New Student Orientation
Master of Science in Management and Leadership

Contents:
- Welcome
- Academic Catalog, Courses, Registration
- Attendance, Admin Withdrawal
- Materials, Computers, Enrollment Verification
- Graduation, Disability Services, Rights Reserved
- MSML Program Details
- Degree Information
- Online Course Information
- Financial Aid
- Student Accounts
- Next Steps
Welcome to Montreat College

You’re here because you’re dedicated to growth. To a life of connection and clear purpose. And because you’re ready for learning experiences that are as impactful as they are accommodating, all guided by a commitment to Christ. We welcome you to a life of passion, enthusiasm, and intention.

New Student Orientation

The School of Professional and Adult Studies offers accelerated programs. Our students are challenged and rewarded both academically and spiritually. The faculty and staff of Montreat College are delighted and encouraged by your decision to further your education and we are dedicated to helping you achieve your educational goals.

This “New Student Orientation” is the first step you will take during your initial registration process with the College. Read through this document and learn all about YOUR college. Next, download the acknowledgement form and send a signed copy over to your Admissions Specialist in the Enrollment Office. They will forward it on to your assigned Academic Advisor who will soon be contacting you to schedule your registration meeting. At this meeting you will receive your individualized degree plan and transfer credit evaluation. You will also choose your classes for your first term with Montreat College at this appointment.

Should you have any questions about the contents of this document, please be prepared with your questions for your Academic Advisor at your registration meeting. Of course, you are always more than welcome to contact your advisor with questions, concerns, etc. during your educational journey with Montreat.

Again, we welcome you to Montreat College and the School of Professional and Adult Studies!
**General Information**

Although students do not need to be of the Christian faith, we ask that students have an openness to the College's mission: **Christ-centered, Student-focused, Service-driven**.

**Academic Catalog**

Students are expected to familiarize themselves with the academic policies contained in the Montreat College Catalog. Failure to do so does not excuse students from the requirements and regulations outlined within the catalog. The [academic catalog](#) can be viewed at any time on the Montreat College website.

**Graduate Courses**

There are 3 academic terms (spring, summer, and fall) each comprised of 3 sessions. Courses are 8 weeks long.

Online courses run from the Sunday start date of the session through the Saturday end date of the session.

Study group participation may be required and will be determined by each instructor.

Students must finish coursework within 5 years of beginning program.

**Course Registration**

Students are pre-registered for courses. Any adjustments to the schedule must be completed with your Academic Advisor.

**Drop/Add Policy -**

Adding a course: Students may add courses no later than the first week of the term.

Dropping a course: Students enrolled in 8-week Master level classes may withdraw through the 4th week of the session before receiving a WF.

**NOTE:** If students attend a course or session for which they are not officially registered, they will not receive credit for the work.
Continued...

Class Attendance

The Department of Education requires Montreat College faculty to adhere to a strict policy for class attendance to maintain Title IV funding. The SPAS programs emphasize group interaction in the course room as well as in online study groups. If students are absent, they do not gain the benefit of learning from their peers, nor do they have the opportunity to contribute to other students’ learning. Signing into and completing course work in a timely manner is essential to your success in the program.

Students will need to sign in by the date the course starts in order to be prepared for the first week’s assignments (usually due mid-week). The instructor must turn in attendance records of class meetings each week through our course management system.

Montreat College SPAS allows one absence from class without grade penalty. If a student misses a second class, the final grade can be lowered a letter grade at the discretion of the instructor. Instructors may have a stricter policy, but they must clearly indicate any other specific consequences for absences in their course syllabus. If it is not indicated, it is assumed that the penalty will occur according to the policy above.

Satisfactory Academic Progress

Graduate students are expected to maintain a minimum cumulative grade point average of 3.00 throughout their program of study. If at any time a student receives a grade less than B- on course work taken for graduate credit, the student will need to meet with the academic program director. Each academic program will determine the consequences for receiving less than a B- in a course.

Administrative Withdrawal

If an enrolled student does not attend class during the first 3 weeks of a course and does not contact their Academic Advisor regarding an academic plan, the College will assume the student no longer wishes to attend the College. The student will be dropped from that course and any other pre-registered courses and withdrawn from the program.
Continued...

Administrative Withdrawal continued

If the student wishes to continue his/her education at Montreat College, he/she will need to subsequently contact their Academic Advisor in order to be readmitted and registered for future courses. Students will be charged in full for any courses they were administratively withdrawn from.

Course Materials

The cost of books and other required materials is included in the course tuition. Students enrolled in a 100% online graduate degree program should receive a book voucher via email from MBS Direct no later three weeks prior to the course start date. Students who still have not received this voucher two weeks prior to the course start date should contact their advisor for assistance. Students taking online courses should be aware that book vouchers are sometimes sent to non-Montreat email addresses and/or to junk or spam folders.

Montreat College has its own bookstore site on the MBS Direct website. MBS Direct fills textbook orders within 24 hours and ships them according to the students’ instructions. Students are given access information when they enroll. Ordering can also be done by telephone, fax, or by mail.

Students will be required to download course modules prior to starting each course.

Computer Requirement

Ask your Academic Advisor for the SPAS Student Computer Policy for the minimum specifications for all courses in your degree program.

Enrollment Verification

Students, for various reasons, may need official written proof that they are currently enrolled. Montreat College is a member of the National Student Clearinghouse, which acts as an agent for all verifications of student enrollment. Please visit the Clearinghouse online or contact them by phone at (703) 742-4200 to obtain an official enrollment verification certificate at any time.
Continued...

Graduation

All candidates for graduation must submit a formal application for graduation to the Records and Registration Office. Graduation application deadlines are March 1 for spring, June 1 for summer, and October 1 for fall. There are 3 conferral dates per year; May, August, and December. There are 2 commencement ceremonies per year; May and December.

Disability Services

The College will provide reasonable accommodations for known disabilities whether visual, hearing, mobility, medical, learning, or for other qualified applicants and students. Eligible students should complete the following steps.

1) Identify yourself to your Academic Advisor and submit current documentation of your disability.
2) Be willing to participate in additional evaluation to confirm the disability, if requested.
3) Provide clear recommendations for accommodations from a professional care provider.
4) Request in writing the specific accommodations needed to enable your academic success.

Your Academic Advisor, in conjunction with Student Health Service and other appropriate personnel, will access the documentation and determine the reasonableness of the requested accommodations. This group of personnel serve as liaisons between students and faculty/staff, working individually with students to develop and implement a plan for academic accessibility.

Rights Reserved

The College reserves the right to add or delete courses, to change academic policies, practices and requirements or to alter the academic catalog at any time. Courses with fewer than seven students may be canceled due to low enrollment.
Program Details

Master of Science in Management and Leadership

The Master of Science in Management and Leadership degree offered at Montreat College provides graduate students with the tools and skills needed to excel as managers and leaders. Coursework has a qualitative focus that progresses from developing the individual’s leadership foundation to building relationships between organizational members and stakeholders to determining strategy for a range of organizations. Students do not need a business background, just a determination for leadership regardless of positional authority. While enrolled in the MSML program, students build strong relational skills that are founded in ethical leadership principles.

Program graduates leave Montreat with a comprehension of best business strategies and practices in critical areas of business, including strategic planning, effective communication, negotiating, conflict resolution, and business development.

MSML Courses

BS 530: Ethics and the Legal Environment
BS 579: Current Issues & Implications: The Study of the External Environment on Industry and Management Planning
GE 510: Introduction to Graduate Studies
ML 504: Exploring Leadership and Personal Leadership Development
ML 505: Management Consulting Project
ML 510: Organizational Behavior
ML 512: Human Capital Management
ML 515: Effective Communication, Negotiating, and Conflict Resolution
ML 524: Accounting and Financial Skills for Leadership
ML 540: Marketing Strategies for Managers and Leaders
ML 542: Strategic Planning
ML 585: Advanced Entrepreneurship and Entrepreneurial Spirit

Total Hours Required = 39 semester hours
*A minimum of 33 semester hours must be earned with Montreat College with a minimum GPA of 3.0
Degree Information

Transfer Information

- A maximum of (6) six semester credits of graduate course work can transfer into the MSML program.
- All Transfer credit must have been earned at a regionally accredited graduate program, must have been at the same level and must duplicate the content of the Montreat College course. A grade of B or above must have been earned (3.0 on a 4.0 scale).
- All transcripts must be submitted before students can begin the program.

Business Consulting Project

Successful completion of a business consulting project is required to fulfill degree requirements. An integrative capstone real-world learning experience in management consulting, taken in a joint effort with the regional North Carolina Small Business Technology Development Centers (SBTDC) in Charlotte and Asheville. Students are required to apply knowledge and skills acquired during the program to the business problems of a real-world organization.
Online Course Information

Course Access

Online students can access their courses and course materials through http://online.montreat.edu.

Follow the link at the red arrow below to access your online courses.

Follow the links at the pink arrow below to access your email, Self Service, and the Library.

Course Access continued...

Students taking online courses at Montreat College will be using the Moodle Course Management System. Moodle is an easy-to-navigate, learn-as-you-go, intuitive system that is used by educators at all levels around the world.

Students can access their online courses via Moodle one week prior to the official course start date (the session start date). **Students must log in for the first time by the course start date.** This will give you a chance to become acclimated with all course materials and acquainted with your classmates. This will also let the professor know you are engaged and ready to learn.
Online Course Information

Course Access continued...

Students taking online classes are subject to the same attendance policies as students enrolled in classroom-based classes. Students who do not log into their online course can be counted absent after the first Wednesday of the course. **If you do not initially log in by the course start date, financial aid cannot be dispersed to those receiving financial aid funds.**

During your first time being logged in, you should preview all course modules, schedules, assignments, etc. Having a firm idea early in week one of all course expectations and objectives will help you to stay on top of your work and avoid unnecessary stress.

Technical Problems and Issues -

Should you have any access issues or technical problems, contact your Academic Advisor as soon as possible (preferably before the course officially begins). Many problems are easily resolved without assistance from the Montreat IT department or the Learning House Help Desk Staff.

Suggestions and Guidance for Online Students

Believe in the online learning process. Research clearly demonstrates that online learning is a valid and effective way to learn. It is a widely used and almost universally accepted mode of pursuing and completing a formal education. It is in no way, “less than.”

Online learning is not easier or less rigorous than classroom learning. Like all forms of effective learning, it requires focus, commitment, and sustained effort.

Online learning provides students and their family members with a great degree of flexibility as to when studies may be pursued and coursework accomplished. However, students in online courses must still be very deliberate and intentional about when they will complete assignments.

As with any degree program or educational venture, online students should determine the real reason why they are enrolled in an online course or degree program. Be honest with yourself about what you expect to achieve or accomplish.

Establish and adhere to high standards for yourself, your fellow students, and your professors. At the same time, empathize with your classmates, who are often adult learners with full time careers and/or families. Reasonability and courtesy should be extended by all, to all.
Suggestions and Guidance for Online Students continued...

Focus on learning new concepts, theories, and practices, rather than recycling commonly known ideas in order to meet minimal standards.

Be prepared to do group work! While the amount and methods of group work assigned will be at the individual instructor’s discretion, most online courses involve some work to be accomplished by teams. This approach serves as a real academic purpose, and it directly reflects how work is frequently accomplished in the world of work—virtually and by teams.

Students who have a conflict or grievance with a fellow student or instructor in an online course should always attempt, in good faith, to resolve any issues directly with the student or instructor involved. If doing so is not feasible, the student should contact his or her Academic Advisor for guidance. Sharing grievances with students or instructors not directly involved is unprofessional and often ineffective.
Financial Aid

If a student chooses financial aid as a method of meeting the financial obligations of a SPAS program, all forms must be completed and returned to the Financial Aid Office prior to the start of their first course. All financial aid funds are posted directly to student accounts.

Getting Started -

To start the financial aid application process, students must first be accepted into Montreat College and have completed the Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov).

Students who are interested in borrowing to finance their education should complete a Master Promissory Note (MPN) and Entrance Counseling for the William D. Form Direct Loan through the Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

Students will be notified on an individual basis of any additional forms needed to complete their financial aid file. You are encouraged to reach out to our office to start the financial aid process or that we may answer any questions you might have.

Eligibility Criteria -

To maintain financial aid, students must remain in at least six credit hours per semester in order to remain eligible for student loans. Eligibility for Pell Grant may also be affected by any changes in enrollment. Students must maintain satisfactory academic progress (refer to policy for details) and must reapply each academic year for financial aid. To be considered full time, an undergraduate student should be enrolled a minimum of 30 weeks (15 per semester) of instructional time and a minimum of 24 credit hours (12 per semester) attempted.

Students who are in default on federal student loans will not be eligible for any financial aid until the default is cleared through the National Student Loan Database System, or proof is submitted and accepted that the default has been cleared.

Satisfactory Academic Progress -

Students receiving financial aid must maintain satisfactory academic progress. This determination of progress is made at the end of each semester including the summer semester, and before the Financial Aid Office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.
Continued...

Types of Financial Assistance -

**William D. Ford Federal Direct Student Loan Program:** Federal Direct Loans (subsidized and unsubsidized) are low-interest loans available to assist eligible students. Completion of the Direct Loan Entrance Counseling Interview and Master Promissory Note are required to receive federal loan funds.

**Educational Benefits through the Veterans Administration or Vocational Rehabilitation:** Veterans benefits are applied for directly through the Veterans’ Administration. To check on the status of benefits, students can contact the Veterans Administration at 1-800-827-1000. You can reach the Montreat College School Certifying Official at va@montreat.edu.

**Employer Reimbursement:** Many employers offer tuition reimbursement to employees in academic programs. Students should contact their employer for more information and notify the Financial Aid Office of any awards made.

Contact Information -

SPAS Financial Aid Office

Email: spasfinancialaid@montreat.edu

Phone: 1-800-545-4656
Student Accounts

The payment of all tuition and fees becomes an obligation upon registration at Montreat College. Students may view their accounts online using Self-Service on the main page under Current Students. Instructions on how to use Self-Service are available on the Student Accounts Office web page.

Forms -

All Student Financial Services forms are available for download on the SFS Forms web page.

Payment of Tuition and Fees -

Students who anticipate that all or part of their expenses will be paid by employer tuition reimbursement are expected to pay at least two weeks prior to the start of each course with their own funds.

Students that will be using VA benefits and do not receive 100% coverage from the VA are expected to pay their portion of the tuition at least two weeks prior to the start of each course.

Self-Pay student’s tuition and fees are due at least two weeks prior to the start of each course.

A $50 late fee is charged each time a payment is received after the due date. All outstanding balances must be cleared before future course or program registrations will be approved. The College reserves the right to withdraw students from current and all future courses for failure to meet financial obligations.

Receipt Requests -

Students may request receipts for reimbursement purposes by submitting a receipt request form to spasstudentaccounts@montreat.edu. Students who receive financial aid will only be able to receive a receipt after the posting of the grade.

Withdrawal/Refund Policy -

The following Withdrawal/Refund Policy will be in effect for each student enrolled in standard terms:

♦ If the student drops a course before the first week of class or during the drop/add period, the student will not be charged for tuition or fees.

♦ If a student drops a course after the last drop/add date, the student will be charged the full tuition rate and fees for that course.
Continued...

Withdrawal/Refund Policy continued -

The following Withdrawal/Refund Policy will be in effect for students in non-standard terms.

♦ If the student drops a course before the second class meeting, the student will not be charged tuition, but will be charged a $50.00 drop/add processing fee.

♦ If a student drops a course after the second class meeting, the student will be charged the full tuition rate and fees for that course.

Credit Balance/Refund Process -

Students may receive a distribution of a credit balance from their account during the term, though not prior to the conclusion of the first week of the term or the actual receipt of funds. The Funds Request form can be emailed to your Montreat email by request or obtained from the Montreat College website on the Student Accounts web page. Pell Grant recipients can request a book voucher for upcoming courses by filling out a Bookstore Charges Authorization form for continuous book vouchers.

Contact Information -

SPAS Student Accounts Office
Email: spasstudentaccounts@montreat.edu
Phone: 704-357-3390 or 828-669-8012 ext. 1019.
Fax: 828-419-2298

Next Steps

You’re almost there! Your next step is to download, print, sign, and return the New Student Orientation Acknowledgement Form to your Admissions Specialist.

Once your acknowledgement form is received, it will be sent to your assigned Academic Advisor and she will contact you at the email address and/or phone number on file to schedule your registration meeting.

This meeting needs to be completed at least 2 weeks before the start of classes, so don’t delay! Send in your form today!