

Introduction

Thank you for your interest in the graduate business programs at Coastal Carolina University.

The Master of Business Administration is a 30-hour graduate degree program that provides study of major areas of business encompassing the disciplines of accounting, finance, economics, management and marketing. The program balances an applied service sector focus with a strong grounding in finance and accounting. Students are actively involved in coursework through case studies, simulations, and research in discipline-specific databases. A research project is required.

The Master of Accountancy (MAcc) Program is also designed to provide students with a broad-based business education. The curriculum focuses on enhancing a student's analytical and critical thinking skills, written and oral communication skills, and understanding of the global nature of the accounting profession. The program will allow students to enter the accounting profession and achieve certification as Certified Public Accountants (CPA) and/or Certified Management Accountants (CMA). The program is also 30-hours.

The Fraud Examination Certificate Program provides students the opportunity to explore the areas of fraud detection, analysis and prevention. The 18-hour program is perfect for working professionals, such as law enforcement officers, lawyers, and accounting professionals who are interested in developing an expertise in fraud examination.

Submission of Required Credentials

All graduate applications must first be processed through the Office of Graduate Studies. Please submit your application and all information requested to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054

Once your application is complete, it will be forwarded to the Graduate Admissions Office of the Wall College of Business.

Your application cannot be considered until your non-refundable \$45 application fee and all the following required credentials are received:

► **Application and Fee** The application form and the non-refundable \$45 application fee.

► **Transcripts** You must submit an official transcript from every institution you have attended. Receipt of a baccalaureate and/or higher degree must be clearly indicated on the transcript from the awarding institution. Official transcripts are those sent by the registrar of a college or university directly to the Office of Graduate Studies. The Office of Graduate Studies does not request transcripts from any institution.

► Graduate Management Admissions Test (GMAT)

Your GMAT test scores must be submitted before your application can be processed. Test scores must include your score on the Analytical Writing Assessment. International students whose native language is not English must also submit scores on the Test of English as a Foreign Language [TOEFL]. Applicants to the Fraud Examination Certificate Program may have their GMAT requirement waived if they submit evidence of having an advanced credential such as a Certified Public Accountant (CPA) certificate or law degree for example.

► **Letters of Recommendation** At least two letters of recommendation (scholastic or professional) are required with your graduate application. Forms for letters of recommendation are provided in this application packet. References should mail completed forms directly to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054.

► Prerequisites MBA Program

You must complete 18 hours of prerequisites with an average grade of B or better before you can be admitted into the MBA program. You must have successfully completed the following courses within the last five years:

- Financial Accounting: 3 credit hours
- Survey of Economics or Microeconomics: 3 credit hours
- Business Finance*: 3 credit hours
- Business Statistics: 3 credit hours
- Principles of Marketing*: 3 credit hours
- Principles of Management*: 3 credit hours

Courses marked with an asterisk (*) are junior courses taught at the 300 level or above.

Master of Accountancy Program

Applicants to the Master of Accountancy program must have successfully completed 18 hours in accounting in addition to the prerequisites listed above. Courses should include such areas as: Intermediate Accounting, Auditing, Cost Accounting, Accounting Information Systems, Tax, and Commercial Law. Non-business applicants should contact the Business School to ensure that they have taken or are taking the proper coursework.

► **A Resumé** To include academic education and work history; with dates.

Application Deadlines

Applications are accepted year-round but priority consideration for admission will be given to those completed applications received by the following dates:

Term	Application postmark deadline
Fall Semester	June 15
Spring Semester	November 15
Summer	April 15

09/11

IMPORTANT TELEPHONE NUMBERS: Wall College of Business Graduate Admissions Office • 843-349-2469
Office of Financial Aid and Scholarships • 843-349-2313

Office of Graduate Studies • Coastal Carolina University

P.O. Box 261954 • Conway, South Carolina 29528-6054 • 843-349-2394 • 1-800-277-7000 • www.coastal.edu/graduate



Application for Graduate Admission

E. Craig Wall Sr. College of Business Administration

A non-refundable application fee of \$45 is required with this application.

INSTRUCTIONS: Pages 2-5 of this document MUST be completed online. Then, print the entire document, sign and date pages 4 and 5, and mail or bring pages 2-5 to the Office of Graduate Studies. Forward the printed *Letter of Recommendation* forms to the individuals of your choice and ask them to complete and forward each Letter of Recommendation to the Office of Graduate Studies.

1. I WISH TO BEGIN GRADUATE STUDY AT COASTAL CAROLINA UNIVERSITY. YEAR _____ FULL TIME PART TIME
 FALL SEMESTER SPRING SEMESTER SUMMER I SUMMER II

2. SOCIAL SECURITY NUMBER _____

3. LEGAL NAME _____
Last First Middle Suffix (Jr., III, IV)

4. MAIDEN OR FORMER NAME USED AT OTHER COLLEGES _____

5. PERMANENT ADDRESS
P.O. Box, RFD, Street _____
City _____ State _____ Zip code _____ Zip +four _____
County _____

6. TELEPHONES: Home (_____) _____ Cell (_____) _____

7. E-MAIL ADDRESS _____

8. BIRTH DATE (MM/DD/YY) _____ 9. Gender: Male Female

10. I AM A SENIOR CITIZEN (age 60 or older). Yes No

11. ETHNIC ORIGIN / RACE
I am Hispanic or Latino. Yes No

What is your race? Regardless of how you answered the prior statement, please indicate the race you consider yourself to be.

- American Indian OR Alaskan Native Asian Black/African American
 Native Hawaiian OR Other Pacific Islander White

12. DO YOU LIVE IN SOUTH CAROLINA? Yes No
If Yes, you must complete page 5 of this application. If all questions are not answered completely, you will be considered an OUT-OF-STATE student for Tuition and Fee purposes.

13. COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____

14. I AM A PERMANENT RESIDENT ALIEN OF THE UNITED STATES. Yes No
If Yes, what is your alien registration number _____ Attach a copy of your Green Card.

15. I AM AN INTERNATIONAL STUDENT. Yes No
I am seeking an F-1 Student Visa. Yes No

16. EMERGENCY CONTACT INFORMATION Check relationship to you: Parent Spouse Guardian Other _____
Name _____
Last First Middle Suffix (Jr., III, IV)

Home/permanent address: P.O. Box, RFD, Street _____
City _____ State _____ Zip code _____ Zip +four _____
County _____

Telephones: Home (_____) _____ Work (_____) _____ Cell (_____) _____

17. **DEGREE SOUGHT**

M.B.A. Master of Accountancy Certificate in Fraud Examination

18. **TESTS:** Give dates you have taken or will take the tests.

Graduate Management Admissions Test (GMAT): **DATE 1** (MM/DD/YY) _____ **DATE 2** (MM/DD/YY) _____

Test of English as Foreign Language (TOEFL): **DATE 1** (MM/DD/YY) _____ **DATE 2** (MM/DD/YY) _____

19. **COLLEGE(S) ATTENDED** List below all colleges attended, current or most recent first, and ask the institution(s) to forward an official transcript of your work directly to the Office of Graduate Studies, Coastal Carolina University.

Name of school (full name) _____ State _____

Date entered (MM/YY) _____ Date leaving (MM/YY) _____ Degree earned _____

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Date entered (MM/YY) _____ Date leaving (MM/YY) _____ Degree earned _____

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Date entered (MM/YY) _____ Date leaving (MM/YY) _____ Degree earned _____

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FOR INTERNATIONAL APPLICANTS

20. **ARE YOU CURRENTLY STUDYING IN THE UNITED STATES?** YES NO If Yes, you must submit an International Clearance Form.

ALL INTERNATIONAL STUDENTS ON F-1 STUDENT VISAS ARE REQUIRED TO SUBMIT THE FOLLOWING FORMS:

- Confidential Financial Statement
- Letter of Guarantee

The Confidential Financial Statement, the Letter of Guarantee and the International Student Clearance Form can be obtained online at:
www.coastal.edu/graduate/forms/html.

21. **COMMUNITY STANDARDS**

Effective June 1, 2009, all applicants are required to submit complete responses to a series of community standards questions on the application for admission. Responses to these questions are initially reviewed by the Office of Graduate Studies. Some cases are then referred to the Community Standards Committee for review. An applicant must satisfy the Community Standards portion of the admission application prior to the review of the documentation (transcripts, test scores, letters of recommendation, etc.). This review process supports the University's goal of maintaining a safe learning community. Failure to submit complete responses or the falsification of responses will result in the revocation of the admission decision or the dismissal of the student after enrollment. It is the responsibility of the applicant/student to notify the Office of Graduate Studies of changes to the questions on Community Standards. Disclosure is a continuous obligation of the applicant/student. Failure to do so shall result in immediate and permanent dismissal. In addition, Coastal Carolina University will not permit Registered Sex Offenders to enroll in classes or to participate in campus activities. The failure to disclose registration shall result in immediate expulsion and revocation of any privileges as a student. For the purpose of the following questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or infraction. You must, however, include alcohol or drug offenses whether or not they are traffic-related.

If you answer "Yes" to any question below, you are required to provide your own written explanation of the event(s) and a statement from your legal representative summarizing the event(s) and the final disposition of your case. If you are/were not represented by legal counsel in connection with the event(s), in addition to your own written explanation, you must provide court records summarizing the event(s) and the final disposition of your case. Print your full name at the top of each page, and date and sign each page. All documentation must be delivered to the Office of Graduate Studies.

- YES NO Have you been convicted of a crime as an adult or juvenile?
- YES NO Have you entered a plea of guilty, a plea of no contest, a plea of "nolo contendere", an Alford plea, a plea of delinquency in juvenile court, or have you received a deferred prosecution or prayer for judgment continued to a criminal charge?
- YES NO Have you otherwise accepted responsibility for the commission of a crime or entered a pre-trial/diversion program?
- YES NO Do you have any criminal charges pending against you?
- YES NO Have you ever been suspended (out-of-school), expelled, or placed on disciplinary probation by any college or university? This may include, but is not limited to, academic cheating, conduct violations, or alcohol policy infractions. If you answer "Yes", you are required to attach a statement from an appropriate school official corroborating your summary of the event in addition to your own explanation of the event.
- YES NO If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? If you have not served in the military, respond "No".

SOUTH CAROLINA RESIDENCY INFORMATION

(To determine In-State Tuition eligibility for Graduate Studies at Coastal Carolina University)

All applicants who claim residency in South Carolina or entitlement to in-state tuition are required to provide the requested information. Please complete this form in its entirety. All applicants who fail to complete all residency questions will be classified as non-residents and billed the out-of-state tuition rate. Additional information may be requested per SC Law 59-112.

Personal information

Name of Student _____

Social Security number *or* CCU ID _____

Age _____ Date of birth _____ City and State of birth _____

Residency information

List all addresses where you have lived for more than 30 days during the past 48 months. Begin with the most current address.

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

Who claimed you for federal income tax purposes in the past calendar year?

Self Other: Name _____ Relationship _____

How long has this individual resided in South Carolina? Years _____ Months _____

List all addresses where this individual has lived during the past 48 months, beginning with the current address.

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

Address (Street, City, State, Zip code) _____ From: (month/year) _____ To: (month/year) _____

List the above named person's:

Driver's License: State _____ Date issued (mm/dd/yy) _____ Check one: New Renewed Expiration date _____

Vehicle Registration: State _____ Date Issued (mm/dd/yy) _____ Check one: New Renewed

Has this individual been employed in South Carolina within the past 12 months? Yes No If yes, list employer's information:

Employer _____ Dates: From (mm/yy) _____ To (mm/yy) _____

Full-time *OR* Part-time City _____ State _____ Telephone (_____) _____

If claim for in-state tuition is based upon ACTIVE MILITARY assignment in South Carolina, complete the following information. Documents verifying Military Assignment must be submitted to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, S.C. 29528-6054.

Person on active duty in service: Self Spouse Parent/Guardian _____

I certify that all information provided is accurate and complete. I further understand that falsification or failure to provide the correct information may lead to the disqualification of my application for admission to Coastal Carolina University.

Signature of Applicant _____ Date _____

Recommendation for Graduate School Admission • Page 2

2. Give your opinion of the applicant's qualifications (i.e., intellectual ability, academic preparation, motivation, work habits) for graduate work.

3. Where would you rank this student with other seniors who are currently in your department?

Faculty recommendations only

lower 25%

middle 25%

upper 25%

highest 10%

highest 5%

4. Additional remarks. ***Use an additional sheet of paper if necessary.***

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