

# Salem College's Business Administration Program

## Frequently Asked Questions

### 1. What degree is Salem College (Salem) offering? What options do I have to specialize?

Salem is offering the BSBA, or Bachelor of Science in Business Administration, degree. You experience the same quality education received on Salem's Winston-Salem campus.

Salem offers two areas of specialization: Marketing and Finance. The Finance specialty will be of particular interest if you work, or want to work, for a financial institution!

### 2. What is Salem's relationship with Randolph Community College (RCC)? Do I have to attend RCC to get into Salem's degree program?

Salem is offering the BSBA in the University Center of Randolph County, founded in 2008, and located on the campus of Randolph Community College.

You do **NOT** have to enroll in or take any courses at RCC. However, on this web site you will find a suggested combined RCC + Salem academic course plan that will, if followed, allow you to earn your 4-year degree in 10 semesters. This is ideal for high school seniors planning on obtaining a 4-year degree. Transfer students should refer to Question #3.

### 3. How many hours of credit can I transfer into Salem's degree program?

Salem operates on *course credits* and not *hours of credit*. The BSBA requires 36 course credits to graduate and 18 courses must be taken at Salem. Generally, four hours of credit equals one course credit.

**In the summer of 2009, Salem College became a signatory institution of the Independent Comprehensive Agreement between the North Carolina Independent Colleges and Universities and the North Carolina Community College System.** This is the equivalent of the agreement that allows students with an Associate in Arts or an Associate in Science degree from a North Carolina community college to enter a degree completion program in the state's university system as a junior.

Salem's Registrar makes the final determination of course credits for work you have completed at other institutions. Start gathering your official transcripts now! We cannot advise you on a course plan until you apply with ALL your transcripts and the Registrar gives us your status!

### 4. Does Salem College offer financial aid for this program? How is financial aid determined at Salem?

Yes! If you register for all three courses each semester you can apply for Financial Aid as a full-time student.

Salem College also offers the **Half-Price Grant** to all part-time students (taking one or two courses at Salem) without a prior undergraduate degree *for the first semester at Salem*. If you

enroll in one course, the tuition is cut in half. If you enroll in two courses, you pay for one of those courses.

**5. Is it better to enter the program with an Associate in Arts (AA) or an Associate in Science (AS) degree in business administration?**

If you complete your AA or AS at RCC or any other school in North Carolina, you will satisfy most of Salem's general education requirements. Please refer to Salem's online catalog for course descriptions. You may take most of your other general education courses at RCC. You are not required to take any courses at Salem's Winston-Salem campus.

**6. What do I have to do to apply to the program?**

Your completed application form must be accompanied by the \$30 application fee, your official transcripts for all previous college work, two letters of recommendation, proof of high school completion (official transcripts), and your two-page essay (prompt is on the application).

Go to Salem's home page on the Internet at [www.salem.edu](http://www.salem.edu). Under Quick Links click on Apply Now. Click on Flee Center. The information on this page will guide you through your choices and the application process. Disregard the age requirement. You are not required to be at least 23 years old to apply if you are enrolling in the University Center at RCC. Write "RCC" in big bold letters in the upper left corner of the application if you print out a hard copy. Otherwise, online, under Goals, enter "RCC – Business" in the top block.

**7. What are the deadlines for applications? What is the latest date that I can submit my application?**

You may submit your complete application up until the day classes begin. However, do not wait until the last minute! Incomplete applications will be rejected, delaying your enrollment a full semester. Also, you may not secure a seat in a class if it is already full!

**8. Are any classes available in the summer?**

No. At this time, there are no Salem courses being offered at RCC in the summer.

**9. Does it matter whether I enter the program in the fall semester or spring semester?**

You may enter the program in the fall or spring semester.

**10. May I be enrolled in RCC classes and Salem BSBA classes at RCC at the same time? Must I complete an associate's degree to enroll?**

Yes! We have designed the program to meet the needs of the Randolph students. Students do not have to have their Associate in Arts or Associate in Science degree to enter our program. We have students who are taking prerequisite courses at RCC and other schools as they prepare to enter or re-enter the program. Job demands, family commitments, and financial considerations are just a few of the other reasons adult students need the ability to step into and out of the program as necessary.

**11. How many Salem courses must I take on RCC's campus each semester?**

It is up to you! At this time, Salem offers three courses per semester on RCC's campus. You may take one to three and the choice is yours. Your status, budget, available time and many other factors must be considered in your final decision. This is why it so important to construct a course plan with your assigned Salem Advisor. Salem's course offerings are planned out four years in advance.

**12. How will my transcript be evaluated?**

Once your application and official transcripts are received, Salem's Registrar will generate a transcript evaluation form. This form, sent to your home, will indicate how your courses transferred to Salem, as well as what courses you still need to take to complete your degree.

**13. I took classes at a community college prior to 1997 on the quarter system. Will these classes still apply to my degree from Salem?**

It depends on the classes that were taken. Official transcripts are evaluated by Salem's Registrar.

**14. Who teaches the courses in Salem's program at RCC?**

All courses are taught by Salem faculty.

**15. Will I be required to take any courses in this program on Salem's campus?**

No.

**16. On what nights will courses be offered?**

Typically, two courses are offered on Thursday nights at 5:15 pm and 7:15 pm. The third course is offered on Tuesday evening at 5:15 pm.

**17. What is the cost for the courses?**

Tuition for one course during the 2009-2010 school year is \$1045. This however, *does not* take into account the Salem Half-Price Grant or other financial aid. Tuition for 2010 – 2011 will be announced shortly.

**18. How many courses must I take with Salem in order to obtain the bachelor's degree?**

You must complete a minimum of 36 courses to obtain a BSBA degree at Salem College; 18 courses through Salem at the University Center on the RCC campus, and all others at RCC or other schools.

**19. Who should I contact at Salem if I have any specific questions about the program?**

Contact Ed Hartgrove, MBA, Executive-in-Residence, Business & Economics Faculty, and the Coordinator of Academic Advising for the Martha H. Flier Center for Adult Education. Ed can be reached at 336-917-5855 or [ed.hartgrove@salem.edu](mailto:ed.hartgrove@salem.edu).

**20. Who should I contact at RCC about the Salem College Business Program?**

Clark Adams, English/Communication Instructor, is the Salem College Liaison for the Business Administration Program. His office location is AE 118. Clark can be reached at 336-633-0328 or [wcadams@randolph.edu](mailto:wcadams@randolph.edu).