New Student Orientation
Graduate Certificate in Innovation and Entrepreneurship

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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 and certificates. 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 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/

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.
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 11:59 pm 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.

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

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

Graduate Certificate in Innovation and Entrepreneurship

The Innovation and Entrepreneurship Graduate Certificate provides a rigorous course of study in the areas of Innovation and Entrepreneurship and prepares students to turn their business ideas into reality. The Innovation and Entrepreneurship concentration is action oriented and human-centric, with a focus on Lean startups, design thinking, product innovation, and new business financing.

Certificate Details

Graduate Certificate in Innovation and Entrepreneurship

BS 572   Lean Strategy for Entrepreneurs 3  
BS 573   Creativity, Design Thinking, and Product Innovation 3  
BS 574   Financial Issues in Entrepreneurship 3  
ML 579   Entrepreneurship and Innovation

Total Hours Required for the Graduate Certificate in Innovation and Entrepreneurship = 12 credits

Admissions Information

Admissions Requirements

- A Bachelor's degree with a 2.75 cumulative GPA in any major from a regionally accredited college or university.
- Official transcripts for all colleges attended.
- A current resume that includes academic and employment history.
- If the applicant has a cumulative GPA below 2.75, a “Low GPA” essay can be submitted, for non-F-1 students.
Course Descriptions

Graduate Certificate in Innovation and Entrepreneurship

Business Administration (BS)

BS 572 Lean Strategy for Entrepreneurs
Lean Strategy for Entrepreneurs prepares students to use Lean principles to rapidly create and vet startup products and organizations. Students in this course will learn how to move quickly and effectively from concept to customer-validated product, thereby increasing their probability of success as entrepreneurs. (3 credits, 8 weeks)

BS 573 Creativity, Design Thinking, and Product Innovation
This course explores the space between your ears and teaches how to use your Godgiven brain to create wonderful, exciting, and interesting business ideas and products. Students in this course will learn to use creative problem solving and design principles in order to identify innovative new product opportunities, design new products, and pitch startup concepts to classmates and potential investors. (3 credits, 8 weeks)

BS 574 Financial Issues in Entrepreneurship
This course examines and addresses the capital needs of new business ventures, with a focus on high-growth ventures. Entrepreneurs face many challenges, such as identifying funding sources, calculating reasonable valuation, forecasting revenues, budgeting, and managing cash flow. Students in this course will use case studies and simulations to learn to address financial issues in entrepreneurship. (3 credits, 8 weeks)

Management and Leadership (ML)

ML 579 Entrepreneurship and Innovation
This course focuses on developing innovation and creativity as key competencies related to entrepreneurship. New mental models and processes will be employed, teaching students to think differently and identify the opportunities that are all around them. Product development and problem solving will be taught through the use of exercises, games, and business case review. (3 credits, 8 weeks)
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 Noodle Open LMS Management System which 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

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/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/