



# Commonly Asked Questions: Graduate Business Programs

## 1. What are the admission procedures?

Admissions into the Graduate Business programs is based on reviewing an applicant's quantitative aspects of the applicant's background based on the following:

- **Admissions Application:** Complete the Graduate Admission Application at:  
<http://coba.georgiasouthern.edu/mba/admission.htm>
- **Admissions Application Fee:** All applicants must pay the \$50.00 application fee.
- **Official Transcripts:** Send two official transcripts from all colleges and universities attended to:  
College of Graduate Studies  
Admissions Office  
Georgia Southern University  
P.O. Box 8113  
Statesboro, GA 30460-8113  
(912) GSU-5391
- **GMAT Score:** Register for the exam at: <http://www.mba.com>
- Complete the Health Forms located at:  
<http://www.aux.georgiasouthern.edu/health/>
- Call or e-mail us if you need assistance at: (912) GSU-5767 or [mba@georgiasouthern.edu](mailto:mba@georgiasouthern.edu)



College of Business Building  
Statesboro Campus

## 2. What are the admission procedures for international students?

International Students must submit the above items and TOEFL scores. The scores will be evaluated by the Center for International Studies. For information on the TOEFL log on to [www.toefl.com](http://www.toefl.com). If you need assistance, call Center for International Studies at (912) GSU-0382. This office will assist you in placement of ESL courses and will determine the need for further testing (Michigan Test, etc.). International applicants must also submit a statement of financial position. Complete the statement of financial position located at: <http://cogs.georgiasouthern.edu>. All International Student inquiries should be directed to College of Graduate Studies at (912) GSU-0578.

## 3. What happens after I complete all of the steps?

The Office of Graduate Admissions will send your complete application packet to the College of Business Administration. We will evaluate the packet for acceptance and necessary prerequisites.

## 4. What are the admission criteria?

**Regular Admission:** A student with a standard formula score of 1000 or higher or with an upper-level score of 1050 or higher. (See standard formula below.)

**Provisional Admission:** A student with a standard formula score equal to or greater than 950 and less than 1000 will be admitted as a Provisional MBA student provided the undergraduate GPA is 2.80 or higher, or the GMAT score is a 470 or higher. (See standard formula below.)

**Non-Degree Limited:** A student who has not taken the GMAT may be admitted under this classification provided that the overall undergraduate GPA is 3.25 or higher, or the upper-level GPA (last 60 semester hours) is 3.50 or higher. Once admitted under this classification, an acceptable GMAT score must be submitted by the completion of the third graduate level course.

**Standard formula score** is calculated by multiplying the undergraduate GPA times 200 plus the GMAT score,  $[(UGPA \times 200) + GMAT \Rightarrow 1000]$ . Upper level formula is  $[(Last\ 60\ semester\ hours\ UGPA \times 200) + GMAT \Rightarrow 1050]$ .

## 5. What are the policies for completing prerequisites?

You must complete all prerequisites before enrolling in 7000-level courses. Notification of necessary prerequisites will occur through the official acceptance letter and during the orientation advisement appointment. The normal prerequisites are: ACCT 6130, ECON 6230, FINC 6230, LSTD 6130, MGNT 6330, and MGNT 6331.

## 6. Can prerequisites be taken at the undergraduate level and the graduate level?

You may enroll in the undergraduate equivalents or our 6000-level graduate prerequisites at any AACSB or SACS accredited college or university. Classes are taken at the undergraduate level, will be part of your Undergraduate GPA. Any classes taken at the 6000-level will count towards your Graduate GPA.

## 7. How do I get advised?

Advisement occurs in the Graduate Studies Office in the College of Business Administration Building, Office 1133. We encourage you to always refer to the program of study form located at <http://coba.georgiasouthern.edu/mba>. You may also call (912) GSU-5767 or come by our office for advisement questions.

## 7. How do I register for classes?

You will receive a RAN number from the Registrar's Office. This number will not be dispersed until you have a brief orientation appointment with our office advisor.

## 8. How do I drop, add, or withdraw from a class?

**Drop and/or Add a Class:** Use your Wings Account during the scheduled drop/add period.

**Withdraw from a Class:** Use your Wings Account to withdraw from a course. If you want to withdraw from all registered courses, you must contact the Registrar's Office at (912) GSU-0862 to withdraw from the

## 9. Is the schedule of classes available on-line?

An electronic version of the schedule of classes can be obtained from either of the following locations:

- Wings area of the Registrar's Website at: <http://students.georgiasouthern.edu/registrar/>.
- The MBA class schedule listed at: <http://coba.georgiasouthern.edu/mba/>

## 10. May participating University of Georgia System employees receive a waiver of tuition when they enroll in Georgia Southern's MBA or MAcc program?

System employees can receive a waiver for graduate courses. Contact Georgia Southern University's Human Resources Department for specific information at 912-GSU-5468 or <http://jobs.georgiasouthern.edu>

## 11. Does the College of Business Administration offer career counseling and placement services?

The Career Services Department has a career counselor assigned to the College of Business Administration. Contact Career Services for the person at (912) GSU-0516 and view their website at <http://students.georgiasouthern.edu/career/>

## Contact Information

### Statesboro Office:

Georgia Southern University  
College of Business Administration  
Graduate Studies Office  
Room 1133  
P.O. Box 8050  
Statesboro, Georgia 30460-8050  
Telephone Number: (912) GSU-5767  
Fax Number: (912) GSU-7480

### Ms. Diane Reed:

*Administrative Secretary*  
[direed@georgiasouthern.edu](mailto:direed@georgiasouthern.edu)

### Mrs. Angela Leverett:

*Instructor/Assistant to the Director*  
[aleveret@georgiasouthern.edu](mailto:aleveret@georgiasouthern.edu)

### Dr. Mike McDonald:

*Director*  
[mmcdonal@georgiasouthern.edu](mailto:mmcdonal@georgiasouthern.edu)

### Savannah Office:

Coastal Georgia Center  
Georgia Southern University  
College of Business Administration  
Graduate Studies Office  
305 Fahm Street  
Savannah, Georgia 31401  
Telephone Number: (912) GSU-2843  
Fax Number: (912) GSU-7901

### Visit our website:

<http://coba.georgiasouthern.edu/mba>



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**Your hard work will result in educational success and life success.**



**Savannah classes are held in the Historic District at the Coastal Georgia Center.**