Welcome to the Graduate School of Business.

We are pleased you have chosen the Godbold School of Business to pursue your graduate degree. With this note we are sending information concerning the registration process, including how to find your primary advisor, how to access your degree evaluation and other essential academic information. In addition, it is the student responsibility to get acquainted with the Program requirements and Academic Policies available in the Graduate Catalog. You can access the most current Graduate Catalog at:

http://www.gardner-webb.edu/academics/academic-publications/graduate-catalog/index

Additional information such as “Course Rotation” of graduate business courses and a copy of this letters (Registration Information) can be found at:

http://www.gardner-webb.edu/academics/areas-of-study/business/school-of-business/resources/forms/index

In planning your degree program, you will rely on three primary sources of information:

1. The Graduate Catalog contains admission requirements, academic rules and regulations, and the specific requirements for your degree.

2. The two-year Course Rotation of graduate classes will show when and where the graduate business classes will be offered. You should review the Rotation online every semester in case of modifications or additions. With this information, you can plan your entire program. Your advisor will urge you to take required classes early and save electives for later or as they are offered according to the Rotation. Classes will fill up and at times will be cancelled for lack of enrollment, so it is important to take your required classes early in the program. While you can rely on the rotation for planning purposes, always register from the current schedule, which is available online at:

http://www.gardner-webb.edu/information/departments/registrar-services/registration/course-schedules/index

3. You have access to your online degree evaluation, which will show the courses you need to complete your degree and will show the classes you have completed or have in process. The following instructions will explain how to access your degree evaluation.

Work with these three resources and you can make orderly progress toward your degree. Your advisor is always available to assist you with your program. Please contact us at any time.

A. REGISTRATION OVERVIEW

There are three main components to the online registration process:

1. The first component is the rotation of scheduled courses at the several sites and the separate programs. There is a two-year rotation for each program and for each site, as well as online courses, which will allow you to plan your degree program. The course rotation is available online, which should be kept for your planning purposes. The offering of each class is, of course, subject to sufficient enrollment.

2. The second component is the assignment of academic advisors to help you with the registration and planning process. Where you need consultation in addition to the course
rotation information, the assigned advisor can assist you. **It is the student responsibility to contact the academic advisor.** Your advisor is the source from whom you get the Personal Identification Number (PIN), which you must have for the online registration process. Work with us in this process because each of our full-time graduate faculty is acting as advisor, and each is assisting more than 40 graduate students and approximately 20 undergraduate students. Once you identify your advisor, you can meet him at:

http://www.gardner-webb.edu/academics/areas-of-study/business/godbold-school-of-business/faculty-and-staff/index

**NOTE:** Academic advisors (and Instructors) DO NOT have administrative access to the system (WebbConnect) to ADD/DROP/WITHDRAW students from classes. Students should ADD/DROP/WITHDRAW from classes. If you try to ADD/DROP/WITHDRAW, and access to the system is not permitted, students should contact the REGISTRAR office (or call 704-406-4375 or email gsb@gardner-webb.edu if you have academic HOLDS).

3. The third component is the degree evaluation function through WebbConnect. You are able to access your degree evaluation, which will display the requirements for graduation, which of those requirements have been met, and which requirements have not yet been met. The two essential tools to successfully plan your program and to be certain you finish on time are the course rotation information and the degree evaluation. The degree evaluation will show what you need to take to finish your program and the course rotation will show when and where the courses you need will be offered.

**Degree Evaluation and Academic Advisor**

Following are instructions to access your degree evaluation information in case you have not done so before. You also can ask you advisor for assistance.

1. Using a browser connected to the Internet, go to http://www.gardner-webb.edu or go straight to WebbConnect at: https://webbconnect.gardner-webb.edu

2. Click on WebbConnect icon in the bottom right corner of the GWU Homepage.

3. Enter your User Name and Password; then click on Login. (If you do not have your User Name and Password click on, "How do I get a user name and password?" below Login.)

4. Click on Academic Information link.

5. Click on Degree Evaluation and follow the instructions. Always select the option for detailed requirements

To get the name of the faculty member who will act as your academic advisor, you follow the same steps above (1 to 3), then click on Advising/ Show my Advisor. The first name on the list will be your primary advisor. This will be the person to assist you and to give you the registration PIN. Remember that Van Graham (or Dr. Felice Policastro) might be your secondary advisor when you cannot reach your primary advisor.

**B. REGISTRATION PROCEDURES**

1. Access and review your Degree Evaluation through WebbConnect to determine the courses you need to take to complete your graduate degree program.

2. Refer to the course rotation information to plan the times and places where you will take the courses you need to complete your program. Complete STUDY PLAN Requirements:

http://www.gardner-webb.edu/academics/areas-of-study/business/school-of-business/resources/forms/index

If you see problems with completing your degree plan with the rotation, please be certain to make

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your advisor aware so we can try our best to accommodate your situation. Do not let such a problem continue without telling someone.

3. Refer to the Graduate School of Business schedule posted online to confirm the course offerings and plan the courses you will take according to your degree plan. The schedule can be accessed at:

http://www.gardner-webb.edu/information/departments/registrar-services/registration/course-schedules/index

List from the posted schedule the courses you plan to take, including the Course Reference Number (CRN) located on the left side of the schedule or as part of the title.

4. Consult with your advisor to review your requirements, your degree plan, and your planned courses and to obtain your registration PIN from your advisor. A new PIN is required each semester.

5. Input your schedule online according to the following steps:

a. Using a browser connected to the Internet, go to http://www.gardner-webb.edu
b. Click on WebbConnect icon in the bottom right corner of the GWU Homepage.

c. Enter your User Name and Password; then click on Login. (If you do not have your User Name and Password click on, "How do I get a user name and password?" below Login.)

d. Click on Registration link.

e. From the Registration Menu, click on Add/Drop Classes.

f. Select the appropriate Term for registration from the drop-down menu and click on the Submit button.

g. Enter your Registration PIN for registration. Click on Submit.

h. Enter the CRN for each course you wish to take, in separate boxes. You can also search for classes and add classes.

i. Once all CRNs (or classes have been added) have been entered, click on Submit Changes.

j. Enter the CRN for each course you wish to take, in separate boxes. You can also search for classes and add classes.

k. When your schedule appears on the screen, be sure that all the courses listed are as you intended, including sections/locations/times. If correct, print out a paper copy of your schedule for your records. If you entered an incorrect CRN and registered for a wrong course or section, you may make corrections easily by following the instructions for dropping and adding below (Section C.6 to C.8). If Pre-Requisites Error appears see Section C.09 & C.10.

C. ADDITIONAL ACADEMIC & REGISTRATION INFORMATION

1. INCOMPLETE APPLICATION FILE. If your Application File is incomplete (missing reference letters, Official Transcripts, etc), you must send all the necessary documents as soon as possible. Files that remain incomplete may result in a hold on registration (Graduate Business Hold).

2. GMAT. If you were admitted as special Acceptance status and you have already taken one or two graduate level classes and have not taken the GMAT, there will be a Hold on your account, which will prevent registration.
If you have a **GB HOLD**, you must contact GSB Administrative Assistance at 704-406-4375 or gsb@gardner-webb.edu to register or request an ADD/DROP from your schedule. If you need to WITHDRAW (all courses), and you cannot do it yourself, you MUST contact the Registrar office.

3. **REGISTER EARLY.** To be certain you get all the classes needed it is advised that you register as soon as possible. This also is important because classes with insufficient enrollment may be cancelled. If you wait too long for classes with small enrollment, your run the risk the class will be cancelled. In addition, if you are close to Graduation, you should register as soon as registrations are opened so that you can apply for Graduation and avoid LATE FEE charges. For details on Graduation Application see section C.13 below.

4. **IMPORTANT DATES.** Refer to the Academic Calendar on the GWU website for important dates and deadlines. Note these dates and deadlines on your calendar so you will be fully prepared and informed. The link for the Academic Calendar is http://www.gardner-webb.edu/information/departments/registrar-services/registration/academic-calendar/index

5. **PURCHASE YOUR TEXTBOOKS.** Students at locations other than the Boiling Springs campus who wish to purchase their textbooks though the GWU Campus Shop may order books online and have them shipped directly to them by going to: [https://www.bkstr.com/CategoryDisplay/10001-10001-12953-1?demoKey=d](https://www.bkstr.com/CategoryDisplay/10001-10001-12953-1?demoKey=d) or [http://www.gardner-webb.edu/student-life/student-services/campus-bookstore/index.html](http://www.gardner-webb.edu/student-life/student-services/campus-bookstore/index.html)

6. **CHANGING YOUR SCHEDULE.** To drop or add classes during the drop/add period, follow the same instructions to access the Registration Menu, make the changes desired, and submit the changes. You may add or drop a class online through the dates provided on the academic calendar.

**To DROP a course from your schedule:**
- In the pull-down menu on the left side of the screen under Action, click on the down arrow next to None. Click on “Drop via Web.”

**To ADD a course to your schedule:**
- Go to the bottom of the Add/Drop page on your computer screen under Add Classes; type the appropriate CRN in a box. Click on “Submit Changes.”

**Complete Cancellations**
- You may cancel your registration schedule by contacting the Registrar Office at registrar@gardner-webb.edu or 704-406-4260 no later than 5 p.m. as indicated in the Registrar Office deadlines. Make sure to follow up and check that this has been done. Copy your academic advisor when requesting complete cancellation of your schedule.
  - [http://www.gardner-webb.edu/information/departments/registrar-services/cancellations/index](http://www.gardner-webb.edu/information/departments/registrar-services/cancellations/index)
  - Or contact GSB Administrative Assistance at (gsb@gardner-webb.edu / 704-406-4375)

7. **CANCELLATION/WITHDRAWAL PROCEDURES.** After the drop/add period, you may withdraw from a class if within the allowable period (For current dates go to the Registrar Website). Make sure to contact your professor and discuss what your grade will be if you withdraw from the class. A grade of "W," "WP," or "WF" will be assigned in accordance with the dates listed in the Academic Calendar. After the withdrawal deadline has passed, **there can be no** withdrawal, and the professor for the course will assign a grade of A, A-, B, B-, C, or F.

**Withdrawal procedures:**
- **Before and during drop/add:**
  - Click on Withdraw on:
• **After drop/add period:**
The process for students in the GOAL, Graduate, and Graduate School of Business to withdraw from classes is as follows:
1. Log onto WebbConnect
2. Click on the Registration Link
3. Click on Withdrawal Information
4. Refer to #2 on the list: Goal, Graduate School, Grad School Business Students: (click on the link to fill out the online form).

**Withdrawal must be done following the above steps.** Notifying the School of Business, the professor, or your advisor **cannot withdraw** you from a class. **If you have any problems is essential that you contact the Registrar Office at registrar@gardner-webb.edu**

Withdrawing from a class may or may not mean that your financial obligation to the University will change. For more information about your financial obligations refer to the refund policy in the Graduate Catalog or call the Business Office (704-406-4287).

8. **INCOMPLETE WORK (“I” Grade).** A student can request an incomplete from a professor. The professor holds complete discretion concerning the granting of an incomplete. If an incomplete is granted, it must be cleared in accordance with University policy by mid-term of the following semester. An ‘I’ grade is assigned only when a **small amount of coursework** (i.e., test, project, research paper, or final exam) is not complete, and the **reason for the incomplete work is of a serious nature and beyond the student’s control.** The assigning of an ‘I’ grade must be accompanied by the completion of an ‘I’ **Grade contract,** with one copy given to the student, one kept on file by the professor, and one submitted to the Associate Provost within seven days after grades are submitted. The student must complete the coursework by the date provided by the professor. The professor should submit the change of grade form no later than 90 days after the last day of the term in which the ‘I’ grade was assigned, or earlier.

9. **TAKING ONLINE COURSES.** Gardner-Webb University requires all students who take online courses to complete **Blackboard Orientation Modules,** which is available in each of the courses available in Blackboard. These modules will require approximately 60-90 minutes of your time to complete. It is the student responsibility to complete these modules and get familiarized with Blackboard functions.

10. **REGISTRATION PRE-REQUISITE ERROR.** When registering a Pre-Requisite error may be due to: **(1) Undergraduate Foundations deficiencies** (Students needing or taking Business Foundations: BADM501, 502, 503 or any undergraduate accounting foundations in the case of MAcc students)
To check if your prerequisites are met **review section 16.** **(2) Students trying to register for the FIRST time in an online class** and have not taken the Online Orientation Course CMP-501 or CMP-201. **(3) A MBA, IBMA or MAcc student trying to take the respective BADM690, INTL653, and ACCT611 Capstone course,** without completing the appropriate pre-requisite(s) for any of these courses. You might get other errors due to Academic Holds, Accounts Receivable Holds, or any other Holds, and course evaluation requirement (see section 11). If you get an error, depending on the circumstances, a pre-requisite override might be granted. Please, consult with your advisor for proper solution or email gsb@gardner-webb.edu.

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11. FINAL GRADES / COURSE EVALUATIONS REQUIREMENT

Once you complete your course work you will be able to check your final grades for your classes.

To check your grades:

Login in WebbConnect, go to: Academic Information / Final Grades / Select the course that you want to see your final Grade.

In order to be able to see your Final Grades you will need to complete a required course evaluation for each one of the courses you are registered. If you try to see your final grades, you might get the following error: course eval required. In addition, Course Evaluation Requirement might place a hold for registration too. So complete your Course Evaluations as soon as you can.

How to Complete the Course Evaluations?

Login in WebbConnect, go to: Academic Information / Answer Survey / Class Evaluation

You will need to do this for each one of your classes. Your feedback is important for us, so please, take this evaluation as serious as possible.

Also there is a direct link to Course Evaluation from the main GWU site:

12. HOLDS

If you cannot register or see your transcripts, you can view your holds in WebbConnect. Logon in WebbConnect, go to Academic Information / View Holds

13. GRADUATION PROCESS / Hooding Ceremony / Commencement

1. As soon as the student registers for the last course(s), the student MUST complete the process by:
   Logon in WebbConnect, go to Academic Information / Apply to Graduate

2. Please, make sure to mark your calendar to participate in both HOODING CEREMONY and COMMENCEMENT. The Hooding Ceremony is usually celebrated the day (on Sundays) before commencement (on Mondays). For more information about this celebration, please, contact Ms. Natetsa Lawrence tlawrence@gardner-webb.edu or 704-406-2260. Participation in both the Hooding and Commencement ceremonies is not required but your presence is appreciated!

3. If participating in these Ceremonies, make arrangements to acquire Cap and Gown. Information is available at the Registrar Office Website.

4. Finally, once you have completed step 1 to 4, make sure to check that your name is listed on the Graduating Students Lists posted at the Registrar Office Website. Congratulations!

Note: If you have applied for graduation, and you withdraw/drop degree-required courses, you will need to notify the Registrar office to request removing your name from the graduating student list. Then, once you register your last courses for the following term, you will need to re-apply for graduation.
14. MBA-PLUS Certificate Completion Application

- As soon as the MBA-PLUS student registers for the last course(s), the student should submit the completion application form available online at:
  Logon in WebbConnect, go to Academic Information / Apply to Graduate
- The presentation of your MBA-PLUS Certificate will during the Hooding Ceremony. For more information, contact Ms. Natetsa Lawrence lawrence@gardner-webb.edu or 704-406-2260.

Thank you for being part of the Godbold School of Business! We are delighted that you have chosen us for your graduate studies, and wish you much success.

15. Academic Appeals

A student who experiences a problem concerning a grade or any other aspect of a course, including issues relating to but not limited to academic dishonesty, should initiate an appeal. The dissatisfied party should complete the Appeal Form and address it to the Director of Graduate Business Programs. The deadline for an academic dishonesty appeal is seven days after the date of the decision being appealed. The Deadline for an academic dishonesty appeal is seven days after the date of the decision being appealed. Grade appeals must be completed on or before the last day of the following semester. Deadline for all other types of academic appeals is eighteen months after the date of the decision being appealed. For more information look under the graduate School of Business catalog section “ACADEMIC GRIEVANCE AND APPEAL PROCEDURES”.

http://www.gardner-webb.edu/academics/academic-publications/graduate-catalog/the-graduate-school-of-business/overview/index

The Appeal Form is available at:
http://www.gardner-webb.edu/academics/areas-of-study/business/school-of-business/resources/forms/index

16. Check if Undergraduate Prerequisites are met

Students can check if prerequisites are met using the degree evaluation (See Section A.3 above).

- Logon in WebbConnect, go to Academic Information / Degree Evaluation / Select a current term, click submit.
- Click What-If Analysis, Select the term you started the program (First semester).
- For Program:
  o Select “Accounting Prerequisites- MAcc” if checking MAcc prerequisites
  o Select “Bus Admin/IMB prerequisites” if checking MBA or IMBA prerequisites
  o Select “Wealth/Trust Preq-MWTM” if checking MWTM prerequisites
- Click Continue.
- Under First Major: Select the Program, Click Submit / Generate Request.

CONTACT INFORMATION

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<th>GSB</th>
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<tr>
<td>Administrative Assistant</td>
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<tr>
<td>704-406-4375</td>
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<tr>
<td><a href="mailto:gsb@gardner-webb.edu">gsb@gardner-webb.edu</a></td>
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