

Information for New Graduate Students

Congratulations on your acceptance into your Brock School of Business Graduate Program! Included below is some important information for you as you travel to the US and start your graduate studies at Samford University.

More details about housing, arrival, and orientation will be provided this summer, and more program information will be covered at the new student orientation meeting at the start of the term. This packet is an overview to help you be prepared to begin your graduate course work at the Brock School of Business. Please let me know if you have any question, concerns, or problems – I am here to help. You may contact me by phone at 205-726-2040 or by email at rdeboer@samford.edu.

Welcome to Samford!

Rebekah DeBoer
Program Assistant, Graduate Programs

Email

It is very important that you check your Samford email regularly for important e-mails that may require your immediate attention. Your Samford email address is the only email account considered official by the university. Once you receive access to this new email account, please use only the Samford email for correspondence with campus offices and departments.

Apartments

Samford University does not provide on campus accommodation for graduate students. Students are responsible to find their own house or apartment. Many students decide to room together in a 2 or 3 bedroom apartment to lower the cost. More information about accommodation will be provided during the summer.

Transportation Information

Please be aware that Birmingham does not have a public transportation system. Students will need to arrange for transportation to classes. Purchasing a car is often the best option for students. However, some current students make arrangements with other international students for a ride to campus.

New international graduate students should attain an international driver's license (translated into English) before coming to the US. This is something that can only be done overseas. Students with an international driver's license can purchase a vehicle and begin driving once they arrive. Students will still need to attain an Alabama state driver's license eventually, but driving abilities will be delayed and access to campus for class will be more difficult without an international driver's license for the first few weeks.

International Student Curriculum Requirements

Details about the MBA and MAcc curriculums can be found on the [MBA](#) and [MAcc](#) portions of our website. Included below are additional curriculum requirements for international students.

MBA international students must take a selected course plan in the first semester:

First Semester - Fall

Financial Accounting for Managers
Business Economics or Corporate Finance
Managerial Communication and Analysis
Business English ESL block (pending English proficiency scores)

First Semester - Spring

Financial Accounting for Managers
Corporate Finance
Managerial Communication and Analysis
Business English ESL block (pending English proficiency scores)

MAcc international students who have no undergraduate accounting courses must complete the following courses before beginning graduate accounting courses:

Accounting Concepts I
Accounting Concepts II
Financial Accounting & Reporting I
Financial Accounting & Reporting II
Cost Accounting
Auditing I
Information Systems
Income Tax I
Legal Environment of Business
Business Law

Students who have not taken these courses in their undergraduate work may still be admitted to the graduate program to complete these courses at Samford University. Students would be permitted to take graduate level business electives while completing any needed accountancy prerequisites.

MAcc international students with an accounting degree from a non-U.S. institution must complete the following courses in the U.S. for U.S. CPA exam purposes:

Financial Accounting & Reporting I
Financial Accounting & Reporting II
Cost Accounting
Auditing I
Income Tax I
Business Law

Students are admitted to the program to take these courses at Samford University and would be permitted to take graduate level business electives while completing any needed accountancy prerequisites. These courses will be offered in the daytime with Samford University undergraduates.

English Proficiency Requirements

English as a Second Language (ESL) courses are available for graduate students. We recommend that all international students take the Business English ESL block in the first semester. Some students will be required to take these courses.

If a student meets both of the following requirements, he/she will not be required to take ESL classes:

- A GMAT verbal score above the 15th percentile
- A score of 80 on the iBT TOEFL with at least a 16 on each subset or a score of 6.5 on the IELTS

Each student will be assessed for English proficiency upon arriving at Samford University. After the assessment, the ESL instructors and graduate program director will decide which ESL classes are required.

The English proficiency assessment is to help the Graduate Programs Office determine future admission standards as well as to help the ESL department make ESL class placement recommendations for the students. Students who are not required to take ESL courses will still participate in the evaluation process but will not be required to follow the ESL course recommendations.

Typical ESL Course Schedule

Most graduate students will be enrolled in the following courses:

- Academic Writing
- ESL Speaking, Listening, and Grammar
- Content Tutoring

The required Business English ESL block will not exceed 10 hours a week, and the cost is paid separately from tuition. The spring 2012 Business English rate was \$2500.

Completing ESL Course Requirements

At the end of the semester, all students who take the Business English block will be assessed again for English proficiency. After the assessment, the ESL instructors and graduate program professors will decide if further ESL classes are needed.

The following requirements will allow a student to exit the ESL program:

- a score of 85% or above in all ESL classes
- fewer than 3 unexcused absences
- a score of 4 on all areas of assessment (Grammar, Listening, Writing, Speaking)
- a writing sample and interview approved by ESL instructors
- a recommendation from graduate school professors

Each student must agree to take the ESL courses recommended by the ESL program and graduate program until meeting the above requirements.

Self-Service Course Registration Instructions

1. Log-in to the Portal (portal.samford.edu) using your username and password assigned to you by Computer Services.
2. Click on the "Banner" tab.
3. Click the menu item entitled "Student & Financial Aid."
4. Click "Registration" to begin.
5. Click "Add or Drop Classes."
6. Read the tuition and fee statement and click "Acknowledgement" to continue.
7. Select the term you are registering for.
8. At the bottom of the screen in the blank boxes, enter the CRN numbers (from your class schedule sheet) of the courses you would like to register for and click "Submit Changes."
9. If you have a registration error, please email gradbusi@samford.edu with the course name and CRN along with the four letter permit code that you need.
10. To view your schedule, click "Return to Menu" in the upper right of the screen. Then click the menu item entitled "Student Detail Schedule" under Registration.

If you have any questions or have trouble registering for a class, please contact the Graduate Programs office at gradbusi@samford.edu. Remember to include the course name and CRN in your email, and please only email course registration questions from your Samford email address. The Graduate Programs Office is not permitted to register you for your classes, however, we are available to assist you with any questions you may have.

Bill Payment Information for New International Business Graduate Students

Bill Payment and Student Account

To cover tuition, fees, and other expenses for the first semester, new international graduate business students must advance US\$10,000 to their student account prior to arrival in the United States. Any remaining funds after course registration is posted will remain as a credit balance for the next term or may be withdrawn from the Bursar's Office once the student is on campus.

Student accounts can be viewed online via the e-bill system at https://secure.touchnet.com/C20180_tsa/web/login.jsp. Enter your log-in name or SU ID # along with your password. You will be able to view your student account and make payments from this page.

To make your bill payment, click on the "Payments" tab and select "Pay." You may make a payment to your student account whether or not you have a current balance. Select "Credit Card via PayPath" to pay your bill – this is the only method available to international students. Enter your payment amount (\$10,000), select your term, and continue to the bill payment system.

MasterCard, American Express, and Discover can be used to make online payments. A 2.75% convenience fee will be assessed by the third-party web processor.

E-Bills

E-bills are sent to students via the Samford University e-mail system. Please note that e-bills are only generated for students who are registered for courses. Students are advised to check their Samford email regularly. Official means of communication to students is through their Samford University email address.

Students may authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. To enable this feature, a student MUST access the e-bill system and add the authorized user. Students may set up an authorized user by logging in to the e-bill system as described above. Click "Authorized Users" and follow the steps to add the individual responsible for payment.

Each term, registered students will receive an e-bill prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Account activity after the e-bill generation date can be viewed online via the Samford Portal at portal.samford.edu.

Delinquency

A late fee of 5% (capped at \$100) on the past due tuition and mandatory fees balance will be assessed on the day after the payment due date. The payment for the entire e-bill, including charges incurred after the e-bill generation date must be received in the Bursar's Office on or before the due date to complete financial settlement for the current term.

Registration Cancellation

Students making changes after the e-bill has been sent are **REQUIRED** to make payment in full by the e-bill due date for the term. Changes made during the drop/add period noted in the academic calendar for your classification **MUST** be paid when incurred. Failure to make full payment will result in registration cancellation the next business day after the end of the drop/add period. Reinstatement fee is \$100. Late fees are not reversed upon reinstatement.

The University may charge interest on all amounts past due. Past due accounts assigned to a collection agency may be reported to the credit bureaus, and students will be charged for collection costs.

Immunization Record and Medical Evaluation Forms

Your Immunization Record and Medical Evaluation forms have been included in this packet. These forms **must** be returned to University Health Services (not to the Graduate Programs Office) before you arrive. The University Health Services mailing address, fax number, and email address are included on these forms.

Student Insurance Information

Samford University students must have acceptable insurance coverage. Samford University does not dictate which insurance provider or policy you should purchase; however, there are certain levels of coverage required and the plan must provide coverage for in-patient and out-patient services in Jefferson County, Alabama or contiguous counties.

If you are currently covered by health insurance and would like to waive the Samford University health insurance, please submit your Student Insurance Waiver as soon as possible. To access this form, go to www.samford.edu and click on Students. Under General Information, click Student Insurance. Once you are transferred to the insurance page, click Waive Online and complete the steps as directed.

If you do not submit this online waiver or if your insurance is denied, you will be automatically signed up for insurance under the university's Pearce and Pearce plan. Health insurance charges will be posted to your student account. You may view information regarding premium rates, benefits and exclusions for the Pearce and Pearce plan through the Student Insurance link as described above.