

EDUCATIONAL BACKGROUND

High School of Graduation/GED/HSED

School/Test location: _____

City: _____ State: _____

Graduation/Test Date: _____

Bachelor Degree

School: _____

City: _____ State: _____

Graduation Date: _____

Please list ALL previous/current colleges, universities, vocational/technical schools that you have attended. Attach a separate sheet if necessary.

Name of School	City/State	Dates of Attendance	Degree	Credits Earned/GPA

MBA 500 Business Fundamentals is a prerequisite course that serves as a good review of business fundamentals and theories, laying the groundwork for subsequent courses. Students can petition for exemption from this course if they have already earned an undergraduate degree with a major or minor in business.

Even if you are eligible for exemption, would you like to take the MBA 500 course? Yes No

Do you plan to apply for financial aid? Yes No

ONLINE CAMPUS INFORMATION

What type of Internet access will you have access to? _____

How old is the computer you will be using (approximation)? _____

Do you have an Operating System of Microsoft XP or Vista? Yes No

Please list any concerns you have about your motivation or ability to succeed in an online environment.

Please check all Microsoft software programs you feel comfortable with:

Microsoft Word Excel Power Point Access

Minimum Computer Requirements for Graduate Students

- Windows-based PC or Intel-based Apple Macintosh with Windows Boot Capability
- Microsoft XP (Service Pack 2 or higher) or Vista Operating System
- Microsoft 2007
- A minimum of a 512 Megabytes (512 MB) of Internal Memory
- A minimum of a 1 Gigahertz (1000 MHz) Processor
- A minimum of a 40 Gigabytes (40 GB) Hard Drive
- At least a dial-up speed internet connection (broadband *highly* recommended)
- DVD Reading Drive (DVD/CD Burner Drive recommended)

ONLINE STUDENT SUCCESS ACKNOWLEDGEMENT

- I understand the recommended PC (both hardware & software) requirements needed to complete online courses and understand that it is my responsibility to meet these requirements. I must have a consistent internet access (Broadband Preferred)
- I understand that I must meet any technology requirements for each program.
- I understand that technical support for accessing my online classes is available by:
Phone: 866-350-5017 (24 hours a day, 7 days a week)
Email: hcnetssupport@onl.herzing.edu
Online Live Help: You will know it is available by locating the tab labeled Online Help on top of HcNet. Select "Live Chat" under Herzing Support Center. If the Online Help tab is displayed, a technical support staff member is waiting.
- I understand that I need to communicate any technical problems that hinder me from completing an assignment to my instructor within 24 hours.
- I understand that a successful student will login to their courses at least **four** different days week and will allow time for approximately **eight** or more hours of study per course per week.
- I understand that Herzing University requires active communication between faculty and students as well as between students and students. This provides students with a more traditional classroom experience. A portion of my grade is earned through participation in the discussion area and group activities.
- I understand that there are weekly assignments due by midnight Central Standard Time on Sunday evenings. My instructor will inform me if my assignments are due on a different day.
- I understand that while attending the university, using library resources is an essential part of my studies. Herzing University will provide an online library that is accessible when I log on to my courses.
- I understand that the tutorial is a required course (ST100). It is highly recommended that I complete the tutorial before logging into classes. If I fail the tutorial, then it will be required to take the course over.
- I understand that I have elected to have all of my student services administered by Herzing University Online.

Additional note for Mac users:

System Requirements to run Parallels (the program required to run Windows on MAC):

- MAC OS X Tiger 10.4 or higher on an Intel Mac, I Mac, Mac mini, MacBook, MacBook Pro, MacPro Tower
- Any 32 or 64 bit and any Intel Core Solo/Duo/2 Duo/Dual-Core Xeon
- 512 MB of RAM
- 70 MB HD (15 GB of space per virtual machine for windows)
- The computer must then have the system requirements for Windows XP/Vista
- Total, a MAC should have 1 GB of RAM and 80 GB of Hard Drive

These stats are recommended to just run windows operating systems on the MAC. If any other software programs are needed (such as Microsoft Office more RAM is needed. Refer to the URL referenced below for additional information for running Windows software on MAC computers. <http://www.parallels.com>

APPLICANT ACKNOWLEDGEMENT S

By checking this box, I acknowledge that books are not included in the cost of tuition and that I am responsible for purchasing all textbooks.

By checking this box, I acknowledge that I have received the Software & Technology Requirements and have reviewed and understand and agree to all of the information described within.

Student Name (typed): _____ **Date:** _____

**Once complete, please return via email to your Admissions Advisor
or fax to your Advisor's attention at 414-727-7090. Thank you.**