New Student Orientation
Bachelor of Science in Human Resource Management

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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 Adult and Graduate 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. Your assigned Academic Advisor will contact 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 any 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 Adult and Graduate 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: Montreat College is an independent, Christ-centered, liberal arts institution that educates students through intellectual inquiry, spiritual formation, and preparation for calling and career.

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 at: https://www.montreat.edu/academics/academic-catalog/

Undergraduate Courses

There are 3 academic terms (spring, summer, and fall) each comprised of 3 sessions. Sessions 1 and 2 are 5 weeks each and session 3 is 6 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.

Course Registration

Registration is held for each term (fall, spring, and summer: all 3 sessions). Students may take up to 2 courses per session. Each session has a drop/add period. Registration for your first term will be done during the registration meeting with your Academic Advisor. Subsequent term registrations are available and completed online by the student.

Drop/Add Policy

Adding a course:
*Students may add courses no later than the Friday prior to the start of the session for online courses.

Dropping a course:
*If a student withdraws from a course during the first week of the session, the course will be dropped with no notation on the academic record.

*If the student withdraws from a course during the second week of the session, a grade of W will be recorded on the transcript. This shows as attempted hours, but does not affect the GPA.

*If a student withdraws after the second week of the session, a grade of F will be recorded on the transcript, which will impact the GPA as an F grade.

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

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General Information

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 AGS programs emphasize group interaction in the course 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.

1.) Non-Attendance Policy: Students taking online courses must complete introduction forum or other assignments by Thursday at 11:59pm during week one of the course. If assignment is not completed without contact to instructor, the course will be dropped which could result in reduction/cancellation of financial aid. The schedule for future sessions will remain unchanged.

2.) Attendance at every class meeting is expected. If a student misses two class meetings, final grades can be lowered at the discretion of the professor.

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.

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. 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.
General Information

Textbooks

*Students are required to order their textbooks and should have them before class starts.* For your convenience, Montreat College has its own bookstore 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.

![MBS Direct Logo]

Course Materials

Students will have access to their course guide upon logging into the course in Moodle Rooms.

*NOTE: There are often assignments due mid-week of the first week of each course.*

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.
General Information

Technical Support

Students are responsible for acquiring technical support for their computers, including hardware and software issues. Montreat College will not act as a computer consultant regarding purchase advice or hardware and software issues.

Software

Students are provided with a subscription-based license to download and install Microsoft Office for Windows and Macintosh systems. The license is valid while students remain enrolled in courses at the College.

Minimum Computer Specifications Required for all Students

- Laptops should have a wireless Interface for connecting to Montreat College's WIFI network.
- Ability to connect and use a USB Memory Stick. You must also have one for use.
- Adobe Reader and Flash installed on your system.
- Ability to run Microsoft Office suite, including Word, Excel, and PowerPoint
- Windows-based systems must be running Windows 7 or later. Windows XP and earlier are not recommended or permitted on our network.
- Macintosh-based systems should be Snow Leopard or later, able to run Microsoft’s latest Office release.
- Most tablets, especially iPads, may be useful, but do not provide enough functionality to use for all work. iPads are not able to display Flash videos. Tablets running Microsoft Windows Pro, however, are sufficient.
General Information

Connecting to Montreat College Hardware Resources

Students are responsible for checking compatibility with classroom projectors or other equipment in advance of anticipated need. Students may have to acquire an adapter or transfer files to a classmate computer for presentations. Most classrooms have VGA or HDMI connections to projectors.

Courses Currently Requiring the Use of a Notebook Computer in the Classroom

It is the student’s responsibility to acquire a laptop for classroom use during these courses:

- CS 101*, MT 122 (some faculty)
- CS 203, BS 314, BS 413 and BS 460
- BS 352, BS 422 and BS 452

Note: Other courses may be added at any time.

*All students registered for CS 101 must have their laptop checked for the above specification requirements at least 2 weeks prior to the course start date. The CS 101 instructor will check your laptop for the requirements during the course introduction scheduled for 2 weeks prior to all CS 101 courses.
General Information

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 serves 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.
About the Program

Bachelor of Science in Human Resource Management
The Bachelor of Science in Human Resource Management (HRM) helps students develop an understanding of the fundamentals of human resource management and its relevance in business. The HRM degree addresses the legal and ethical components of the decision making process involved in the human resources environment. In addition, strategic elements of HRM, such as knowledge management, organizational behavior, and team development help students broaden their understanding of the field of Human Resources. *Montreat College’s Human Resource Management Degree is formally aligned with the Society for Human Resource Management’s (SHRM) curriculum guidelines.

Adult and Graduate Business Programs
The mission of the Adult and Graduate Business Program is to equip students with the knowledge and skills necessary to serve in today's competitive business environment and to cultivate in all students, at all levels, (undergraduate and graduate) an entrepreneurial and ethical approach to business decision making. This is accomplished through growing students’ abilities in four focused areas: Character Development, Communication Skills, Critical Thinking, and Competency in Business Practices.

Why Study Business at Montreat College?
The business program builds upon Montreat College's strong liberal arts core with professional training in business administration designed to prepare students for professional positions in a variety of business organizations. Our unique approach to teaching combines the theoretical with the practical, as all faculty bring extensive experience into the classroom. Advanced classes are typically small, providing significant personal attention and one-on-one time with professors. In many courses, student projects involve students in real-world problem solving in collaboration with local business organizations.
Program Details

Human Resource Management Courses

BS 302: Business Ethics and Business Law
BS 304: Labor-Management Relations
BS 307: Organizational Behavior
BS 308: Servant Leadership
BS 313: Employment Law
BS 320: International Business
BS 339: Organizational Learning and Knowledge Management
BS 352: Financial Accounting Issues
BS 354: Economics for Decision-Makers
BS 366: Money, Markets, and the Economic Environment

BS 404: Leadership and Human Resource Management (Capstone Project)
BS 437: Marketing Management
BS 452: Managerial Accounting Issues
BS 453: Groups, Teams, and Organizational Behavior
CS 203: Information Systems for Managers
EN 371: Managerial Communications
GE 250: Foundations for Adult Program Success
IS 461: Seminar on Faith and Life

Degree Requirements

General Education = 53  General Electives = 12
Required Electives = 7  HRM Core = 48

Total Hours Required = 120 Semester Hours

A minimum of 32 of the last 39 semester hours must be earned with Montreat College with a minimum GPA of 2.0 in all major courses.
Degree Information

Degree Requirements

Students must complete all of the bachelor core curriculum with an earned grade of C or better in each course and a minimum of a 2.0 grade point average (GPA) in courses counted toward the major on work completed through Montreat College.

If additional general education or elective semester hours are needed to reach the 120 semester hours required to fulfill all degree requirements, the course hours may be obtained by the following means:

- Additional Montreat College courses (seated or online)
- College courses taken at a regionally accredited institution (includes seated, online and correspondence courses)
- Montreat College Non-collegiate Assessment (NCA) credits (electives only)
- Standardized credit by examination - such credits are not eligible for financial aid on their own and do not count as in-class status for enrollment purposes.
- Correspondence and online courses from a regionally accredited institution
- Military credits

Prior approval form must be submitted to your Academic Advisor and approved by the Records and Registration Office before taking any courses or exams outside of Montreat College.

Please see your Academic Advisor for more information about general education courses and limitations.
Degree Information

Degree Requirements

In the Human Resource Management program, there are 3 courses that require a prerequisite course to be successfully completed with a minimum grade of a C before the core course can be taken with Montreat College. Successful completion can be met by showing the course on an official transcript submitted from a regionally accredited institution to the College or by successfully completing the course with Montreat College.

**BS 352: Financial Accounting** and **BS 452: Financial and Managerial Accounting** require a prerequisite of a lower-level accounting course. Montreat College courses meeting the required prerequisite are:

- **BS 206**: Principles of Accounting
- **BS 208**: A Random Walk Through the Financial Maze

In addition to fulfilling the prerequisite requirements, the above courses will earn 3 credit hours of general elective credit.

**CS 203**: *Information Systems Technology for Managers* requires the computer competency be met before enrollment in the course.

*Individual Capstone Project -*
Human Resource Management students will be expected to complete a business/service project or business plan as a partial fulfillment of the requirements for the bachelor’s degree. Students are assigned a project advisor who will guide them through the project. The individual business/service project is a capstone, integrative, real-word learning experience, requiring each student to solve a business problem, provide a support service to a client organization, or develop an entrepreneurial business plan. For the business/service project, students will identify a client organization, define the problem to be solved or the services to be provided, and establish the client’s results. Students will submit a final project report and present their project in **BS 404: Leadership and Human Resource Management** to demonstrate their achievement of the desired outcomes and their ability to apply the knowledge and skills acquired throughout the Marketing degree program.
Online Course Information

Course Access

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

Students taking online courses at Montreat College will be using the Moodle Rooms 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 up to 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.

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 and complete first assignment by Thursday of week one, will be counted absent and dropped from course unless prior arrangements are made with the instructor. 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.
Online Course Information

Suggestions & 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 is a 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.

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 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 Services

If a student chooses financial aid as a method of meeting the financial obligations of an AGS program, all forms must be completed and returned to Student Financial Services 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.

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 https://studentloans.gov/myDirectLoan/index.action.

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 Grants 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 Student Financial Services 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.
Financial Services

Student Loan Grace Period

Students must maintain at least ½ time enrollment or 6 credit hours per semester in order to qualify for the Federal Student Loan program. All student enrollment status is reported monthly to the National Clearinghouse, who then submits this information to student loan lenders. Lenders receive this information regardless of whether or not the loans are received at Montreat College.

Each student loan has a six (6) month grace period associated with both subsidized and unsubsidized student loans. When a student's enrollment status drops below ½ time for the semester, regardless of what point in the semester it happens, this information is reported to the lenders. Dropping below ½ time in any given semester initiates the grace period. Each time period of enrollment where a student drops below ½ time counts toward the overall grace period on each loan. To prevent using all of the grace period prior to graduation, it is recommended that students maintain at least ½ time enrollment each semester.

Types of Financial Assistance

Federal Pell Grant: eligibility is based on the student’s expected family contribution (EFC) from the FAFSA and their hours of enrollment each semester.

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.

North Carolina Need-Based Scholarship (NCNBS) : Scholarship provided by the state of North Carolina for the Fall and Spring semesters for students who have been a North Carolina resident for the last 12 months, be registered for at least three quarter time (9 hours) per semester, pursuing a first bachelor’s degree, and meet financial aid eligibility.

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 Student Financial Services of any awards made.
Financial Services

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 at https://www.montreat.edu/admissions/tuition-aid/forms/.

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 financialservices@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.
Student Services

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 Financial Services 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
Student Financial Services
Email: financialservices@montreat.edu
Phone: 800-545-4656
Next Steps

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

This meeting needs to be completed before classes begin, so don't delay! Submit your form today! https://forms.montreat.edu/ags-orientation/