**Frequently Asked Questions – MBA Program**

**Program Information:**

1. **Where can I find information about the MBA program?**
   The best place to begin collecting information about the MBA Program is at the MBA web site: 
   [http://www.wtamu.edu/academics/general-business-grad-program.aspx](http://www.wtamu.edu/academics/general-business-grad-program.aspx)

   The MBA website contains the following information:
   - Introductory information about the MBA program;
   - Link to information about our online course delivery mode;
   - Link to information about our B&W Pantex delivery mode;
   - Requirements for Full Admission;
   - Information about the option of Provisional Acceptance;
   - MBA Requirements (40 or 49 graduate hours);
   - Courses for Emphasis Areas (12 graduate hours and part of the MBA Requirements);
   - Learning Objectives for the MBA Program; and
   - Listing of Courses Scheduled for Upcoming Semester (added as soon as scheduling has been completed).

2. **What are the requirements for full admission to the MBA program?**
   - Undergraduate GPA of 3.0 or higher
   - GMAT score comparable to that of students who are currently successful in the program
   - Official transcripts from all post-secondary institutions
   - Resume showing career progress*
   - Statement of goals for pursuing a graduate business degree*
   - Proficiency in foundation business courses and/or leveling course requirements

   *To be emailed to the associate dean at [lmills@wtamu.edu](mailto:lmills@wtamu.edu)

3. **What are the requirements for provisional acceptance which would allow me to complete 12 – 18 hours of graduate coursework in the College of Business and provide me the opportunity to earn full admission to the MBA program?**
   - Undergraduate GPA of 2.5 but less than 3.0
   - GMAT score comparable to that of students who are currently successful in the program or a second GMAT score showing improvement toward reaching this goal
   - Official transcripts from all post-secondary institutions
   - Resume showing career progress*
   - Statement of goals for pursuing a graduate business degree*
   - Proficiency in foundation business courses and/or leveling course requirements
4. Where can I find information about applying to the MBA program?
The MBA web site has several links on the right side of the site of your computer screen. [http://www.wtamu.edu/academics/general-business-grad-program.aspx](http://www.wtamu.edu/academics/general-business-grad-program.aspx)
To access information about applying to the MBA program, select ‘Apply.’
At the next screen you will see more links on the right side of the site of your computer screen. Select ‘Graduate.’

Under Admission Steps, select ‘Application for International admissions’, if you are not considered an official resident of the United States.

Under Admission Steps, select ‘Texas Common Application’ if you are considered an official resident of the United States.

The second section on this page, ‘Other Important Information,’ provides help with issues such as:
Transcripts and how they can be sent to WTAMU;
( NOTE: Any transcript not sent directly from one university to another is considered unofficial.)
Test Scores (school code for the GMAT is 6938);
Application Deadlines (August 1 – Fall, November 1 – Spring, April 1 – Summer);
How to Apply for Scholarships; and
Contact information for the Graduate School.

5. How do I know if I would need leveling (foundation) courses for the MBA program?
You can contact the associate dean ([lmills@wtamu.edu](mailto:lmills@wtamu.edu)) and request she review your previous academic course work. If this is on file with WTAMU, she will be able to access it online.

6. What courses are required for the MBA program?
The exact number of courses will vary depending on each student’s academic background. The College of Business offers a 40 hour MBA program (28 hours of core courses and 12 hours of elective courses).

If a student has a degree outside the College of Business or has lower grades in courses directly related to the MBA program, that student may be required to complete 3 to 9 hours of leveling work. Depending on each student’s academic background, there could be a situation where 12 or more hours of leveling work would be required.
7. Students have an option of using their elective coursework (4 courses) to complete requirements for a specific emphasis area or to take those electives in a variety of areas within the College of Business. With approval from the associate dean, one elective may be completed outside the College of Business.

Should I select an emphasis area in the MBA program?
This depends on each student’s career goals. A student who has an undergraduate degree in Computer Information Systems may be interested in an emphasis in CIS. This emphasis would provide the student with additional graduate level work in their primary area of study but the core courses would also provide the breadth of study that most employers expect with the MBA degree program.

8. Can a student complete their entire MBA program online?
Yes. MBA courses are offered in three formats: traditional classroom, online, and hybrid. Students can take courses in any or all of these formats. It is possible for a student to complete all course requirements for the MBA program through taking only online courses.

9. How much will it cost for me to take graduate courses at WTAMU?
Begin at the WTAMU home page (http://www.wtamu.edu/default.aspx); Scroll down and select the link, ‘Schedule of Classes’; Locate the heading ‘Course Registration and Information.’
Spend time reviewing information at each of the links located below this heading. They contain information that could save you money!

Information about the costs of attending WTAMU is also available at the following web site: https://www.wtamu.edu/student-support/financial-cost-of-attending.aspx

10. Who do I contact to get information about Financial Aid eligibility and requirements?
To access information about Financial Aid, begin with the WTAMU home page: http://www.wtamu.edu/
In the upper right-hand pull down menu called University Links, select ‘Financial Aid’ and click on ‘Go.’
This web site will provide information about applying for financial aid as well as contact information for personnel in the Financial Aid office.

11. How can I apply for scholarships?
To access information about scholarships, begin at the WTAMU home page (http://www.wtamu.edu/); In the upper right side of the screen, select the pull down menu called ‘University Links’; Select ‘Scholarships’ and click on ‘Go.’
This web site will provide information about applying for scholarships as well as contact information for personnel in the Scholarship Office.

12. How do I apply for a graduate assistant position?
The College of Business has a number of graduate assistant positions available each semester. Students who work as a graduate assistant help faculty with a variety of projects and assignments. These can range from course related to research related and vary somewhat with each academic area and each faculty member. To work as a graduate assistant (assignments vary from 10 to 20 hours per week), the graduate student would need to be able to spend time on the WTAMU campus.

If you are interested in applying for a graduate assistant position in the College of Business, contact the associate dean at (lmills@wtamu.edu)

Registration Information:

1. Frequently Asked Questions About Registration Include:
   When does priority registration open?
   When does priority registration close?
   What is the payment deadline for priority registration?
   (Note: If payment for priority registration is not completed before the deadline, students will be dropped from enrollment. Re-enrollment in those same courses may not be possible if the courses have been closed.)
   When does late registration open?
   When does late registration close?
   What is the payment deadline for late registration?
   (Note: If payment for late registration is not completed before the deadline, students will be dropped from enrollment. Re-enrollment in those same courses may not be possible if the courses have been closed.)
   When will my bill be available on Buff Advisor?
   What is the last day to register or add classes?
   When do classes begin? When do classes end?
   What holidays do we have during this semester?
   When is graduation?
Answers to these questions and more can be found in two locations:

a. Open the WTAMU home page at: (http://www.wtamu.edu);
   Select the pull-down menu in the upper right-hand corner; and
   Select ‘Calendar.’
   Page through the calendar one month at a time and you will see this information posted.

b. Open the WTAMU home page at: (http://www.wtamu.edu);
   Scroll down the page and select the link, ‘Schedule of Classes’; and
   Select the appropriate link under the heading ‘Key Dates for Upcoming Semesters.’

2. Typical scheduling for leveling and core course offerings:
   Leveling Courses (Will **NOT** count for core or elective course credit)
<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6300</td>
<td>FIN 6300</td>
</tr>
<tr>
<td>CIDM 6300</td>
<td>BUSI 6300</td>
</tr>
</tbody>
</table>

   Core Courses
<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6305</td>
<td>ECON 6306</td>
</tr>
<tr>
<td>ECON 6305</td>
<td>CIDM 6305</td>
</tr>
<tr>
<td>CIDM 6305</td>
<td>CIDM 6310</td>
</tr>
<tr>
<td>CIDM 6310</td>
<td>FIN 6320</td>
</tr>
<tr>
<td>MKT 6340</td>
<td>MGT 6334</td>
</tr>
<tr>
<td>MGT 6334</td>
<td>MGT 6318</td>
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<tr>
<td>MGT 6318</td>
<td></td>
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</tbody>
</table>

3. What do I do if the leveling course(s) I need aren’t offered this semester? Do I have to wait to begin taking coursework toward my MBA program until these leveling courses are offered and until I have first completed all leveling course requirements?

   Students can complete leveling work and core and/or elective courses simultaneously as long as they don’t enroll in a course where leveling work is required based on their individual plan of study.

   Example: A student is required to level in accounting (ACCT 6300). They definitely want to take ACCT 6300 **BEFORE** taking ACCT 6305.

4. What paperwork do I need to complete in order to be able to register for graduate courses in the MBA program?

   **Graduate Students**
In order to be able to register, prospective MBA students need to provide the graduate office with official copies of your academic transcripts from all post-secondary institutions, your application for admission to graduate school, and your confirmation of registration to take the GMAT exam and/or your GMAT exam score.

Prospective MBA students also need to provide the associate dean (lmills@wtamu.edu) a copy of their career resume and a statement of goals explaining how earning an MBA degree will help them reach those goals.

Undergraduate Students
An undergraduate within 12 hours of a bachelor’s degree (as certified by his or her college dean’s secretary), whose cumulative WTAMU undergraduate grade point average is at least 3.0, who would like to register for graduate work in the final semester of their undergraduate degree is encouraged to contact the associate dean at lmills@wtamu.edu

5. How can I register for graduate courses?
In a graduate student’s first semester of course work, it is usually faster and easier to work with the associate dean to be enrolled in courses at the same time the Graduate Advising Agreement and Plan of Study for the MBA program are completed. This paperwork can be completed in person or through email.

In subsequent semesters, after a graduate student has been green-lighted by their advisor, it is usually possible to register for most courses through Buff Advisor.

If the student encounters difficulties enrolling through Buff Advisor, they are encouraged to contact the associate dean (lmills@mail.wtamu.edu)

6. How do I know what courses I need to take to complete the MBA program?
The associate dean will complete a plan of study that will list any leveling course requirements plus the requirements for core and elective courses. If students use this plan as the basis for course selections and track courses they have completed, course selection will be easier.

7. What do I need to do if I have been absent for only one long semester (spring or fall)?
Students who have been absent (not taken any courses) for only one long semester (either spring or fall) with need to complete the short returning form for graduate students.

Students may access this form at: http://www.wtamu.edu/webres/File/Admissions/Forms/Re-Entry_Application.pdf

8. What do I need to do if I have been absent for more than one long semester (spring or fall)?
Students who have been absent (not taken any courses) for more than one long semester (either spring or fall) will need to complete the Texas Common Application form.

Students may access this form at: https://www.applytexas.org/adappc/gen/c_start.WBX

9. Where can I find a list of graduate business courses being offered for the upcoming semester?
   A list of graduate business courses for the current registration cycle is available at the end of the MBA web site. (http://www.wtamu.edu/academics/general-business-grad-program.aspx)

10. How can I find information about courses being offered that I am wanting to take?
    Begin at the WTAMU home page (http://www.wtamu.edu/default.aspx);
    Select the link, ‘Schedule of Classes’;
    From the Pull-Down Menu by ‘Term’ select the term for which you are selecting courses;
    From the Pull-Down Menu by ‘Subjects’ select up to five academic areas to view courses offered; and
    Select ‘Submit.’

Graduate courses offered in the College of Business are available in seven different academic areas. The prefix for each of these areas include:
- ACCT (accounting)
- BUSI (business)
- CIDM (computer information and decision management; CIS and quantitative analysis)
- ECON (economics)
- FIN (finance)
- MGT (management)
- MKT (marketing)

For each course displayed in the schedule, information such as the following will be listed:
**Term Selected**;
**Status** (Open, Closed or Waitlisted);
**Section Name and Title** (01 or 02 would be offered in a traditional classroom format; 70 or 71 would be offered in an online format; 61 or 62 would be offered in an Interactive TV course format where two locations would be connected by ITV equipment);
**Location** (On Campus = Canyon; AMA Campus = Amarillo; Web-Based = Online);
**Meeting Information**
   - Beginning and ending dates for the semester;
   - Lecture Days and times of class meetings [If it is an online course it will state ‘Lecture Days to be Announced’ and ‘Times to be Announced’];
   - Location of classes and Room Number [If it is an online course it will state ‘Room ONLN.’]
**Faculty** (Name of faculty member teaching the course);
Printed Comments (Contains additional information about the course location or course format.); and
Available/Capacity
The number on the left side shows how many seats are still available in the class.
The number in the center shows how many seats total are available.
The number on the right side shows how many people are on the waitlist for that class.

Example: 3/30/5 would mean that there are 3 seats available;
30 is the number of total seats available; and
5 is the number of people on the waitlist for this class.

11. What is a hybrid course?
A hybrid course usually meets 6 to 8 times in the classroom and also has online assignments to
be completed on a regular schedule.

12. How long do online courses last?
Most online courses start the first day of each fall or spring semester and end the same day as
classroom courses.

Summer session online courses typically begin the first day of the Summer one session. Some
online courses offered in the first summer session will end in five and a half weeks while some
may last for eight weeks. (This information can be confirmed by checking the course listing in
Buff Advisor as described in Item 10 above.)

13. If I take an online course, will I have to also be able to attend meetings on campus?
Online courses are taught completely online and do not require any on campus meetings.

14. I tried to register for a course but could not do so. I received a message, “pre-requisites
required.” How do I know whether I really need pre-requisites or not? If I don’t need pre-
requisites, how can I register for the course?
Contact the associate dean at lmills@wtamu.edu
This may be a software issue more than an issue related to the student’s academic background.

15. My status shows that I am green-lighted but I cannot register online. How can I get registered?
Contact the associate dean at lmills@wtamu.edu
This usually means that an office on campus needs additional information. When this happens a
hold is placed on your account.

Course Information:
1. Where can I find course descriptions for graduate courses taught in the College of Business?
Course descriptions for core courses are located on the MBA web site. 
http://www.wtamu.edu/academics/general-business-grad-program.aspx

Select any course prefix/course number of a core course to see a list of course descriptions for all MBA core courses.

To access course descriptions for all graduate courses housed in the College of Business, follow the following steps:

Begin at the WTAMU home page: (http://www.wtamu.edu);
Select the pull down menu in the upper right-hand corner of the screen;
Select ‘Catalog’ and click ‘Go’;
Select ‘Academic Catalog’ for the current year.
Select ‘Graduate Catalog.’
On the right side of the screen select, ‘Course Descriptions.’

Graduate courses offered in the College of Business are available in seven different academic areas. The prefix for each of these areas include:
ACCT (accounting)
BUSI (business)
CIDM (computer information and decision management; CIS and quantitative analysis)
ECON (economics)
FIN (finance)
MGT (management)
MKT (marketing)

2. Where can I get a copy of the course syllabus for the courses I am taking?
There are two potential resources for accessing a copy of a course syllabus.

a. From the WTAMU home page (http://www.wtamu.edu);
Scroll down and select the link, ‘Schedule of Classes’;
From the Pull-Down Menu by ‘Term’ select the term for which you are selecting courses;
From the Pull-Down Menu by ‘Subjects’ select the academic areas where the course syllabus you would like to access is being offered; and
Select ‘Submit.’

Click on the link identified by the course number and title of the course you are taking;
Scroll down the new screen to the title, ‘Supplies’; and
Select the active link for ‘WTClass.’

If the faculty member has loaded a copy of their syllabus for this course to WT Class, it should open at this point.
b. From the WTAMU home page (http://www.wtamu.edu);
   Select ‘Academics’;
   Select ‘College of Business’;
   From the links listed on the right side of the white ‘page’;
   Select ‘Syllabus Search’.
   Follow the prompts to see if a recent syllabus for the course you are taking has been posted.

3. How do I know what books or other materials will be needed for the courses I am taking?
   If you have been able to access a syllabus for the semester you will be enrolling in the course, that information may be included in the syllabus.

   You can also access this information from the WTAMU Bookstore as follows:
   Start on the WTAMU homepage at: (http://www.wtamu.edu);
   Select the Pull Down menu in the upper right side of the screen;
   Select ‘Bookstore’.
   Follow the prompts to see book selections for the course you are taking.

4. I am taking an online course. How will I know when it starts and how will I access it?
   Online courses start the first day of each semester. (See information about accessing starting dates in Schedule of Classes - Item 10 in Registration Information).

   You will access your online course(s) by starting on the WTAMU home page (http://www.wtamu.edu/);
   scrolling down and selecting the link, ‘My Buff Portal.’
   If you do not have a user name and password for access to this site, you can contact the WT Help Desk at 806-651-4357 and they will walk you through the steps to set up your Username and Password.

**Obtaining Payment Information for Course Registration:**

1. How do I access information about payment for my course registration?
   Begin at the WTAMU home page (http://www.wtamu.edu/);
   Scroll down and select the link, ‘My Buff Portal.’
   If you do not have a user name and password for access to this site, you can contact the WT Help Desk at 806-651-4357 and they will walk you through the steps to set up your Username and Password.

**Dropping a Course or Withdrawing from the University:**

1. How do I drop a course?
Begin at the WTAMU home page (http://www.wtamu.edu/default.aspx);
Scroll down and select the link, ‘My Buff Portal.’
Log in to this site;
Select ‘Students’; and select ‘Drop Classes.’
Select only the course or courses you want to Drop.

2. How do I withdraw from the University for the current semester?
If you drop all of the courses you are enrolled in for a semester, you are considered to be withdrawing from the University for that semester. This action requires that you contact the Registrar’s Office directly at 806-651-4357.

Graduation Information:
1. You have enrolled in the final courses required to complete your MBA degree.
   How do you Apply for Graduation?
   For the deadline, the form you need to use and the contact information MBA students need to use to actually apply for graduation, access the following web site:
   http://www.wtamu.edu/webres/File/Academics/graduationapplication.pdf
   Email the completed form to the Graduate School (ghall@wtamu.edu).

Campus Information:
1. Need a Campus Map for the Canyon Campus of WTAMU?
   Access either of the following web sites:
   (http://www.wtamu.edu/about/campus_map.aspx)
   (http://www.wtamu.edu/webres/Image/Site%20Pictures/facilities/Printable%20Campus%20Map.pdf)

2. Need a Parking Map or Additional Information for the Amarillo Center of WTAMU?
   The following web site contains additional information about the Amarillo Center:
   http://www.wtamu.edu/academics/amarillo-center-faq.aspx
   Parking Map for the Amarillo Center of WTAMU:
   http://www.wtamu.edu/webres/File/Academics/Amarillo%20Center/ama_ctr_map_12-16-2010.pdf