



**MARYLHURST**  

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**UNIVERSITY**

## **Undergraduate Application Instructions**

**Bachelor of Science in Business Management  
&  
Bachelor of Science in Real Estate Studies**

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For Application Assistance, please call:

**1-866-278-3965**

# MARYLHURST UNIVERSITY ADMISSIONS GUIDELINES

## Undergraduate Accelerated Online Programs – *Bachelor Degree Seeking Students*

### Admissions Requirements

The following requirements are for students seeking admission to the B.S. in Business Management or the B.S. in Real Estate Studies accelerated online programs.

- An AA or AS degree from a regionally accredited higher education institution or a minimum of 50 quarter hours of transferable credit\*
- Undergraduate application and \$40 nonrefundable application fee (If you are applying for both an undergraduate degree program AND the Certificate in Real Estate Studies you only need to pay one application fee of \$40) Application should be completed online and is located at: (Click on hyperlink or cut and paste into browser)

[https://my.marylhurst.edu/ics/Admissions/Apply\\_Now.jnz?portlet=Online\\_Applications&formname=Apply+for+Accelerated+Online+Bachelor+Degree+Programs](https://my.marylhurst.edu/ics/Admissions/Apply_Now.jnz?portlet=Online_Applications&formname=Apply+for+Accelerated+Online+Bachelor+Degree+Programs)

- Official transcripts from all regionally accredited higher institutions attended
- 2.0 GPA (on a 4.0 scale) or higher

\*Transferable credit should include a college-level writing course, a college-level mathematics course, and two college-level science courses. You may enroll in Marylhurst's Bachelor of Science programs without fulfilling these requirements, however, the writing, math and science coursework must be completed with a grade of C or higher **prior to graduation** from the program. Students not meeting these requirements may satisfy them by taking Marylhurst's online science and math courses, and attending the online writing lab as needed and as available during the program.

### Admissions Requirements for students without an Associate's degree

If the above Admissions Requirements are met, and an applicant has at least 50 quarter credits, applicants may be admitted to the program with approval from the Marylhurst AOP Program Director. Admitted applicants will work with the Program Manager to create a plan for completing the additional credit requirements. **A total of 180 credits are required to graduate.**

### International Applicants

The Marylhurst Program welcomes international students. Requirements include:

- You must hold an associate's degree from an accredited institution or 50 quarter credits hours of transferable college work. Your degree will need to be evaluated and translated by [www.wes.org](http://www.wes.org) if your degree is from outside of the United States. You must have a minimum 2.0 GPA (grade point average).
- Applicants who meet the English Language proficiency requirement may enroll in academic classes. Applicants may demonstrate English language proficiency by submitting the following test results: Test of English as a Foreign Language (TOEFL): A minimum score of 550 (paper based test) or 79 (internet based test) is required. International English Language Testing System (IELTS): A minimum overall band score of 6.5 with minimum 6.0 on each individual band score is required; see [www.TOEFL.org](http://www.TOEFL.org) for more information.

### Transfer Credit

- Students below the 50 quarter hour requirement should contact their Enrollment Advisor for additional information about PLA (Prior Learning Assessment), CLEP, DAN TES, and transfer credit options.
- A student may transfer up to 90 quarter credit hours of lower division coursework. In addition, students can transfer an additional 10 quarter credit hours of upper division coursework if courses meet the same learning outcomes. Transferable credits to be determined by Marylhurst University. **A total of 180 credits are required to graduate.**

## **Transcripts**

Official copies of transcripts from *ALL* colleges/universities you have attended are required. Please request them as soon as possible. Official transcripts should be sent to the address below.

**Marylhurst University**  
**Off-Site Admissions Center**  
**2145 MetroCenter Blvd., Suite 400**  
**Orlando, FL 32835**

## **Writing Sample**

Prospective students with no college-level writing classes will be required to complete a writing sample. The 1-2 page essay should:

- Describe an important professional experience and what you learned from it.
- Describe your life goals.
- Describe how a Marylhurst degree will help you achieve your goals.

## **Technology Requirements**

Students are expected to be comfortable with PC technology and online learning. Check <http://onlinedegrees.marylhurst.edu/computer-requirements/> for the most current technical requirements. For more specific information please contact your Enrollment Advisor at **1-866-278-3965**.

## **Financial Assistance for Certificate Seeking Students**

Financial aid is available to eligible who are registered for at least two classes.

## **Tuition and Fees\*\***

- \$40 undergraduate application fee (\$50 for international students)
- \$325 per credit hour

\*\*Tuition rates are based on the 2009-2010 Tuition Schedule. Tuition and fees are subject to change.

# MARYLHURST UNIVERSITY ADMISSIONS CHECKLIST

## Undergraduate Accelerated Online Programs

To assist you in completing your application, the directions below explain each step of the process. This information has been arranged in a way that it can also serve as a checklist that you can use to ensure you have supplied all of the required information.

If you encounter difficulties with any portion of the application process, please contact our Enrollment Advisors at **1-866-278-3965**.

The Application Deadline for each term is posted at <http://www.onlinedegrees.marylhurst.edu>

**Step 1: Complete the Marylhurst Undergraduate Application online.**

- Complete application located online at

[https://my.marylhurst.edu/ics/Admissions/Apply\\_Now.jnz?portlet=Online\\_Applications&formname=Apply+for+Accelerated+Online+Bachelor+Degree+Programs](https://my.marylhurst.edu/ics/Admissions/Apply_Now.jnz?portlet=Online_Applications&formname=Apply+for+Accelerated+Online+Bachelor+Degree+Programs)

- Include payment information for the \$40 application fee. (*Applications will not be processed without the application fee.*)

**Step 2: Submit Official Transcripts**

- You must request official, sealed transcripts from ALL colleges/universities that you have attended. You must have taken one (1) college-level writing, one (1) college-level math course and two (2) college-level science courses and passed with a **grade of C or higher**. You may be admitted to the program without these courses but you **must complete this requirement prior to graduation** from the program. (*Not applicable for certificate seeking students.*)
- Requested transcripts should be sent directly to the following address:

**Marylhurst University  
Off-Site Admissions Center  
2145 MetroCenter Blvd., Suite 400  
Orlando, FL 32835**

**Step 3: Applying for Financial Aid**

Even if you don't think you will use it, some sort of financial aid is available for almost every student. With the inclusions written into the 2009 Stimulus Bill, hundreds of thousands of students previously denied aid now have access to funding. In addition, the benefits being allocated per person have increased.

- If you are seeking financial aid please follow the steps below. If you have questions about financial aid please call the financial aid office at 1-800-634-9982 ext 6253.
  - Complete the Marylhurst Financial Aid Application located at <http://www.marylhurst.edu/financialaid/applicationprocess.php> and mail to the address below.

**Marylhurst University  
Financial Aid Office  
17600 Pacific Highway (Hwy 43)  
P.O. Box 261  
Marylhurst, OR 97036-0261**
  - Complete the Free Application for Federal Student Aid located at <http://www.fafsa.ed.gov>

**Military Personnel** – Marylhurst is part of the yellow ribbon program, and also has an institutional discount of 20% for active and positively discharged servicemen. A dedicated advisor is available to walk you through the

entire process including, what's in the new GI Bill, how to apply for aid, and getting reimbursement from the GI Bill. In addition to national benefits, local state and regional funding opportunities exist as well.

**Disaster Zones** – Students located in disaster areas may have access to double the traditional funding caps for up to three years following the event.

Please review all points listed above and ensure that you have checked off each of the steps for the complete application process. Our Enrollment Advisors are available to assist you, as needed. **Please call toll free 1-866-278-3965.** While we will attempt to consider your application as quickly as possible, we cannot review your application until all required materials have been submitted.

## **EQUAL OPPORTUNITY**

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Marylhurst University, in its educational policies and procedures, provides equal opportunity for all its students without regard to race, color, national or ethnic origin, religion, sex, age, or disability.

If you have a specific disability that qualifies you for academic adjustments and /or auxiliary aids, please contact the Services Coordinator for Students with Disabilities at 503-636-8141, ext 3344, or 800-634-9982, ext 3344 or TTY 503-699-6301, or email [adaservices@marylhurst.edu](mailto:adaservices@marylhurst.edu).

## **ACCREDITATIONS**

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Marylhurst University is accredited by the Northwest Commission on College and Universities (NWCCU). The Bachelor of Science in Business Management and the Bachelor of Science in Real Estate Studies degree programs have received specialized accreditation from the International Assembly for Collegiate Business Education (IACBE), which is dedicated to improving student learning through outcomes assessment.

Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue NE, #100, Redmond, WA 98052 [www.nwccu.org](http://www.nwccu.org)  
International Assembly for Collegiate Business Education (IACBE), P.O. Box 3960, Olathe, KS 66063 [www.iacbe.org](http://www.iacbe.org)

## **MARYLHURST UNIVERSITY MISSION STATEMENT**

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Marylhurst University is a private institution of higher learning open to men and women of any race or religion. It is dedicated to making innovative post-secondary education accessible to self-directed students of any age. Marylhurst offers coursework leading to bachelor's and master's degrees, and to other goals such as career transition, professional development, and personal enrichment.

Animated by its Catholic and liberal arts heritage, Marylhurst emphasizes the uniqueness and dignity of each person, and its commitment to the examination of values, as well as to quality academic and professional training. Marylhurst University seeks to aid students in advancing their goals for responsible participation in a rapidly changing world by pursuing, and encouraging its students to pursue, the ideals of competence, leadership and service.