that you contact the accounts payable [Cashiering office](#) to discuss your case (<http://www.wmich.edu/accounting-services/cashiering/payment.html>). Students with outstanding tuition and fees will not be allowed to register for additional classes.
- **It's worth it!** Yes, an MBA requires a significant financial investment and it will mean time away from family and friends; but upon completion of this prestigious business school degree you will feel an incredible sense of achievement, and the knowledge that the short-term sacrifices have all been worth it.

THE MBA LEARNING ENVIRONMENT: CORE VALUES

The primary goal of Western Michigan University's MBA program is to ensure that students will learn what they need to know to attain personal success. With this in mind, WMU focuses on achieving student learning by promoting and improving effective, high quality curricular and co-curricular learning experiences. Assessment of learning is conducted for the following goals and objectives.

MBA LEARNING GOALS AND OBJECTIVES

Learning Goal 1: Students will develop global business skills

- MBA students will analyze implications of salient environmental differences for conducting global business.
- MBA students will analyze cultural implications of conducting business globally

Learning Goal 2: Students will be effective communicators

- MBA students will develop well-researched professional documents.
- MBA students will deliver professional oral presentations.

Learning Goal 3: Students will be effective decision makers

- MBA students will select options based on critical analyses.
- MBA students will be able to illustrate the role of information technology in supporting business.
- MBA students will integrate functional business knowledge.

Learning Goal 4: Students will be socially responsible

- MBA students will propose sustainability efforts to be undertaken by an organization.
- MBA students will devise viable solutions to address ethical conflicts.
- MBA students will analyze legal implications of business decisions.

Learning Goal 5: Students will have effective leadership skills

- MBA students will be able to formulate viable approaches for leading others given their individual leadership styles.
- MBA students will effectively interact in teams.

CODE OF HONOR

Western Michigan University (WMU) is a student-centered research university that forges a responsive and ethical academic community. Its undergraduate, graduate, and professional programs are built upon intellectual inquiry, investigation, discovery, an open exchange of ideas, and ethical behavior. Members of the WMU community respect diversity, value the cultural differences of those around them, and engender a sense of social obligation. Because of these values, all individuals are expected to conduct themselves in a professional and civil manner. This includes exemplifying academic honesty, integrity, fairness, trustworthiness, personal responsibility, respect for others, and ethical conduct. These attributes are exhibited in the University as well as in the community. Members of the University community abide by this code out of commitment to serve as responsible citizens of the University, the community, the nation, and the world. Responsibility for fulfilling the obligations of the code of honor is shared by the students, faculty, and every other member of the University community.

Student Rights

- Basic Rights As provided by University policy or by law:
 - Students have the right to free inquiry, expression, and association.
 - Students should be free from discrimination and harassment based on race, sex, sexual orientation, age, color, national origin, religion, disability, marital status, or family status.
 - Students should be secure in their persons, living quarters, papers, and effects.
 - Students are protected against improper disclosure as provided for in the Family and Education Rights and Privacy Act of 1974.
 - Students have the right to access their personal records and other University files as provided for under the Michigan Freedom of Information Act.
 - Students are free to participate in the governance of the University through membership in appropriately designated University and college committees.

Academic Rights

- Students have those academic rights and responsibilities as described in the University catalogs, including but not limited to the following:
 - Student performance will be evaluated solely on academic criteria.
 - Students have protection against prejudiced or capricious academic evaluation.
 - Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

- Students will be informed by the faculty about course requirements, objectives, and policies in each class. This information will be provided at the beginning of the semester or sufficiently in advance of actual evaluation.

Each course instructor is required to make available to students a course syllabus that shall contain a basic course description, course objectives, course requirements and policies, grading criteria, and instructor contact information. Instructors are encouraged to include a tentative schedule indicating when various topics will be addressed, and when quizzes, exams and due dates for assignments shall occur. Instructors are further encouraged to include in their syllabi basic University policies regarding academic conduct, human rights, diversity, and students with disabilities.

- Students have the right to have all their examinations and other graded material made available to them with an explanation of the grading criteria. Faculty will retain all such materials not returned to the student for at least one full semester (or through the Summer I and Summer II sessions) after the course was given. Faculty are not required to return such material to the student, but must provide reasonable access.

INTRODUCTION TO HAWORTH COLLEGE OF BUSINESS AND WESTERN MICHIGAN UNIVERSITY

WESTERN MICHIGAN UNIVERSITY

One of the top-100 public universities in the United States, Western Michigan University is committed to being learner centered, discovery driven and globally engaged.

History

Founded in 1903, what was once Western Michigan College became Michigan's fourth public university in 1957. Since then, WMU has undergone dramatic growth in size and stature.

Today, the University offers more than 240 academic programs to students pursuing degrees through the doctoral level. More than 20 percent of its 25,000 students are enrolled in graduate course work, studying in disciplines ranging from atomic physics and graph theory to medieval literature and blind rehabilitation. Of 101 graduate offerings available, 30 lead to a doctoral degree.

Colleges

College of Arts and Sciences

College of Aviation

Haworth College of Business

College of Education and Human Development

College of Engineering and Applied Sciences

College of Fine Arts

College of Health and Human Services

Lee Honors College

Graduate College

University Enrollment

Undergraduate: 19,966 (approximate)

Graduate and Professional: 5,079 (approximate)

HAWORTH COLLEGE OF BUSINESS

About Haworth College of Business

The Haworth College of Business, one of the largest schools of business in the United States, is the academic home to nearly 4, 000 undergraduate students majoring in 15 specialized areas of business. An additional 500 graduate students study business administration (MBA) and accountancy (MSA).

The Haworth College of Business is among an elite group of fewer than five percent of business schools worldwide that are accredited at both the undergraduate and graduate levels by the American Association of Collegiate Schools of Business. It is among a select two percent of business schools worldwide that have additional specialized accreditation for their accountancy programs.

The College is housed in Schneider Hall on WMU's main campus in Kalamazoo. The facility, named for founding dean Dr. Arnold Schneider, is adjacent to the John E. Fetzer Center, forming a unique and outstanding business education complex.

Mission and Core Values

The Haworth College of Business provides student-centered business education through teaching, research and service activities that deliver exceptional intellectual and economic value to regional and international communities.

Respect for People: Our interactions with others reflect civility, collegiality, and tolerance of diverse perspectives. We strive to promote an inclusive, ethical and trusting learning environment.

Respect for Knowledge: Our intellectual curiosity drives us to create and disseminate theoretical, practical and intuitive understanding. We strive to foster a learning environment where inquiry, ethics and critical thinking are valued and encouraged.

Respect for Wisdom: We strive to create a learning environment that maximizes our capacity to make effective and ethical decisions in multiple contexts.

History

As one of just two named colleges at WMU, the College of Business and the Haworth family, owners of furniture giant Haworth, Inc., teamed up to build a modern facility to house the college. Built in 1992, Schneider Hall is the official home of the Haworth College of Business. G. W. Haworth is a 1937 graduate of WMU; and his son, Dick Haworth, chairman emeritus of Haworth, Inc., is a 1966 graduate of the WMU College of Business.

Established in 1949 as the Department of Business Studies, the Haworth College of Business has become a leader in business education and research. The first Bachelor and Master of Business Administration degrees were granted in 1953 and 1961, respectively, starting a tradition of business education excellence.

ACADEMIC PLANNING AND POLICIES

PROFESSIONAL EVENING MBA PROGRAM PLANNING

Plan Your Program

Use the Plan your MBA worksheet (www.wmich.edu/mba/academics/plan) or MSA program worksheet and the tentative course schedule to design a program plan that integrates well with your personal schedule.

The WMU MBA and MSA programs' flexibility allows customization of studies to suit your goals. The program may be completed in two years, and students with full-time employment may take up to six years to complete the program; most working professionals complete in three to four years.

Fall and spring semesters are thirteen weeks long, with classes meeting one night per week. Summer I and Summer II sessions are 6.5 weeks long, with classes meeting two nights per week. Most classes meet on weekdays from 6:00 to 9:00 p.m. Some weekend and blended class options are also available.

Core MBA and MSA classes are offered in all four semesters. Elective classes for concentrations are available on a two-year rotation and the selection of scheduled classes is based on student interest. As electives become available less frequently, and core classes are regularly available, consider your scheduling options accordingly.

One Stop Shop

Kalamazoo

At the start of fall and spring semesters, a temporary One-Stop Center opens in the second-floor West Ballroom in Western Michigan University's Bernhard Center, offering a variety of business services in one convenient location. One Stop is open the week before and during the first week of the semester until 6:00 p.m. each evening.

Representatives from several offices will be on hand to assist you:

- Accounts Receivable
- Admissions
- Career and Student Employment Services
- Office of Financial Aid
- Office of Information Technology
- Parking Services
- Registrar's Office
- Sindecuse Health Center
- **Get a Bronco ID card, located in room 109 at the Bernhard Student Center.** Your ID card provides an opportunity for you to receive student discounts at many area businesses!

Grand Rapids

Students can obtain ID cards at the 2nd floor Student Services desk (Downtown regional location) as posted and on the reader screens. Students can obtain ID cards at the front desk (Beltline regional location) as posted and on the reader screens.

Battle Creek

Students can get ID cards from the office (front desk in Battle Creek). The office is open until 7:00 p.m. (stop in before classes start for the evening).

Space for MBA and MSA Students

Kalamazoo: 2320 Schneider Hall

Space for your group meetings/study sessions or if you need a place to meet your friends before class is available in the MBA Program Office. The office is open until 7 p.m., Monday through Thursday.

Grand Rapids: 200 Ionia Ave SW and 2333 E Beltline SE

At the Beltline regional location (2333 E Beltline SE), students can meet in the lobby, computer lab, or can request the use of an empty classroom.

At the Downtown regional location (200 Ionia Ave SW), students can use the cyber cafe (downstairs), computer lab, the student lounge on the 3rd floor, or can request the use of an empty classroom.

Battle Creek: 50 Jackson St. W

Students can meet in the student lounge, computer lab, or front lobby until 7:00 p.m.

Career Services

Master's degree candidates' career development goals vary greatly. The reasons for pursuing a graduate degree may include:

1. Unsure of career objective so decided to continue education.
2. Unable to find a job so decided on grad school.
3. Seeking career change and have non-business undergraduate degree.
4. Seeking career advancement within current occupation or industry.

Career Advising is available for MBA and MSA candidates, drop-in or by appointment.

- Please register with the Career Center! Click on the BroncoJOBS button and create an account. <http://www.wmich.edu/business/thecareercenter/index.html>

- Complete your profile and choose the MBA or MSA major and expected graduation month and year. We will email you when we learn of internship or professional employment opportunities for MBA and MSA candidates.
- Meet with a career advisor who can assist you with career assessment, transforming your undergraduate resume to an executive-style resume, job search and networking. Flexible appointment times, including early evening, are available. Email us to request an appointment (careercenter-hcob@wmich.edu) or visit our website for drop-in hours.

Study Abroad

Global experience is very important in today's widening marketplace. The Haenicke Institute for Global Education offers study abroad and exchange programs in locations spanning three continents (Oceania, Asia and Europe) and fifteen countries. Comprehensive program profiles may be accessed online at: www.wmich.edu/studyabroad.

Study Abroad Advising: Students should contact Barb Caras-Tomczak in the Global Business Center located in 2320 Schneider for information on Study Abroad programs, scholarships and general information about the application process. Walk in hours are Monday and Wednesday 8am-noon and 1-6:30, Tuesday and Thursday 1-6:30 and Friday 1-5. Call (269) 387-5086 or email: mba-advising@wmich.edu

In addition, Ann Ganz, Haenicke Institute for Global Education Study Abroad Specialist, conducts walk-in advising on Mondays from 2 to 4 p.m. in the Global Business Center. Students can also drop in for a study abroad information session offered in Kalamazoo on the first and third Monday of each month at 1:30 p.m. for tips on planning a future study or intern abroad experience.

Registration

Students are encouraged to register early to secure preferred class selections.

- Enrollment in each semester begins on a date that is announced on the Office of the registrar website: <http://www.wmich.edu/registrar/>
- Graduate students may register any time during the published days and hours for registration.

Waitlisting

- Waitlisting allows you to wait for seats to open in closed sections of a course. If a section is available for waitlisting, the "WL Rem" total will be greater than one.
- To join a waitlist you must first attempt to add the section to your schedule. If the section is closed, the error message "Closed – # waitlisted" will display. The # will represent the number of students already on the waitlist. If you decide to join the waitlist, using the drop down under action, change the status to "Waitlisted" and click "Submit Changes."
- Waitlisting: How it works

- Waitlisting is not available for all sections; however, if the section can be waitlisted, the "WL Rem" column on the Course Offerings will be greater than zero.
- To join a waitlist you must first attempt to add the section to your schedule in GoWMU. If the section is closed, the error message "Closed - # waitlisted" will display. The # will represent the number of students already on the waitlist. If you decide to join the waitlist, using the drop down under action, change the status to "Waitlisted" and click "Submit Changes."
- You will only be permitted to join a waitlist if you satisfy all course restrictions and prerequisites.
- If the time of the course conflicts with a course already on your schedule or if it conflicts with a course you have previously waitlisted, you will not be allowed to join the waitlist.
- Waitlisting will not guarantee you a seat, but if a seat becomes available an e-mail will be sent to your wmich.edu e-mail account letting you know that the section you have waitlist is open and you can register through GoWMU.
- You will not automatically be registered for the course. The e-mail notification you receive will contain instructions on how to register for the course in GoWMU.
- Once notified that a seat is available, the course will be held for you for 24 hours. After that time frame, you will automatically be removed from the waitlist and the course offered to the next student in the waitlist queue.
- If at any point you wish to be removed from the waitlist, you can do so through GoWMU by going into Add/Drop Course and changing the waitlist status to Drop Course.
- You may drop a class before the start of the semester.
- After the semester has begun, the official registration drop/add period extends five business days into a semester. In addition, a 24-hour grace period will be provided students who drop or add a class that meets for the first time on or after the final day of the drop/add period. 100% refund will be granted for courses dropped during this period.

Concentrations

- WMU MBA students choose three elective courses and can pursue a concentration, if desired. Students choose from computer information systems, finance, general business, health care, international business, management or marketing. Diploma and transcripts for students who complete the concentration requirements will indicate the concentration discipline.
- Students who take three electives from more than one discipline (e.g., one elective in finance and two in management) you will achieve a general business MBA.
- Students who take all three electives from the same discipline, your transcripts will indicate that you have a concentration in that discipline.
- Students pursuing a concentration in Marketing must take MKTG 6710 as one of the three electives.
- Students are considered "general business MBA" until they notify the MBA advisor of a selected concentration. This is an important step to ensure your area of concentration is indicated on your transcripts.

Students are encouraged to complete at least four of the eight required Business Context and Functional Core courses before taking electives—but not to wait until the end of all business context and functional core courses before taking electives (work with an advisor to ensure scheduling for timely program completion). Note: Students interested in a marketing concentration must take MKTG 6710 as one of the three electives. Please consult the online catalog for descriptions of the courses in each concentration.

Program Requirements

MBA

The Master of Business Administration is designed to prepare graduate students to function effectively in administrative positions. Students are challenged to develop the judgment, discriminating capacity, knowledge, and understanding which will permit them to work successfully in leadership roles. The MBA provides a foundation for careers in general management, marketing, finance, human resources and international business.

The program of study is designed to provide the student with skills and knowledge in the areas of:

- critical analysis
- specialized professional interests
- professional development
- business operations
- changing environments

All students will complete a minimum of 12 courses (36 credit hours.) Students with no prior business courses may need to complete up to 4 additional courses (12 credit hours). You have some flexibility in establishing the sequence of courses. Scheduling requirements and some recommendations for course sequencing are presented below.

Competency Requirements (Prerequisite)

- Computer Literacy: Fulfilled through classroom or experiential knowledge of computer applications.
- Quantitative Analysis: Fulfilled through completion of an upper-level quantitative course such as Finite Mathematics or Pre-Calculus.
- Statistics: Fulfilled through completion of a business statistics course or its equivalent.
- [Academic](#) Communication: Fulfilled through an approved class.

Business Core (Prerequisite) Courses

- ACTY 6010: Accountancy
- FIN 6020: Corporate Finance
- ECON 6010: Basic Economic Analysis
- LAW 6040: Legal, Regulatory, and Political Aspects of Business

Business Context (Required) Courses

- BUS 6150: Global Business
- BUS 6160: Law, Ethics and Corporate Social Responsibility
- BUS 6180: Information Technology Management

Functional Core (Required) Courses

- ACTY 6110: Managerial Accounting (Prerequisite: Acty 6010 or equivalent)
- FIN 6120: Financial Management (Prerequisite: Fin 6020 or equivalent)
- MKTG 6130: Customer-Driven Marketing Management
- MGMT/MKTG 6140: Supply Chain and Process Management
- MGMT 6170: Leading People and Organizations

Three Elective (Required) Courses

Integrative Business Solutions (Required) Course

- BUS 6990: Strategic Management

Visit: <http://www.wmich.edu/mba/> for additional information. Also see the MBA Advising Sheet on page 28 in the appendix.

MSA

The Master of Science in Accountancy (MSA) program is designed to provide greater breadth and depth in accounting than that delivered in an undergraduate accountancy program. The curriculum helps students further develop their technical expertise, communication skills, and understanding of the role of accountants in organizations. The program will prepare graduates for entry-level accounting positions and career advancement. Graduates of the program will be qualified for positions in a wide range of organizations including public accounting, industry, and government.

The MSA program enables graduates interested in public accounting careers to meet the American Institute of Certified Public Accountant's (AICPA) educational requirements. The AICPA requires new members to have earned 150 hours of college credit. The State of Michigan also requires 150 hours of college credit to obtain a CPA license.

The WMU Accountancy program meets all requirements of the American Institute of CPAs and the State of Michigan licensing requirements. Learn more about certification exams.

The American Institute of Certified Public Accountants (AICPA) requires accountants to have completed 150 hours of college education to become members of the AICPA. In addition, the State of Michigan requires students to complete 150 hours of college education to be certified in Michigan. The 150 hour requirement in the State of Michigan stipulates that the individual must provide proof of having completed 150 semester hours of academic credit at an accredited college or university, including either of the following:

- A graduate degree in accounting or a master of business administration degree that includes not fewer than 12 semester hours of graduate level accounting courses.
- An academic program consisting of both of the following:
 - Thirty semester hours of accounting subjects, including not more than 6 semester hours of taxation. Additional semester hours in accounting subjects may be applied toward the general business subject requirements of subdivision (b) (ii) of this subrule.
 - thirty-nine semester hours with a minimum of 3 semester hours, but not more than 12 semester hours, in not fewer than 5 of the following areas:
 - Business law
 - Economics
 - Ethics
 - Finance
 - Management
 - Marketing
 - Taxation
 - Statistics
 - Business Policy

- Time Limit – All work accepted for the degree program must be completed within a six-year period preceding the date on which the graduate degree is conferred.
- Basic Skill Requirements – All basic skill requirements must be satisfied by the end of the first twelve months of active graduate program enrollment.
- Prerequisites – Required prerequisites for any 6000-level accountancy courses must be completed before enrolling in the course.
- Application for Graduation – The application can be found at: <http://www.wmich.edu/registrar/graduation/graduationaudit.html> . Once the Registrar's Office receives your application they will notify your advisor who will send the Registrar's Office a copy of your Graduate Student Permanent Program. You do not need to send the permanent program with your application. The deadlines to apply for graduation are: Spring – December 1, Summer I & II – February 1, Fall – August 1

Visit: <http://www.wmich.edu/accountancy/academics/msa.html> for additional information. Also see the MSA Advising Sheet on page 29 in the appendix.

Accreditation

Western Michigan University is proud to be among the best in business education.

Preparing for a career in business requires choosing the best business school—one with top faculty, impactful research, driven students, and the highest standards of quality. AACSB-accredited schools must pass very rigorous quality standards. They have been proven to provide the best in business education worldwide. AACSB-accredited schools are recognized worldwide by top employers and other universities. Also, they have more access to recruiters and have graduates that receive higher, more competitive salaries. Find out more about what AACSB Accreditation means for you: www.aacsb.edu/aacsb-accredited

Haworth College of Business Communication Center

The ability to communicate clearly and concisely is vital to your academic success no matter what field you pursue but is especially critical for businesses' success. The Haworth College of Business recognizes the value that decision-makers place on effective written and oral communication skills when awarding scholarships, study abroad opportunities, and leadership positions, as well as employers who recruit students for externships, internships, and post-graduation jobs.

The Communication Center is not an editing service. It is a place where you can go for help in strengthening and professionalizing your oral, visual, and written communication skills.

Center consultants can help you conceptualize or explore ideas for a given assignment; guide you in determining focus, purpose, audience, and voice; facilitate creative and critical thinking; and talk you through the organization and development of your written or oral assignment response. Consultants can also help you to identify weaknesses in your language use including grammar, punctuation, and sentence structure and, if desired, develop self-driven improvement tutorials for you to complete.

Consultants are available to assist you with the development and integration of visual communication components (charts, graphs, images, PowerPoint slides, etc.), observe and provide feedback on practice presentations, and help team members to problem-solve communication and collaboration differences.

The services are provided, at no cost, to all Haworth College of Business students in the center in rooms 3435 and 3445, on the 3rd floor of Schneider Hall. Information on center hours and how to schedule an appointment will be available at the beginning of each semester.

Information on center hours and how to schedule an appointment can be found at: <http://www.wmich.edu/business/academics/communication>

MBA ACADEMIC POLICIES

Academic Standards Policy

- **Good Standing:** A graduate student admitted to a graduate degree or certificate program is in good standing whenever that student's degree or certificate program grade point average is at least 3.0.
- **Warning:** Whenever the grade-point average for any enrollment period is less than 3.0, but the degree program grade-point average is 3.0 or above, the student will be warned.
- **Probation:** If a student's degree program grade point average falls below 3.0, the student will be placed on probation.
- **Extended Probation:** The student will be placed on Extended Probation at the discretion of the academic department housing the student's program when, following a semester on Probation, the student's degree program grade point average is below 3.0 and the student's grade point average from the enrollment period is 3.0 or above.
- **Final Probation:** The student will be placed on Final Probation at the discretion of the academic department housing the student's program when, following a semester on Extended Probation, the student's degree program grade point average is below 3.0 and the student's grade point average for the enrollment period is 3.0 or above.
- **Probation Removed:** When the conditions of *Good Standing* are restored, *Probation* will be removed.
- **Dismissal:** Students on Probation or Extended Probation who fail to achieve at least a 3.0 grade point average for the enrollment period, or students on Final Probation who fail to achieve a 3.0 degree program grade point average will be dismissed from the University.

Academic Forgiveness Policy

Students who are re-admitted into graduate study will not have grades and credit hours count in the computation of their grade point average that were earned more than seven years prior to their new entrance date. In such cases, the transcript will read "grades and credit hours earned more than seven years prior to current entrance date were not included in the computation of the grade point average"

Full-Time vs. Part-Time Status

For all graduate students taking courses for a stated degree or certificate program, six hours constitutes full-time status, and three hours constitutes half-time status in Fall and Spring semesters. In Summer I and Summer II sessions, three hours in either session constitutes full-time status for that session and two hours constitutes half-time status.

Repeat Course Policy

With the exception of courses that are approved by the University Curriculum Review Policy as repeatable for credit (e.g. multi-topic or umbrella courses), no more than two courses may be repeated more than once during the student's graduate career (inclusive of both master's and doctoral programs) at WMU.

The original grade for the course will remain in the student's transcript, and both the original and repeated course will be computed into the degree program grade point average.

Transfer Credit

Graduate transfer credit of up to six semester hours may be granted if;

- You attended an AACSB accredited program*
- You maintained a 3.0 overall average at that institution
- You achieved a minimum grade of "B" in each course you wish to transfer
- You maintain a 3.0 overall average in your HCoB MBA program
- The course work is applicable to your HCoB MBA
- The credit is earned within a six year period prior to graduation from WMU, is represented on the official transcript of the other university and is identified as graduate credit.

*Course work completed at a non-AACSB school is limited to three hours of transfer credit

Grades

The student receives one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in honor points per hour of credit, as shown in the table below.

| Grade | Honor Points |
|--------------|---------------------|
| A | 4.0 |
| BA | 3.5 |
| B | 3.0 |
| CB | 2.5 |
| C | 2.0 |
| DC | 1.5 |
| D | 1.0 |
| E | 0.0 |
| X | 0.0 |
| W | Official Withdrawal |
| I | Incomplete |
| CR | Credit |
| NC | No Credit |

Credit in Graduate Degree Program

Credit toward a graduate degree or certificate program will be granted only for courses in which a grade of "C" (2.0) or better is earned. In addition, the student must still meet the minimum standard for overall graduate grade-point average or 3.0.

Credit (CR) or No Credit (NC)

The Credit /No Credit grading system (A, BA, B = Credit; CB, C, DC, D, E = No Credit) is used in all 7000-level courses, as well as some departmental courses and programs approved by the Graduate Studies Council. The student's permanent record will indicate "CR" when the course is passed and "NC" when the course is failed.

Incomplete (I) and (X)

This is a temporary grade given for work which is passing in quality but lacking in quantity to meet course objectives. It is assigned when an instructor, in consultation with a student, concludes that extenuating circumstances prevent the completion of course requirements.

Incompletes, which are not removed within one calendar year will convert to an "X"-Unofficial Withdrawal. The symbol "X" is used to indicate that a student has never attended class or has discontinued attendance and does not qualify for the grade of "I." The "X" will be computed into the student's grade point average, as a 0.0, the same as an "E."

Dropping Classes and Withdrawing from All Classes

Students may withdraw from one course, several courses, or all courses, without academic penalty from the day after the last day of the drop/add period for the semester or session, through the Monday of the tenth week (Fall/Spring semesters) and through the Monday of the fifth week (Summer I/II sessions). These withdrawals can be processed by the student online, through Go WMU. A non-punitive "W" will be recorded on the student's transcript for any classes the student withdraws from after the drop/add period.

Graduation Audit--Application for Graduation

A graduation audit must be performed by the Office of the Registrar for each student prior to graduation to determine the student's eligibility for graduation. The audit, initiated by a student's application for graduation, determines whether University, degree, and program requirements have been met satisfactorily. .

Students desiring to graduate must apply by the following deadlines:

April graduationapply by December 1

June graduationapply by February 1

August graduationapply by February 1

December graduationapply by August 1

Applications may be obtained in the Office of the Registrar or online at www.wmich.edu/registrar, and must be submitted by the appropriate deadline to the Office of the Registrar. MBA and MSA students do not need to submit a graduate permanent program along with the application. Once the Registrar's Office receives your application they will notify the MBA Program Office and your graduate permanent program will be submitted for you.

Students who do not graduate at the time for which they apply may apply again as often as necessary; there is no fee for re-application. However, students must contact the Office of the Registrar to request a new graduation date, and will not automatically be moved to another graduation date upon failure to graduate. The commencement ceremony for students graduating in June (summer I) or August (summer II) is held in June. For additional information about the Graduation Audit visit: <http://www.wmich.edu/registrar/graduation/graduationaudit.html>

Time Limit for Completion of a Degree

All work, including transfer work, for the master's degree must be completed within six years preceding the date on which the degree is conferred. The six years begins once the first graduate course is taken. This does not include prerequisites taken at the undergraduate level. If a time extension is necessary please see your advisor for options.

FINANCIAL INFORMATION

Information regarding assistantships, associateships, fellowships, financial aid and other funding for graduate students is available from the Graduate College website: <http://www.wmich.edu/grad/>

The Haworth College of Business offers several Graduate Assistantship positions each year. If interested, please submit the application. Once the MBA Program Office receives the application it will be distributed to the five Haworth College of Business Departments; Accountancy, Business Information Systems, Finance, Management and Marketing. If there are positions available and you meet the qualifications, you will be contacted by the individual department for an interview. Positions become available throughout the year so there is no deadline.

TUITION

The tuition rate for Western Michigan University is set by the Board of Trustees and is due the first day of the semester or session (payment plans are available).

- Tuition rates are available at: <http://www.wmich.edu/registrar/tuition/>
- Tuition Calculator: <http://www.wmich.edu/registrar/tuition/coa/>

EMPLOYER DEFERMENT PAYMENT PLAN

This plan is available to students who qualify for their employer's tuition reimbursement program that is contingent upon receiving a grade before the employee is reimbursed.

Information can be found at: <http://www.wmich.edu/accounting-services/receivable/students.html>

THIRD PARTY BILLING

Western Michigan University (WMU) participates in Third Party Billing to companies, embassies, or other organizations that have agreed to pay a student's tuition and fees. Any student who is sponsored by a Third Party must submit a letter of authorization on the company/organization letterhead or have the Third Party complete the Third Party Authorization for Payment form. Any Third Party who is sponsoring more than five students will need to complete the Third Party Annual Profile form. Information can be found at:

<http://www.wmich.edu/accounting-services/receivable/students.html>

FINANCIAL AID

The main Student Financial Aid office is located on the second floor of the Faunce Student Services Building ("The Birdcage") in Kalamazoo, MI

- Web site: <http://www.wmich.edu/finaid/grad/index.html>
- Questions may be emailed to finaid-info@wmich.edu
- Open Monday through Friday, 8 a.m.-5 p.m.
- Sees students by appointment only. In-person or telephone appointments are made by calling Bronco Express, (269) 387-6000
- Mailing Address: WMU Student Financial Aid, 1903 W. Michigan Ave., Kalamazoo, MI 49008-5337

It is our goal to help you find the resources you need to pay for grad school. If you have questions, visit or call Bronco Express at (269) 387-6000 or send us an email at finaid-info@wmich.edu

APPENDIX

ADDITIONAL RESOURCES (PAGES 22 - 29)

NOTES (PAGE 30)

ADDITIONAL RESOURCES

Alumni Networking Opportunities

Visit the "Events" section of: <http://www.mywmu.com> for a list of upcoming opportunities to connect with WMU Alumni. Grand Rapids MBA Alumni also regularly post activities at: <http://www.meetup.com/Western-Michigan-University-Alumni-GR/>

Bronco Net ID

If you have not yet received your GoWMU log on information (or have forgotten it), contact the GoWMU help desk and they can help you get logged in. Call (269) 387-4357, and choose option 1. The help desk representative will ask for your date of birth, name, and last four (4) digits of your social security number. With that information they will provide you with your log on for use at the site: <https://gowmu.wmich.edu/cp/home/displaylogin> (also see *One Stop Shop* on page 7).

Commencement/Graduation

Commencement is held three times each year in Kalamazoo: April, August and December. Students completing a program during the summer semester may choose to participate in either the August or December commencement. For additional information about commencement, visit: <http://www.wmich.edu/commencement/>

If you have questions regarding commencement, please contact the Registrar's Office at (269) 387-4300 or registrar-info@wmich.edu

A Grand Rapids graduation ceremony is also held in April each year. Students may choose to participate in this session as well as the main campus commencement.

****NOTE**** Also see: Graduation Audit--Application for Graduation on page 18

Connect with Haworth College of Business via Social Media

- *LinkedIn* (Haworth College of Business MBA): <http://www.linkedin.com/groups/Haworth-College-Business-MBA-4057034/about>
- *Twitter* (WMU MBA): <https://twitter.com/MBAatWMU>
- *Facebook* (Haworth College of Business Events): <http://www.facebook.com/pages/Haworth-College-of-Business-Events/61461310799>

ELearning (Desire2Learn)

Desire2Learn (D2L) is a platform that connects students, faculty, and administration. WMU faculty use this tool to post class syllabi, enhance courses with online learning tools, and make important class announcements. Students also use it to streamline class communications via online discussion and group collaboration. To ensure your success within the program, become familiar with this important tool. Access D2L via the GoWMU web site: <https://gowmu.wmich.edu> (log in with your Bronco NetID and password; then choose "elearning" from the top right of the screen). Class course links become available in D2L at the start of the semester.

The Technology Help Desk is the first point of contact for assistance with computing issues. Students who need help using Elearning should contact the Help Desk. The Help Desk is located on the second floor of the University Computing Center and may be reached by telephone (269) 387-4357, option 1 or by email helpdesk@wmich.edu

Note: whenever using email to contact the Help Desk, please identify your course in the subject line, e.g. BUS 6180.

For more information about how to be successful using Elearning, visit: <http://www.wmich.edu/elearn/students/student-success.html>

Graduate Student Advisory Committee (GSAC)

The Graduate Student Advisory Committee is an organization of and for graduate students at Western Michigan University. Membership consists of student representatives from each Department with a graduate program. GSAC's primary function is as liaison between University administration and graduate students, providing direct communication regarding policy change, programming, and student concerns. Learn more at: <http://www.wmich.edu/gsac/>

The Hilltop Review: A Journal of Western Michigan University Graduate Student Research

The Hilltop Review invites critical engagement with issues and topics that are important to one's field of study. How have particular issues or topics been addressed over time? How have topics like race, class, and gender been addressed in your profession? More generally, one could pursue a discourse about the ways and/or causal mechanisms by which different approaches or theories came to define issues or topics in your discipline. Where has your discipline been and where do you see it going? What are the leading edges of your profession and how might your work contribute to the transformation of conventional wisdom. How does your own work contribute to understanding or resolving any controversies between leading practitioners and paradigms? These general topics and themes are offered as suggestions to encourage graduate students to look over their built-up work and then create an original paper that is as critical as it is constructive. Any papers discussing these issues and topics are welcome as are any other papers that are representative of graduate work at WMU. In all cases, papers that manage to cross disciplinary lines or speak to neighboring areas of study are strongly encouraged.

** Prize for Best Paper: 1st Prize \$500, 2nd Prize \$300, 3rd Prize \$150 **

Recognition by peers, colleagues, and employers – priceless!

For information about how to submit papers and artwork (including digital photography) visit: <http://scholarworks.wmich.edu/hilltopreview/>

Hilltop Review, which accepts submissions from any current WMU graduate student, is published on campus by the Graduate Student Advisory Committee. A peer-reviewed interdisciplinary journal, it is an avenue for sharing research with the campus and local communities and can serve as an introduction to the publication process.

Each issue usually contains at least five papers and two examples of artwork, including photography. *Hilltop Review* brings graduate students into the publication process by assigning them roles as peer reviewers, editorial board members and copy editors.

For more information about submitting material for the *Hilltop Review* or assisting in its production, including the general guidelines for publication, visit <http://wmich.edu/gsac/publications.html> Write to the editor, Joshua R. Berkenpas gsac-hilltop@wmich.edu to nominate yourself or someone else to assist in producing the publication.

Keystone Community Bank Breakfast Series

This series provides an opportunity for the local community to hear top business leaders and WMU faculty, alumni and friends of the Haworth College of Business discuss current business related topics. Please join us for any or all events. RSVP to Shawna Cassada at (269) 387-6059.

Maps and Driving Directions

- Battle Creek: <http://www.wmich.edu/battlecreek/contact/directions.php>
- Grand Rapids (select link above photo): <http://www.wmich.edu/grandrapids/facilities.php>
- Kalamazoo campus map and directions: <http://maps.pp.wmich.edu/interactive/index.html>

MBA Competitions

Are you looking for a way to further enhance your Master of Business Administration program experience? Want to show off your skills, meet interesting people, and stand out to employers? Consider an MBA competition! Review the list within your orientation packet of some available competitions that you may want to consider (if you know of others, please share them with me and I will continue to enhance this list). Let me know if you need help finding teammates or a faculty sponsor for a competition that you are interested in pursuing.

Parking

Parking stickers and temporary permits may be purchased at the Parking Services Office, 2507 W. Michigan Avenue. Stickers and temporary permits may be purchased at One Stop Convenience Center in the Bernhard Center and Lawson Ice Arena during the following dates and times. Visit the parking services web site for additional information: <http://parking.wmich.edu/>

Students residing in residence halls and others residing in university housing pay the full time rate. Student and temporary employee registration fees paid according to following schedule.

| | |
|---|--------|
| Full-time, Academic Year (valid Sept. 1, 2012 through Aug 31, 2013) | \$ 300 |
| Full-time, Fall/Spring (per semester) | \$ 180 |
| Part-time, Fall/Spring (per semester, 4 credit hours or less) | \$ 130 |
| Summer I/Summer II (each session) | \$ 65 |

- Daily permits may be purchased for \$5; Weekly permits may be purchased for \$15.
- All motor vehicles parked on Western Michigan University property must be registered with the Parking Services Office and shall properly display a WMU parking sticker or permit.
- Parking permits must be paid by cash, check or credit card (Mastercard, Visa, and Discover). **All open tickets must be paid before permits can be obtained.**
- A WMU Bronco ID, valid driver's license, and current vehicle registration are needed to complete the vehicle registration process. An apartment lease is also required to obtain a permit for an on-campus apartment sticker. A departmental appointment letter or staff transaction form is also required for graduate assistants.
- Students and staff who have a valid state issued handicap permit/accessible permit are also required to have a current WMU permit to park on campus.

NOTE: Parking information subject to change. Call Parking Services at (269) 387-4609.

Battle Creek

Free three-hour parking available in parking deck on east side of building. For day-long events, parking in the deck next to Kellogg Arena, across street to the south of building is encouraged.

Grand Rapids

Beltline: Parking is free and adjacent to the building. (550+ spaces available).

Downtown: Metered parking available on the street (no charge after 5:00 p.m. within one block of WMU), city parking lot Area 5, and the Cherry/Commerce city parking ramp. Visit parking page for additional information: <http://www.wmich.edu/grandrapids/parking.php>

Student Organizations

Interested in Joining a WMU Student Organization? For additional information visit:

<http://www.wmich.collegiatelink.net/organizations>

Web Site Resources

- *Haworth College of Business at WMU MBA*: <http://www.wmich.edu/mba>
 - "Academics" tab: Catalog, concentrations, Juris Doctorate and MBA, plan your program, requirements, tentative course schedules
- *University Calendars*: <http://www.wmich.edu/registrar/calendars/university.html>
- *Class Lookup*: <https://www.wmich.edu/classlookup/> (input the term first, then campus location – Battle Creek, Kalamazoo, online, Grand Rapids Downtown, Grand Rapids Beltline; once you have the list, click on your class – you will see the start/end, faculty member, and required textbooks)
- *Course description*: <http://catalog.wmich.edu/index.php> (choose graduate catalog from the dropdown menu on the right) WMU Course descriptions are available in the online catalog (example, on the left leave the "courses" option and in the keyword box below it type the course number...such as FIN 6120):
- *Textbooks*: textbooks costs will vary depending on where/how you purchase (used, new, print, electronic - Amazon.com, Textbooks.com, etc.) or rent (Chegg.com) the textbook. You can tell which textbook is needed by logging in via the [Class Look Up](#) section of the WMU web site (see above). If you plan to order via the WMU bookstore (items will be shipped directly to you), you can use the online features:
 - Log into <http://www.wmubookstore.com/>
 - Select "TEXTBOOKS" on the left and then "TEXTBOOKS ONLINE" on the left
 - Select the "PLACE ORDER" tab and then select the "I AGREE TO TERMS" option
 - Select a campus term (you will see current semester textbook options are showing)
 - Select department, course, and section - your book cost (new cost and used) will appear
- *The Writing Center (resources)*: APA/MLA Stylesheets:
<http://www.wmich.edu/casp/writingcenter/resources.html>

In addition to the *Haworth College of Business Communication Center* (see page 14), the Writing Center provides writing assistance for graduate students. Students who want to improve their writing can do so through one-to-one writing instruction offered, most often,

on an appointment basis. Schedule an *in-person* appointment online at:

<http://www.wmich.mywconline.com/index.php>

Arrange to work with *The Writing Center* via email, Skype, and telephone if you are enrolled in online classes or regional location classes at Battle Creek or Grand Rapids. For drop-in assistance, call (269) 387-4615 or 269.387.4446. To make an email, Skype, or telephone appointment, do NOT use our online scheduler; instead, email your request to kim.ballard@wmich.edu

When classes are not in session, Writing Center staff will still try to help students who call (269) 387-4615 or email kim.ballard@wmich.edu for appointments.

Accessing WMU's Wireless Internet (Wi-Fi)

Under device's 'wireless connection' options, choose your WMU location's server (e.g. Downtown GR is *Tsunami*). Open web browser and select **AGREE** for Use Agreement. Log in with Bronco ID (used for GoWMU). May need to restart device.

Download the WMU app for your iPhone or Android

WMU released version 2.1 of WMU Mobile, its smartphone app for Android and for iPhone and other Apple mobile platforms. WMU Mobile is available free of charge through Google Play and the iTunes Store and App Store for iPhone, iPod Touch and other Apple mobile devices.

- Access to Webmail Plus
- Enhanced campus map (includes
- Expanded contact list
- Student access to class schedule
- Student access to midterm and final grades
- Compatibility with tablet computers
- WMU fight song (including lyrics)
- Cover flow (Android only)
- WIDR feed (Apple iOS only)



QR code for Apple iOS



QR code for Android

**Western Michigan University
Master of Business Administration
Program Worksheet**

Name _____ WIN _____

Basic Skills: All applicants must demonstrate competence in the following areas or complete appropriate coursework.

| | NEED | OK | GRADE |
|-----------------------|--------------------------|--------------------------|-------|
| Computer Literacy | <input type="checkbox"/> | <input type="checkbox"/> | |
| Quantitative Analysis | <input type="checkbox"/> | <input type="checkbox"/> | |
| Statistics | <input type="checkbox"/> | <input type="checkbox"/> | |
| Written Communication | <input type="checkbox"/> | <input type="checkbox"/> | |

Business Core (Prerequisites)

Cannot be used as Electives

| | | | |
|---|--------------------------|--------------------------|-------|
| Econ 6010 – Economics (or equivalent) (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Acty 6010 – Accountancy (or equivalent) (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fin 6020 – Corp Finance (or equivalent) (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Law 6040 – Law (or equivalent) (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Required courses (27 credit hours)

| | | | |
|--|--------------------------|--------------------------|-------|
| Bus 6150 – Global Business (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bus 6160 – Law, Ethics and Corporate Social Responsibility (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bus 6180 – Information Technology (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Acty 6110 – Managerial Accounting (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fin 6120 – Financial Management (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Mktg 6130 – Customer Driven Marketing Management (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Mgmt/Mktg 6140 – Supply Chain and Process Management (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Mgmt 6170 – Leading People and Organizations (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bus 6990 – Strategic Management (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Elective Courses (9 credit hours)

Cannot Include FIN 6020, ACTY 6010, LAW 6040 or ECON 6010

| | | | |
|--------------------------------------|--------------------------|--------------------------|-------|
| Graduate-level Business Elective (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Graduate-level Business Elective (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Graduate-level Business Elective (3) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Total credit hours:

0

Advisor Signature/Date

Student Signature/Date

Department of Accountancy MSA Advising Sheet

Name: _____

WIN: _____

| <u>I. Basic Skills</u> | Completed | <u>II. Required Prerequisites</u> | Completed |
|-------------------------|-----------|-----------------------------------|-----------|
| Quantitative Analysis | | Principles of Accounting I | 2100 |
| Statistics | | Principles of Accounting II | 2110 |
| Computer Literacy | | Financial Accounting I | 3100 |
| Written Communication | | Financial Accounting II | 3110 |
| | | Accounting Information Systems | 3130 |
| <u>Basic Core</u> | | Managerial Accounting | 3220 |
| Corporate Finances | | Introductory Tax Accounting | 3240 |
| Law | | Auditing | 4160 |
| Basic Economic Analysis | | | |

III. Graduate Program – 30 Credit hours

| Accountancy Courses (15 credit hours) | Graduate Courses Non-Accountancy – 6000 Level (9 credit hours)* | Accountancy or Non-Accountancy (6 credit hours)** |
|--|---|---|
| Financial Accounting and Reporting 6100 | _____ | _____ |
| Attestation and Assurance Services 6170 | _____ | _____ |
| International Accounting 6210 | _____ | _____ |
| Management Accounting Concepts 6220 | _____ | _____ |
| Business Tax Planning 6240 | _____ | _____ |
| Fraud Accounting 6270 | _____ | _____ |
| Special Topics 6420 | _____ | _____ |
| to 6450 | | |

Please note: FIN 6020, LAW 6040, and ECON 6010 are business prerequisites and do not qualify for the 30-hour MSA program. Do not enroll in these courses as part of the 30-credit hour MSA program. ACTY 6010 and ACTY 6110 do not qualify as part of the 30 credit hour MSA program. Do not enroll in these courses.

*These include any 6000+ course in the HCOB except ACTY 6010, FIN 6020 and LAW 6040 or any graduate level course from another graduate program at WMU with approval from your MSA advisor.

**Up to two of the 4000 level accountancy electives not taken in the undergraduate accountancy major qualify as part of these credit hours.

_____Advisor Signature _____Date

