

Office of Admission  
PO Box 5051  
Greeneville, TN 37743  
(423) 636-7300  
(800) 729-0256  
(423) 636-5087 FAX  
[admission@tusculum.edu](mailto:admission@tusculum.edu)

## GRADUATE & PROFESSIONAL STUDIES

# Welcome!

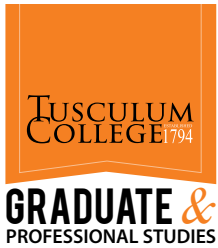
Thank you for your interest in Tusculum College. We are excited to have the opportunity to help you as you pursue the next steps in achieving your career goals. This e-packet contains the information you will need to apply, as well as details regarding the program. Listed below are the steps to complete the application process.

- Submit your online application on our website. Click [HERE](#) to apply.
- Submit Official Transcripts from ALL accredited institutions attended. Attached you will find a Transcript Request Form to use in requesting transcripts from previously attended institutions.
- Complete the required Free Application for Federal Student Aid (FAFSA). You can complete and submit your FAFSA by visiting <https://fafsa.ed.gov/>. Attached you will find a Financial Aid Step-by-Step Guide to use as you complete your FAFSA.

### STUDENT RIGHT TO KNOW

The Offices of Enrollment Management and Campus Safety facilitate the sharing of this information with students and invite you to learn these facts and more about Tusculum. [Student Right to Know](#)





# BACHELOR OF SCIENCE IN **BUSINESS** ADMINISTRATION

The Bachelor of Science in [Business Administration](#) degree program provides a foundation in all essential areas of business, and can be completed in as little as 18 months. This program is designed to be convenient and flexible for today's busy working adult.

Increasingly, today's employers are seeking out leaders with critical thinking skills and an education that goes beyond traditional classroom lecture and includes experiential learning opportunities, which is why a degree from Tusculum gives added value to our graduates in today's job market.

Our BSBA offers concentrations in:

- Accounting
- Applied Information Technology
- Human Resource Management
- Marketing
- Social Media

Tusculum College is proud to partner with area Community Colleges by offering Academic Articulation Agreements and personalized service to ensure that your credits transfer seamlessly.

When considering which school is right for you, price is always a factor, which is why we are excited to announce our Transfer Scholarship opportunity to Community College students who wish to pursue their Bachelor's degree through one of our programs, awarding interested and qualifying graduates with a one-time \$500 scholarship. Other scholarship opportunities may be available. Your admission representative will help you work with our [Financial Aid Office](#) to guarantee you receive the Financial Aid package that best fits your needs.

### **Program Prerequisites:**

English Composition I  
English Composition II  
College Algebra equivalent or a higher-level mathematics course, excluding teacher education mathematics  
Computer Literacy

For more program information please contact your Tusculum College Admission Representative  
[admission@tusculum.edu](mailto:admission@tusculum.edu)  
888.488.7285

### **Major Courses:**

Financial Accounting  
Managerial Accounting  
Business Law and Ethics  
Applications in Financial Economics  
Survey of Management Practice  
Human Resource Management  
Survey of Economics for Managers  
Principled Leadership  
Project Management  
Principles of Marketing  
Organizational Strategy and Policy  
Analysis and Interpretation of Information  
Management Information Systems & Systems Analysis

**Locations: Greeneville, Knoxville, Morristown, Online**



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## Graduate and Professional Studies Admission Requirements

**New students** (those with fewer than 12 semester hours of earned college credit) must satisfy two of the following three criteria:

1. Evidence of two years of full time work experience
2. High school regular diploma with a cumulative grade point average of 2.0 or higher or an official acceptable GED or HiSet Scores
3. Composite score of 19 or higher on the ACT (or equivalent SAT score)

**Transfer students** (those with more than 12 semester hours of earned college credit) must have a cumulative grade-point average of 2.00 or higher from an accredited college or university.

### Admission Procedures:

1. Complete the online admission application.
2. Submit official (sealed) transcripts of all college course-work mailed directly to Tusculum College from each previous institution.
3. Veterans must submit a certified Veterans' Form DD214 showing an honorable discharge.
4. Current military personnel must submit basic training documentation.
5. Students for whom English is a second language must submit an official TOEFL score from within the last five years.

To view our entire catalog please go to <http://www.tusculum.edu/catalog/>.



As a Military Friendly School, Tusculum is honored to have the opportunity to partner with students who have served in the United States Armed Forces as they work to achieve their dreams. Tusculum is a Yellow Ribbon program participant.

For more Admission Requirement information please contact your  
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888.488.7285



# BACHELOR OF SCIENCE IN **BUSINESS** ADMINISTRATION

## BS in Business Administration Admission Requirements

Applicants for the Organizational Management and Business Administration programs must meet the following requirements:

1. Complete the stated Admission Procedures on the previous page.
2. Possess an overall minimum grade-point average of 2.0 on a 4.0 scale.
3. Possess the equivalent of at least 54 semester hours or an associate degree from a regionally accredited college or university. Students with academic credit earned at nationally or specially accredited institutions may request that the Registrar's Office review such credit with the pertinent academic department.
4. Students for whom English is a second language must have a score of 540-543 (paper), 207 (computer-based), 76 (Internet based) or greater on the TOEFL examination taken within the last five years.

The specific degree completion requirements are detailed in subsequent sections of the [catalog](#).

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# BACHELOR OF SCIENCE IN **BUSINESS** ADMINISTRATION

## School of Business Minors and Concentrations

### **Marketing** – Minor (15 hours) – Concentration (9 hours)

Description: The Marketing Minor/Concentration provides students with an analytical understanding of marketing decision-making. Students will be able to research, analyze, interpret, disseminate and present the information that organizations need to (a) secure new customers as well as satisfy and retain current ones, (b) build brand equity and maximize return on investment and (c) develop innovative goods and services based on customer needs.

### **Social Media** – Minor (15 hours) – Concentration (9 hours)

Description: The Social Media Management Minor/Concentration provides students with an overview of the emerging field of Social Media. As companies identify their social media strategies, presence and fill social media positions within their organizations, the field is growing. Students will be introduced to strategies, fit to organization, networking, virtual and physical supply chain, capital funds procurement through crowdfunding and change management. Additionally, the Minor/Concentration will explore marketing initiatives to achieve organizational goals, branding of organizations via social media outlets and exploration of all avenues of social media channels.

### **Accounting** – Minor (15 hours) – Concentration (9 hours)

Description: The program is designed for students who desire to increase their skills in accounting useful preparation for careers in general management, bookkeeping, banking, purchasing, accounting support and other areas. This minor/concentration is not designed to lead to a major in the field or to fill the requirements to sit for the CPA exam. The accounting minor offers students additional study in financial accounting, fraud auditing, accounting information systems and federal income taxation.

### **Web Design** – Minor (15 hours)

Description: The Web Design Minor will provide students a fundamental knowledge and understanding needed to develop and use digital websites in the business environment. The use of websites to provide information on products, services, mission, history location, or marketing efforts is now the standard form of interaction between an organization and its stakeholders.

### **Human Resource Management Concentration** - (16 semester hours)

The Human Resource (HR) Management Concentration offers a broad overview of the human resource function in three courses. If students are new to human resource management, or simply want to strengthen employee management skills, this program is designed to help by (a) enhancing HR knowledge and effectiveness, (b) clarifying key employment and labor laws, (c) promoting a better understanding of HR to non-HR staff and (d) developing a common dictionary of HR terms for any organization. The essentials of recruiting, interviewing, testing, selecting, socializing, training and establishing pay and benefit plans are important to all employees, both HR and non HR. Understanding of workplace laws such as Equal Employment Opportunity, Occupational Safety and Health, Fair Labor Standards, Family Medical Leave, Americans with Disabilities and Veteran's Re-employment is essential for everyone, whether students are employed by a for-profit, non-profit or government organization.



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# Tuition & Fees

As one of the lowest-cost private colleges in the nation, Tusculum has been helping working adults Pioneer Their Path to Success for over thirty years.

Our Financial Aid team will work with you to secure the financial aid package that best fits your needs. Students who prefer to pay educational expenses in monthly installments may want to consider Tusculum College’s Installment Plan. A description of that plan will be provided to each student with their billing statement. For more information or questions about the Installment Plan, please contact the Business Office.

Tuition and fee charges are due at the beginning of each semester as part of registration and as a condition for enrollment. A student who is awarded financial aid assistance of any kind may provide documentation of their award as a condition for registration. Additional information regarding Tusculum’s tuition and fees and financial aid options can be found in the Tusculum College Catalog.

|   |                            |
|---|----------------------------|
| <b>Gateway Courses</b>  |                            |
| Tuition   | \$234.50 per semester hour |
| <b>Associate Degree</b>   |                            |
| Tuition   | \$234.50 per semester hour |
| <b>Bachelor Degree Programs</b>                                   |                            |
| Tuition   | \$341.50 per semester hour |
| Graduation Fee  | \$100                      |
| <b>Master Degree Programs</b>                                     |                            |
| Tuition   | \$357.00 per semester hour |
| Intent to enroll deposit  | \$100                      |
| Graduation Fee  | \$100                      |
| <b>Other Charges</b>  |                            |
| Late payment fee  | \$25                       |
| Assessment Fee for Experiential Learning & Life Experiences Essay | \$200                      |
| Fee for Requested Portfolio Credit                                | \$50 per semester hour     |

(Fees subject to change without notice. Updated: 7/1/2014)

|   |                  |
|---|------------------|
| Audit Fee<br>(for courses taken for no academic credit) | \$100 per course |
|---|------------------|



# OFFICE OF FINANCIAL AID

## STEP-BY-STEP GUIDE

(423)636-7377

800-729-0256 ext. 5377

[financialaid@tusculum.edu](mailto:financialaid@tusculum.edu)

**STEP ONE:** Apply for admission as a regular degree-seeking student by completing an online application at [www.tusculum.edu](http://www.tusculum.edu). We have campuses in Greeneville, Kingsport, Knoxville, and Morristown. Contact an enrollment representative at 1.800.729.0256 or 888.488.7285 to discuss the available programs and when classes start.

**STEP TWO:** Apply for your FAFSA FSA ID at [www.fafsa.gov](http://www.fafsa.gov). Your FSA ID should be kept private and should not be shared with anyone. You can use this ID to electronically sign your FAFSA, which greatly reduces the time it takes to process your application for financial aid. (If you are a dependent student, your parent will also need to apply for a FSA ID.)

**STEP THREE:** Apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is used to determine your eligibility for financial aid including: Federal Pell Grants, Federal Stafford Loans, the Tennessee Student Assistance Award, and the Tennessee Hope Scholarship for non-traditional students.

You will need to complete a FAFSA for each year in which you would like to apply for aid. For example, if you are starting in the spring 2016 semester, you will need to fill out a 2015-2016 FAFSA for the spring 2016 semester AND a 2016-2017 FAFSA for the fall and spring semesters of the following year. The FAFSA for upcoming academic years can be accessed beginning on January 1 of each year.

It is highly recommended that you complete your FAFSA as early in January as possible to increase the likelihood of receiving certain types of need-based financial aid, such as the Tennessee Student Assistance Award. You can use estimated income figures if you have not yet filed taxes for the previous year. However, if you do so you will be required to go back and update your FAFSA after you do file taxes, which may result in changes to your aid package.

### To fill out a FAFSA you will need:

- Your Federal income tax return from the previous year (or an accurate estimate if you are filing your FAFSA prior to filing your income tax return)
- Your previous year's W-2 Form (or schedule C if self employed)
- Your most current bank statement
- Statements detailing non-taxable earnings/other income sources
- Driver's License (if applicable)
- Your FAFSA FSA ID
- Tusculum's Federal School Code: 003527

**STEP FOUR:** 35% of all FAFSAs are selected by the Department of Education for a process called verification. In order to complete the process, you will need to either link your FAFSA to the IRS after you file taxes or you may order an official IRS tax return transcript and have it sent directly to Tusculum. If your application is selected, please submit any and all requested documents to the Office of Financial Aid and Student Campus Employment, as soon as possible. A financial aid package will not be processed until all documentation has been turned in. \*Note: Verification must be completed before federal and state financial aid can be applied to your student account.



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What is typically needed for verification is the school verification worksheet, which will be provided to you, along with tax transcript(s). Various other documents may be needed and will be requested on a case-by-case basis.

Please remember to include your name on any document that you submit to the Office of Financial Aid and Student Campus Employment. We accept documents via email, fax, in person, and through the postal service.

**STEP FIVE:** If you intend to use Federal Stafford Loans, you will need to complete entrance loan counseling at [www.studentloans.gov](http://www.studentloans.gov). Entrance loan counseling explains the rights and obligations of a student loan borrower.

**STEP SIX:** After you have completed entrance loan counseling, you will then have to complete a Master Promissory Note (MPN), which is your promise to pay back the Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

Contact the Business Office with refund questions at [business@tusculum.edu](mailto:business@tusculum.edu) or 1.800.729.0256 ext. 5060

Helpful scholarship and financial aid information

- [Fastweb.com](http://Fastweb.com)
- [Scholarships.com](http://Scholarships.com)
- [Collegefortn.org](http://Collegefortn.org)
- [TN.gov/collegepays](http://TN.gov/collegepays)
- [Studentaid.ed.gov](http://Studentaid.ed.gov)
- [Finaid.org](http://Finaid.org)

### What happens next?

When our office has received your FAFSA and you have been accepted to the college your estimated award package letter will be sent in the mail or to your email account. This letter details the financial aid that you are eligible for in the upcoming school year. After your award letter arrives, you have seven days from the date on the letter to let the Office of Financial Aid and Student Campus Employment know if there is any part of the award (such as loans) that you wish to decline or your award will be processed in full. (Remember that you must complete entrance loan counseling and a master promissory note before we can process your student loans. Verification must also be completed before federal and state financial aid can be applied to your student account.)

If your total financial aid award is more than what you need for the cost of tuition, the Business Office will apply the amount of aid that you need to cover the charges that you have incurred and the remainder of the funds will be sent to you according to the Business Office's refund policy. If you prefer not to use loans to help pay your bill, you may contact the Business Office for payment plan options.

Students with disabilities should contact their state Vocational Rehabilitation Counselor at:

[www.state.tn.us/humanserv/rehab/vrs.html](http://www.state.tn.us/humanserv/rehab/vrs.html)

Veterans and Veterans' dependent benefit information is available at: [www.vba.va.gov](http://www.vba.va.gov)

Tusculum College VA Representative:

Bradley Allen

Enrollment Representative - Military Liaison

[ballen@tusculum.edu](mailto:ballen@tusculum.edu)

### CONTACT

Office of Financial Aid

P.O. Box 5049, 60 Shiloh Road, Greeneville, TN 37743

Phone: (423)636-7377 or 800-729-0256 ext. 5377 Fax: (615)250-4968

Email: [financialaid@tusculum.edu](mailto:financialaid@tusculum.edu)

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## Transcript Request Form

Please request a transcript from each school attended. Photocopies may be made for this purpose.

### Personal Information

Name \_\_\_\_\_  
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

Permanent or home address \_\_\_\_\_  
NUMBER, STREET, OR BOX CITY STATE/ZIPCODE

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_)  
COUNTY/COUNTRY HOME PHONE BUSINESS PHONE

EMAIL \_\_\_\_\_

### School Information

Name of institution attended \_\_\_\_\_

Address \_\_\_\_\_  
STREET/ROUTE AND/OR BOX CITY STATE ZIP

Date of Attendance \_\_\_\_\_

Phone Number \_\_\_\_\_

I authorize release of my official transcript with my signature below. Please forward it to the following address.

Tusculum College  
Office of Admissions  
Post Office Box 5051  
Greeneville, Tennessee 37743

Signature \_\_\_\_\_

Date \_\_\_\_\_

If there is a charge, please contact me at this address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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