BUSINESS
AND
ENGINEERING
GRADUATE
OUTREACH
PROGRAMS

THE ROAD TO SUCCESS STARTS HERE...

AUBURN UNIVERSITY

Toll free: 888.844.5300  Fax: 334.844.2519
www.eng.auburn.edu/gop
www.mba.business.auburn.edu
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Auburn University, AL 36849
Auburn University is an equal opportunity educational institution/employer
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It's a fast-paced world—filled with work, family, friends and civic activities. Although your days are jam-packed, that doesn't mean you've lost your desire to learn new things and take on new challenges—such as earning that master's degree you've always wanted that would be an asset to advancing your career.

But there just isn’t time in your schedule for the class work and the drive time to and from the nearest university or college that offers the degree you want. Or you live and work in an area where the closest school is hours away.

That’s where Auburn’s College of Business and College of Engineering Graduate Outreach Programs (GOP) come in. These accredited distance learning degree programs combine traditional instruction with modern delivery methods to offer educational opportunities beyond the campus, so you can:

• Pursue a master’s degree in business or engineering at home or work while continuing full time employment
• Enhance your educational/professional credentials without disrupting your career or relocating your family
• Earn a degree from a nationally recognized university

Via DVD (VHS videotape available) and computer-based delivery of traditional on-campus graduate programs, the Auburn Graduate Outreach Program brings the classroom to you conveniently and affordably. You receive the same lectures, assignments and exams from Auburn professors as your on-campus peers. The admissions process, performance expectations and degrees received are identical to those of on-campus non-thesis graduate students.

The reasons for seeking an advanced degree are as different and varied as the students who are enrolled:

• Career advancement
• Explore a new career opportunity
• Expand your horizons
• Increase income potential
• Keep learning and updating knowledge

WHATEVER YOUR GOAL, YOUR ROAD TO SUCCESS BEGINS AT AUBURN.
WHY AUBURN?

AUBURN UNIVERSITY IS ALABAMA’S PREMIER ENGINEERING AND BUSINESS INSTITUTION. U.S. NEWS AND WORLD REPORT AMERICA’S BEST COLLEGES RANKS BOTH AUBURN’S COLLEGE OF BUSINESS AND COLLEGE OF ENGINEERING AMONG THE NATION’S TOP 40 PROGRAMS AT PUBLIC INSTITUTIONS.

SAMUEL GINN COLLEGE OF ENGINEERING

Beginning with the awarding of one of the first engineering degrees in the Southeast in 1872, Auburn Engineering has grown to become Alabama’s largest engineering school. Each year almost half of the state’s engineering graduates earn their diplomas from Auburn. The College of Engineering is recognized for its strong engineering programs such as aerospace, chemical, civil, computer science and software, electrical and computer, industrial and systems, materials, and mechanical engineering. All degree programs are fully accredited.

COLLEGE OF BUSINESS

Auburn University’s highly esteemed Master of Business Administration (MBA) and master’s programs in business are fully accredited by the Association to Advance Collegiate Schools of Business International. U.S. News & World Report America’s Best Colleges ranks Auburn’s programs in the top 10 percent of all U.S. MBA/master’s programs. These graduate degree programs are designed to prepare students for positions of leadership in private and public enterprise.

“...When I started in the Graduate Outreach Program I was working in Corinth, Miss. Midway through my studies I changed jobs and relocated to upstate New York. The job change and relocation didn’t affect my graduate studies at all. I didn’t have to change universities and therefore didn’t lose any credits as I might have if I had been in a regular on-campus evening program. I found the Auburn faculty and the outreach program staff to be capable, friendly and most helpful.”

D. W. Sutherland
Master of Materials Engineering
Pall Corporation
Principal Engineer
Civil Engineering

www.mba.business.auburn.edu
There are three options available to students in the engineering outreach program. While most students choose the master’s degree option, the engineering outreach program also serves transient engineering students and non-degree status students.

Profile of a typical engineering graduate outreach candidate:
GRE 390–790
GPA 2.7–3.9
Minimum scores are determined by each department.

MASTER’S OPTION
Master's degrees are available in the following disciplines: aerospace, chemical, civil, computer science and software, electrical and computer, industrial and systems, materials and mechanical. A dual Master of Business Administration (MBA) and Industrial and Systems Engineering (MISE) degree is also available.

The master’s of engineering program has no thesis or residency requirement. Students must pass a two-hour, on-campus comprehensive oral final exam.

The College of Engineering requires that prospective students have a bachelor's degree from an accredited university in their planned area of concentration or in a closely related field. If you lack the necessary background for your chosen major, you will be required to take additional undergraduate course work related to your discipline.

Graduation requirements:
• Work with advisor/advisory committee to develop an approved plan of study for the required 30–33 semester hours
• Complete agreed upon course work:
  Engineering—6000 level or above
  Electives
• Pass an on-campus comprehensive oral final exam covering your course work, research and/or special project

TRANSIENT ENGINEERING OPTION
This option is designed for students who are registered at another university but want to take classes for one semester toward their degree while they are in the Auburn area.

• Must be registered and in good academic standing at another university
• Turn in transient form (www.grad.auburn.edu/site_index.html#forms) signed by the dean of your university one month prior to the semester you want to attend Auburn
• May take one semester only
• If you plan to take classes for more than one semester, please apply to AU Graduate School through the normal process for conditional registration (GPR Classification)

PROFESSIONAL DEVELOPMENT—NON-DEGREE STATUS
If you are not currently enrolled in a degree program, you may take only 5000 level courses for credit. You must meet all prerequisites for the courses and have the consent of the instructor. Participation in courses while in non-degree status does not guarantee acceptance into a graduate degree program.

Higher-level courses may only be taken with permission from the Graduate School. However, if you decide to pursue a degree at a later date, credits earned under a non-degree status cannot be applied toward your required course work. If you think you might want to pursue a master's degree, it is best to apply for degree status before taking your first course.

“I believe the Graduate Outreach Program is an outstanding program. It allowed me to further my education while maintaining my employment. I would not have been able to get an advanced degree without the freedom of self-study. I have personally recommended the program to my friends and colleagues.”

Robert K. Roberts
Master of Civil Engineering
Lockheed Martin
Missiles & Space Company
Resident Engineer Specialist

www.eng.auburn.edu/gop
BUSINESS OUTREACH PROGRAM

MBA AND OTHER MASTER’S PROGRAMS IN BUSINESS

At Auburn, the focus is on core analytical and communications skills that prepare students for an ever-changing future. The program incorporates a mix of theory with practical applications and supplements traditional lectures with hands-on case analysis. The programs stay abreast of current trends and also possess staying power. This reflects the broad, fundamental knowledge on which successful careers are built.

Students may specialize and develop additional expertise in particular areas of concentration. Master’s degrees are offered in Management Information Systems (MMIS) and Accountancy (MAc). MBA students may choose their electives to earn a concentration in a variety of functional areas such as:

• Finance
• Human Resource Management
• Marketing
• Operations Management
• Management Information Systems
• Management of Technology

ADMISSION REQUIREMENTS

Admission requires both a Graduate School application and an MBA [hard copy] application. If your native language is not English you must also present a Test of English as a Foreign Language (TOEFL) score.

Admission is based on the following factors:

• Four-year undergraduate degree
• Grade point average (GPA) in university-level courses
• GMAT scores
• Résumé/work experience
• Essays
• Letters of recommendation
• TOEFL (if applicable)

Charles “Reiner” Snyder
Master of Business Administration
U.S. Army Headquarters
U.S. Pacific Command
Lieutenant Colonel

“The MBA program and the video outreach program had an immediate impact on my job skills and performance. I was able to use these new skills to complement on-the-job performance. These skills and ability to leverage MIS tools greatly facilitated my ability to improve mission performance and output.”

www.mba.business.auburn.edu
PRIORITY APPLICATION DEADLINES
To ensure that your application is considered on a competitive basis, MBA applications must be received by:
• March 1 (for fall semester entry)
• September 1 (for spring semester entry)

For MAc see www.mac.business.auburn.edu, select “Distance MAc” then “Application Deadline.”

For MMIS see www.business.auburn.edu/mngt/mmis.cfm. Select “MMIS Application Form.” Application deadlines are included on the application form.

Applications received after the priority application deadline date will be considered on a space-available basis.

Average graduate outreach MBA candidate
GMAT 570 (range of 500 to 710)
GPA 3.2 (range of 2.8 to 3.7)

PREREQUISITE COURSES (CERTIFICATE IN BUSINESS SERIES)
Don’t have all the prerequisites you need to meet the academic requirements of the core courses in the MBA/master’s curriculum? You may take prerequisites at a community college or university in your area. The AU College of Business also offers a self-study (non-credit) Certificate in Business Series including six business areas: accounting, economics, finance, management, marketing, and statistics/quantitative methods (calculus). Information about the certificate series and other options for meeting the prerequisite requirements for the MBA program is detailed at www.mba.business.auburn.edu.

Graduation Requirements:
• Work with advisor to develop an approved plan of study for your required major of 36 credit hours
• Complete agreed-upon course work:
  Eight core [required] courses in major
  Four electives
• MBA degree: a team-based strategy case analysis and presentation completed during a five-day campus residency during the final fall semester of your degree program
• Students with less than two years of full-time work experience will also be required to complete a three credit hour internship. This is in addition to the 36 hours minimum to receive the MBA degree

“The excellent quality and convenience of the outreach program was perfect for me.”

Bob Latham
MBA
BellSouth Telecommunications Director, Investment Recovery
HOW TO APPLY FOR THE GRADUATE OUTREACH PROGRAM

❑ Complete the online Graduate School application (www.grad.auburn.edu)
  • Engineering applicants should send all materials to the Graduate School, 106 Hargis Hall, Auburn University, AL 36849. See www.eng.auburn.edu/gop for application deadlines
  • Business applicants should check application deadlines, download and submit applications at the following sites:
    - Graduate School—www.grad.auburn.edu
    - MBA—www.mba.business.auburn.edu
    - MAc—www.mac.business.auburn.edu
    - MMIS—www.business.auburn.edu/mngt/mmis.cfm

❑ Pay the non-refundable application fee by check or money order made payable to Auburn University, or use a credit card (Visa or Mastercard) when submitting the online graduate school application via a secure server (www.grad.auburn.edu)

❑ A short essay, letter of intent, or statement of purpose may be required, depending upon the area of study

❑ Obtain three letters of recommendation from instructors or supervisors. (MBA applicants should use recommendation form included with the MBA paper application—see above)

❑ GRE/GMAT test results:
  • Engineering applicants—GRE (Graduate Record Examination) and subject test (if required). Scores received within the past five years may be requested by contacting the GRE Educational Testing Service at P.O. Box 6000, Princeton, NJ 08541
  • MBA, MMIS, and MAc applicants—GMAT (Graduate Management Admission Test). Scores received within the past five years may be requested by contacting the Educational Testing Service at 800.462.8669 (800.GMAT.NOW) or via their web site: www.ets.org. You may also register to take the GMAT via this site

❑ Request that two “official” transcripts of all undergraduate and subsequent course work be sent to Auburn. The Graduate School will obtain Auburn University transcripts if you are a current or previous AU student

❑ Engineering, MMIS, and MAc applicants should have letters of recommendation, scores and transcripts sent to the Graduate School, 106 Hargis Hall, Auburn University, AL 36849

❑ MBA applicants should send ALL application forms, transcripts, letters of recommendation and related items directly to: MBA Admissions, 503 Lowder Business Building, Auburn University, AL 36849

WHEN YOU RECEIVE YOUR NOTICE OF ACCEPTANCE BY THE AUBURN UNIVERSITY GRADUATE SCHOOL, PLEASE CONTACT:

FOR ENGINEERING AND MMIS STUDENTS
Graduate Outreach Program
202 Ramsay Hall
Auburn University, AL 36849
Toll free: 888.844.5300
Fax: 334.844.2519
gop@eng.auburn.edu
www.eng.auburn.edu/gop

FOR MBA STUDENTS
The MBA Program Office will contact you with further instructions.

FOR MAC STUDENTS
Contact the program director at www.mac.business.auburn.edu, select “Distance MAc” then “Program Director.”
FREQUENTLY ASKED QUESTIONS

CALENDAR
Auburn University operates on the semester system. The Graduate School calendar (www.auburn.edu/main/calendar.html) contains important deadlines that must be followed carefully.

Note: MBA applicants must meet MBA application deadlines specified on the MBA web page (www.mba.business.auburn.edu)

DEGREE STATUS
Students who have been accepted by the Graduate School and departmental committee for a master’s program in engineering or business, or for the MBA program, are classified as degree-status. Applications for admission and supporting documents must be returned to the Graduate School prior to the specified semester calendar deadlines (see www.grad.auburn.edu). Admission is valid for a maximum of 12 months beyond the entrance date for which you are accepted. After this period, a request for readmission and an application fee must be submitted to the Graduate School.

GRADUATE STUDENT CLASSIFICATIONS
MST - Holds full admission to the Graduate School for work toward a master’s degree.
GPR – Meets requirements for admission but has not taken the required entrance exam (GRE). This temporary classification is available to distance engineering students for one semester only.

ACADEMIC ADVISING
As a degree-status student, your department will assign you an academic advisor. You are encouraged to make a trip to the Auburn campus during enrollment in order to establish a plan of study. However, this visit is optional and advising can be done via telephone or e-mail if approved by your advisor and department. All advising questions should be directed toward the respective department. You may also call 888.844.5300 toll free and ask to be transferred to any department.

PROFESSORS, ADVISORS, PEERS
Outreach students have immediate access to professors and classmates via e-mail once you are registered. Students may contact professors prior to the beginning of classes to establish the preferred means of communication (e-mail, Internet, telephone, fax and mail). You are encouraged to use the Internet since it is required in most classes. You are only as far away from Auburn as your computer, net port or modem. Call 888.844.5300 toll free for information about opening an Internet access account through Auburn University.

UNIVERSITY RESOURCES
Accessibility to all on-campus activities, library, etc., is available to you as an off-campus student upon verification of ID. As an Auburn student you are also eligible for athletic tickets (football, basketball, baseball, swimming, etc.) at student prices. Information is available via the phone registration line (334.844.5800) or OASIS at www.auburn.edu/main/currentstudents.html.

TRANSFER OF CREDIT
Graduate credit taken in residence at another accredited graduate school may possibly be transferred to Auburn University. No prior commitment is made as to whether transfer credit will be accepted. A student may be able to transfer up to 12 semester hours. Transfer credits for MBA are limited to courses from another AACSB-accredited college or university. The credit must be acceptable to the student’s advisor/advisory committee and be pertinent to the student’s plan of study. Transfer credit will be approved ONLY with two official transcripts. Courses with a grade lower than “B” will not be transferred.

TEXTBOOKS
Textbooks required for your courses may be ordered each semester by calling a local toll free number provided on the web site at www.aubookstore.com. There is also information regarding online book purchases at other local bookstores.

TEST PROCTORS
The GOP Office will approve a test proctor jointly with you. The proctor is generally someone in the company or agency who is in a supervisory or human resources position, and cannot be a peer employee or someone you supervise. Responsibilities of proctors include receiving, administering, and returning exams and acting as liaison between the local facility and the GOP office. Contact the GOP office with your questions concerning proctors.
REQUEST TO DROP A COURSE

If you wish to withdraw from a course, engineering students may do so through OASIS (www.auburn.edu/main/currentstudents.html) or phone registration (888.844.5300). MBA students must contact their academic advisor. Notifying the instructor or ceasing to accept class tapes does not constitute official withdrawal.

DEADLINES

• Deadlines for refunds:
  - Fall and spring semester—15th on-campus class day
  - Summer semester—5th on-campus class day
• Deadline to avoid “WF” grade—mid-semester
• Deadlines to withdraw from all courses:
  - Engineering – contact GOP office
  - Business – contact your academic advisor

INCOMPLETES

The grade “IN” (incomplete) is assigned when you do not complete course requirements by the end of the semester. This is not uncommon for GOP students since final deadlines are so close to the deadline for grade submission. Instructors complete change-of-grade forms to clear the incomplete grade to a final letter grade.

The AU Graduate School policy states that an “IN” must be cleared by the deadline established by the instructor but no later than six months after the end of the semester in which the student is enrolled or the final grade will be recorded permanently as an “F” and the course must be repeated. This applies regardless of your enrollment status. If you are not enrolled during one of the two following semesters (such as the summer semester), you are not exempt from this rule.

Pending removal or recording as an “F,” an “IN” is counted as a “C” in determining eligibility for continuing in graduate school. You may not graduate until all “IN” grades are removed. The removal must be completed at least three weeks before your graduation date.

AUDITING A CLASS

Off-campus engineering students are permitted, with approval of the instructor, to audit courses for professional development. If you are currently a student at Auburn or have a degree from Auburn, credit hours earned will not be applied toward your degree, even if you are subsequently admitted to the Graduate School at Auburn. You must register for audits through the graduate outreach office. Fee information is available at that time.

COURSE CANCELLATION OR CHANGE

The Graduate Outreach Office reserves the right to add, change, or delete course offerings prior to any semester.

NEED ADDITIONAL INFORMATION?

GRADUATE OUTREACH PROGRAM
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Auburn University, AL 36849
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Fax: 334.844.2519
gop@eng.auburn.edu
www.eng.auburn.edu/gop

MBA ADMISSIONS
503 Lowder Business Building
Auburn University, AL 36849
Toll free: 888.844.5300; option 3
Fax: 334.844.2964
mbainfo@business.auburn.edu
www.mba.business.auburn.edu