

Frequently Asked Questions For Current Students

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- Q: What is **Honors Night**, and what qualifies as “**honors**” in the graduate program?

Q: Can I **transfer credits** from another university?

New Students: Up to twelve hours of graduate level work (nine hours for the MLA program) from a regionally accredited university can be transferred into your degree with approval from the dean. The course work cannot be lower than a B, used towards another degree, or extend beyond the six year time frame required to complete your degree. Your advisor will require a description of the course(s) and will submit the paper work to the dean for approval. If you have questions, please contact your advisor.

Current Students: Degree-seeking students who wish to enroll in graduate coursework at another regionally accredited college or university for transfer to St. Edward's University must obtain prior approval from the dean. Once the course has been completed (with a grade of B or better) and St. Edward's University has received an official transcript, the credit will be transferred to meet the university's degree requirements.

Q: Can I **waive Phase I MBA courses** based on previous academic experience?

Yes, you can be waived out of Phase I courses by having a C or higher in the following undergraduate work before enrolling in St. Edwards' MBA program:

ACCT 5301	Six semester hours of Accounting**
BUSI 5304	Three semester hours of Statistics and three semester hours of Business Math, Discrete Math, or Calculus**
BUSI 5305	Six semester hours of Business Communications or waiver through the assessment process
ECON 5301	Two semester hours of Microeconomics and two semester hours of Macroeconomics**
FINC 5301	Six semester hours of Finance
MKTG 5301	Three semester hours of Marketing Principles**
ISMG 5301 & ISMG 5100	Three semester hours of an undergraduate MIS course plus a 3 credit hour course of modern structured and object programming language such as Java, C++, Smalltalk, or Visual Basic**

** May be able to CLEP out of one or more undergraduate courses. See Psychological Services for more information. www.stedwards.edu/counsel/clepequiv.htm

Q: What is the **waiver exam** for BUSI 5305 **Business Communications**?

An assessment test is given once each semester to give students who have a significant background in business communications the opportunity to be waived out of BUSI 5305. This test is free and there is no penalty if you do not pass it. However, it can only be taken once.

The three hour pass/fail session consists of a short reading assignment on an assigned topic, performing some on-line research, and making a brief presentation. A panel of professors will evaluate the student's performance and whether they pass or fail. Information on the date and time of the exam will be sent via email each semester.

Q: How do I know what **course(s) to take** this trimester?

For new students, it is required that you make an appointment with your advisor to go over your degree plan before registering for the first time.

For current students, you can view the Degree Audit on EdWeb to see what courses are left for your degree. If you have questions about the order to take these courses or their prerequisites, please contact your advisor for further assistance. Prerequisites are listed in the Graduate Bulletin: <http://www.stedwards.edu/cap/gradbulletin.htm>

Q: What are my **payment options** for tuition?

1. You can pay your tuition in a lump sum by credit card (through the EdWeb system) or by check or money order (in person or mail).
2. Monthly Arrangement Payment Plan (MAPP)--\$35 one time fee (per semester)
3. Employer Deferred Payment Plan (EdPay)--\$25 fee per course
4. Third Party Billing
5. Federal or Alternative loan programs

For information about these options and more, go to the Financial Services web site at <http://www.stedwards.edu/stufinan/current/cgpayment.htm>.

Q: Am I eligible for **Financial Aid**?

Graduate students can choose to apply for participation in either the Federal Stafford Loan Program or through alternative loan programs.

In order to begin the application process for the Federal Stafford Loan, a student must complete either a Free Application for Federal Student Aid (FAFSA) or a Renewal Application for Federal Student Aid. Stafford loans are limited to citizens and permanent residents of the United States. These low interest loans are deferrable while a student is attending a degree program at least halftime (six hours) a trimester.

Alternative loan programs require the completion of a loan application/promissory note. Generally, these loans require that the borrower pass a credit check or have a credit worthy cosigner. Like the Stafford Loans, most alternative loans are deferrable while the student is enrolled in a degree program at least halftime (six hours) a trimester.

Application deadline dates and complete application procedures are available from the Office of Student Financial Services.

<http://www.stedwards.edu/stufinan/current/cgloans.htm>

Q: How can I get an **ID card**?

The Hilltopper card is your ID Card, your Dining Card, your Library Card, your Debit Card, and your Access Card.

St. Edward's University Hilltopper Card Office ♦ Main Building 212
Office: (512) 448-8601 ♦ Office Hours: Mon-Thurs 9-6 Fri. 9-5

Or you can get your ID card during New Student Orientation which is held before classes start each semester.

To deposit funds into your Hilltopper account, check your balance, or view your transaction history go to www.hilltoppercard.com.

Q: How do I access my **e-mail account**?

When you become a student, you are given a student email account along with a computer user name and password. Your email address is "username@acad.stedwards.edu". You can download Eudora or Netscape Communicator to your home/work computer or you can check your email through the internet. Instructions for these options are at www.stedwards.edu/it_dept/computer/email/index.html

Email is considered an official form of communication from the University and it is important to check it often. If you would like to forward your St. Edward's email account to another email account that you check more often, please log into EdWeb and click Forward Email.

Q: How can I **stop getting so many** St. Edward's **e-mails**?

When you log into the EdWeb system, click on Mail Options. You can deselect yourself from various mailing lists based on your preferences.

Q: Where can I get **directions** to the other campuses? What is the PEC & AMAT?

PEC stands for the Professional Education Center. This north campus houses many MBA courses and daytime MAC courses. Admission counselors and advisors are also available once a week at this location. Please contact your admission counselor or advisor to set up an appointment.

AMAT stands for Applied Global University. This north campus houses a few MBA courses.

See <http://www.stedwards.edu/map/maps.htm> for the location of these campuses.

Q: Where do I **park** on campus and where do I get my **parking permit**?

For a map of campus and the student parking lots go to <http://www.stedwards.edu/map/ParkingMap0203.pdf>

Parking permits can be picked up in Holy Cross Hall, Room G13 between 8am-5pm Monday-Friday or during orientation at the beginning of each semester. Parking permits are \$45 if purchased in the fall and are good for the entire school year. Rates are prorated if purchased during the spring or summer. Please review the parking regulations and procedures at <http://www.stedwards.edu/police/vehicles/index.html>.

Q: How do I know what **textbooks** to get and where to get them?

You can order your book on-line at St. Edward's bookstore:

<http://www.stedwardsbookstore.com>. You simply enter your course number and section and the books required by your professor appear for purchase. You can have your books held for pickup or mailed via UPS.

Q: How can I find a university **calendar**?

The Academic Calendar is at

<http://www.stedwards.edu/market/calendar/academics/graduate.htm>

The Registration/Drop & Add/Final Exam calendar is at

<http://www.stedwards.edu/regist/ddinfo.htm>

The Refund calendar is at <http://www.stedwards.edu/stufinan/mainpage/refunds.htm>

Q: What is a **degree audit**? How do I read it?

Degree audit is a function accessed through the EdWeb system that lists your degree plan. The courses you have already taken, as well as the courses you have remaining are listed. You can view your GPA and hours completed. This is also where you can check your grades at the end of the term since grades are no longer sent by mail.

Q: I would like to **take a term off** and return next term. What do I do?

You are able to be out for two consecutive terms before you are required to reapply to your program. You are not required to do anything if you want to be out one trimester, but it is helpful if you notify your advisor of your plans.

Q: How do I **reapply** to my program or **change degrees**?

In order to reapply to the program, you must fill out a new application. This is especially important if any of your biographical information has changed since you were last in attendance (ex. address or work info). We keep your transcripts on file, so you do not need to resend them. However, you are required to complete a new essay describing what you have done since you left and why you wish to return. If you have attended any educational institutions since your last attendance at St. Ed's, you will need to submit official transcripts from those institutions.

Students wishing to apply to a new degree (ex. MBA switching to MSOLE) need to follow the instructions listed above. However, the essay should explain why you wish to switch to the new program.

Q: What do I need to do to **change my concentration**?

Please notify your advisor so they can update your degree audit and discuss your new degree plan. If you are interested in attempting a different program, you must apply to that program (ex. MBA student wanting to switch to MSOLE).

Q: What do I need to do to **drop a course**? Will I get a refund?

Students wishing to terminate any course work at the university during a session must withdraw from courses during the posted schedule adjustment period (<http://www.stedwards.edu/regist/ddinfo.htm>). During this period, the refund schedule set forth by the Office of Student Financial Services is adhered to (<http://www.stedwards.edu/stufinan/mainpage/refunds.htm>).

Students who receive financial assistance and withdraw should refer to the "Consequences of Withdrawal" in the Financial Aid section of the Bulletin, since withdrawing can have a significant impact on a student's eligibility for financial assistance as well as the educational expenses owed to the university.

Students assume financial and academic responsibility for each registered course. Withdrawing does not absolve a student's financial responsibility for his/her educational expenses. Discontinuing attendance or notifying an instructor of a status change does not constitute a drop or withdrawal. The student is responsible for initiating and completing the drop or withdrawal procedure utilizing EdWeb. If the student fails to complete the process, he/she will receive the grade(s) assigned by the instructor of record and billed accordingly.

If there are extenuating circumstances for which you feel a refund (after the deadline date) is appropriate, you can fill out a petition to be reviewed by the VP of Graduate and Professional Studies. <http://www.stedwards.edu/regist/petition.PDF>

Q: I have recently moved. Where do I update my address?

In the EdWeb system, click on Address change. It is important to update your information so that your billing information gets to you in a timely manner. Also, graduation material will be sent to the address on file.

Q: How do I change the way my name appears on record?

Currently enrolled students who wish to make an official name change must present a legal document such as marriage certificate, divorce decree or court order to the Office of the Registrar.

Q: What do I do if I want to appeal a grade?

Should a student feel that the final course grade received from an instructor is either in error or academically indefensible, the student should first make every effort to settle the disagreement with the instructor. Only after the instructor and the student have failed to reach an agreement should further action be taken.

If the question is not settled by the instructor and the student, that student may appeal in writing to the Dean of the appropriate school, New College, Graduate Program, or the Director of University Programs.

For further information, please refer to the Student Handbook page 27 (page 29 for the pdf version) for complete details about procedures for Appeal of Final Course Grade. <http://www.stedwards.edu/stubook/>

Q: What are the rules for **probation and dismissal**?

The academic status of graduate students is reviewed at the end of each trimester. If a student fails to achieve at least a cumulative B (3.0 GPA) average for any trimester, the appropriate Graduate Committee (MBA, MAHS, MAC, MSOLE, MLA or MSCIS) will assign a probationary academic status. A student is subject to dismissal if he or she fails to demonstrate satisfactory academic performance. Each committee informs the student on probation in writing of conditions that must be met by the student to return to good standing and avoid dismissal.

Students under the Graduate School of Management (MBA, MAHS, MSCIS, & MSOLE) will be placed on academic probation should they earn two grades less than a B. Students who earn three grades less than a B will automatically be dismissed. All students who begin the MLA or MAC program in Fall 2004 or after will also be required to have no more than 2 grades below a B.

Q: Is there a **timeframe** in which I must **finish my degree**?

Students must complete all coursework in their master's degree plan within six years from the time of enrollment in the program (exclusive of the foundation courses for the MBA degree and including credit granted by transfer to the graduate program). Extensions are given occasionally, under special circumstances, subject to approval by the appropriate graduate committee.

Q: I am close to finishing my degree. What do I need to do to **graduate**?

Please fill out the online graduation certification form during the semester prior to your graduation date. Access your EdWeb student account at <http://www.stedwards.edu/regist/stuinfo.htm> and click on Intent to Graduate.

You will receive a graduation packet from the Registrar's Office during the semester you graduate. Please make sure that your mailing information is correct. See update address above if it has changed.

For further info about graduation, please see the Registrar's Office web site @ <http://www.stedwards.edu/regist/graduation.htm>

Q: What is **Honors Night**, and what qualifies as **“honors”** in the graduate program?

The graduate program does not award cum laude, magna cum laude, or summa cum laude honors. Honors Night is an event held each spring for all graduates of the Graduate School of Management and New College programs of the past year. Those who will receive recognition for their academic efforts will be the students who have a 4.0 GPA, are named the outstanding student in his/her program (they do not have to have a 4.0 to achieve this award), and those who have joined honor societies such as Delta Mu Delta and Alpha Sigma Lambda. The recipient of the Presidential Award and the Outstanding College of Professional and Graduate Studies Award are announced, as well as the Teaching Excellence award recipients.