

BOMA/CHICAGO NATIONAL-LOUIS UNIVERSITY BACHELOR OF SCIENCE IN MANAGEMENT AND MBA–MASTER OF BUSINESS ADMINISTRATION

FREQUENTLY ASKED QUESTIONS

Overview of the NLU BOMA/Chicago Degree Programs

What is the BOMA/Chicago National-Louis University Business degree programs?

The Bachelor of Science in Management (BSM) and an MBA program are available through a partnership between BOMA/Chicago and National-Louis University for all BOMA/Chicago Building and Affiliate Members. This benefit gives members access to affordable and convenient MBA and Bachelor degrees at a significant discount off total NLU tuition for fully accredited degree programs in business.

The courses are taught one evening a week in a classroom located downtown. No GRE or GMAT tests are required and scholarship and tuition assistance are available. If you are considering a Bachelor or MBA as the next step in furthering your career, but you are concerned about affordability and the challenge of working full-time and taking one or two night classes for several years, this is the opportune solution. The NLU/BOMA/Chicago degree classes are taught in the same convenient format as the BOMA/Chicago RPA courses.

For the Business Management Bachelor program, you will receive full academic credit for the RPA, FMA, SMA, SMT designations and individual BOMI courses you have completed. In other words, you will complete these programs and receive college credit towards a Bachelor degree in management with a concentration in commercial real estate. In addition, those students who have been in the commercial real estate industry or other industries will be eligible to receive credit for their work experience.

How is this BSM and MBA different from other business degree programs?

This BSM and MBA are structured for your convenience. A cohort group of 12-25 students meets one evening a week at a convenient downtown classroom for all of the courses. You will take all of the courses to complete your degree with the same cohort group.

Time Commitment

How long will it take to get my BSM?

Get college credit for work experience. Please speak to the NLU representative for further details.

The number of terms and courses you will be required to take to complete your BSM depends on the credit you receive for your designation courses, previous college courses and work experience. If you have an RPA, an associates degree and substantial work experience you are likely to complete your degree in less than two years! If you don't have other college courses or designation courses, the BSM will take two and a half to three years depending upon your experience credit.

How long will it take to get my MBA?

The accelerated MBA includes 15 courses sequenced for continuity and linked by common themes of communication, diversity, law, ethics, strategic thinking and leadership. You will complete the program in approximately 22 months.

How much time will I need for weekly homework?

This is a “fast-track” program developed for the working adult. Most students report that they spend an additional 12 to 14 hours a week studying or working in on-line groups.

Costs and Financial Assistance***How much will it cost to complete the program?***

BOMA/Chicago students will receive a 15% discount off the standard NLU tuition for the BSM and MBA courses. The BOMA/Chicago BSM discount will give you a \$63 discount off of the current tuition per quarter hour for the BSM and \$96 off for the MBA. The current standard tuition for the BSM is \$426 and \$643 for the MBA per quarter hour. (That may change July 1.) Books are included in the tuition making this an even better education value.

Can NLU help me find out about financial assistance—scholarships, grants and loans?

If you are registering for a BOMA/Chicago National-Louis University Business degree program you may be eligible for various scholarships, grants and loans as well as tax write-offs. The federal student aid loan program as well as many of the grants and scholarship programs requires that you have been accepted in by a university before you can apply. To talk personally with a specialist at NLU regarding options for financial assistance call (800) 443-5522, extension 5085. To see a list of several scholarships and grants available to NLU students go to <http://nlu.nl.edu/financial/scholarships.cfm>. To request a financial aid packet go to <http://www.nl.edu/student-services/financial-aid/apply/request-aid-package.cfm>. Other on-line scholarship resources are available at:

- www.collegezone.com
- <http://www.collegenet.com/mach25/app>
- http://www.scholarships4students.com/jesus-guadalupe_foundation_scholarship.htm

To apply for a student loan through the federal student aid programs go to: www.nl.edu/boma Your expenditures for your degree may also be tax deductible. For information go to IRS Tax Benefits to Education <http://www.irs.gov/publications/p970/>.

Is there a registration fee?

The registration processing fee is only \$40. Registering assures that you are accepted into the program and a seat is reserved for you during the term you prefer. In addition, you can move forward with requests for financial assistance through various scholarship and loan programs.

Eligibility***Who is eligible to participate in the program?***

Employees of BOMA/Chicago Building Members and their companies, employees of Affiliate Member companies and the families of all BOMA/Chicago members are eligible to register for the BSM and receive the discounted tuition. To ensure that you receive the discount, register from the BOMA/Chicago NLU website www.nl.edu/boma or tell your NLU representative that you are participating in the BOMA/Chicago program.

Are the usual college entrance exams required to get into the BSM program?

Prior to starting your course work, a skills assessment is administered to all under-graduate students.

Credit for Designation Courses and Previous College Classes

How much credit toward the BSM degree do I receive for my RPA, FMA, SMA or SMT designation?

The credit hours for the designations are as follows:

RPA— 33 quarter hours (including the experience requirement of the designation)

FMA— 21 quarter hours

SMA—16 quarter hours

SMT— 27 quarter hours

I have completed a few of the RPA courses, but I do not have my designation. Will I receive BSM credit for individual designation courses?

Yes. You will receive BSM credit based on the individual designation courses you have successfully completed.

I have not previously taken college classes or RPA classes. Will I qualify to take the BSM program?

Yes. The BSM curriculum is structured so that you have the opportunity to complete all of the courses you need by extending your length of study by one, two or three additional terms. The students in your cohort group who have already taken designation courses or college courses will complete their study after term five or six or seven. The cohort group will be structured so that each student completes the number of terms necessary for the degree based on each person's experience and previous classes.

I already have a two-year degree. Will those credits transfer to NLU for my BSM?

An NLU representative will review the associate degree content and specifically inform you about how many credits transfer to NLU. Your associate's degree will give you an excellent start toward completing your BSM.

I work for a BOMA/Chicago Affiliate Member company and I do not have an interest in getting the RPA or FMA designation. Are there additional courses that I can take to complete the degree without having a BOMI designation?

The RPA courses are not requirement to participate in the program. The courses in the BSM are for a general and highly practical business management degree that is completed in six to nine terms depending upon your previous college courses and experience. If you do not plan to take courses for one of the designation programs, you will fulfill you degree requirements by taking additional business management courses to complete your degree program. If you have a designation or training in your specific area of expertise, you many want to talk with your NLU representative about the possibility of credit for that professional education.

I have taken just a few college credit courses but they weren't in business and I don't have an associate's degree. Will I get credit for those classes?

An NLU representative will review the associate degree content and specifically inform you about how many credits transfer to NLU.

Credit for Experience and Knowledge

I have several years of work experience. I already know a lot about business. Can I get credit for what have already learned by being in the work place for several years?

Yes. NLU recognizes and respects prior learning. If you have been working for a few years, you may be able to get credit for what you have learned “on-the-job” and in various training programs that you have taken in connection with your job.

How much prior learning credit can I receive? What is the process?

You may receive up to 60 quarter hours of prior learning credit. To receive the credit, you will be required to write an extensive paper on the subject area. There is a short course built into the BSM program that will explain how to develop and write this paper. During the months that you are completing the courses for your BSM, you can submit prior learning papers that will be evaluated for prior learning credit.

Can I get credit for specific skills such as language or math?

Yes. NLU uses the College Level Entry Program (CLEP) and the Dantes Subject Standardized Tests (DSST) exams to determine credit for language and math skills. Both of these tests are available at NLU after your registration is accepted.

Will I get credit for my military experience and training?

Yes. Talk with your NLU representative to determine the number of credit hours you will receive for your military experience and training.

Curriculum for the BSM

I'm looking for a degree program that gives me knowledge I can use immediately. What is the curriculum for the BSM? How many terms is the degree program?

There is a complete list of the courses in each term posted on the BOMA/Chicago NLU webpage. There are nine terms. All students will begin with Term 1. The number of terms you are required to take depends on the number of credits you receive for your designation education, prior learning and previous college classes. Some students will finish after term 6; others will finish after term 7, 8, or 9.

In looking at the curriculum overview, I see there are nine terms of classes. Does the credit I will receive for my RPA and Associate's degree mean that I don't have to take all courses in all nine terms?

Yes, the number of terms you are required to complete depends on the number of quarter hours you need to complete your degree. If you already have the RPA, FMA, SMA, or SMT and experience you are likely to need only five or six terms to complete your degree. If you are just beginning your Bachelor degree and you don't have a designation or substantial experience, you may be required to take all nine terms to have the quarter hours necessary to complete your degree.

The Application Process

What is the application process?

Start at the BOMA/Chicago NLU webpage www.nl.edu/bomachicago. This will ensure you get the tuition discounts. After you complete the application, an NLU representative will get in touch with you. In the first discussion, be sure to tell the NLU representative about your RPA, FMA, SMA, SMT designation or individual BOMI classes, your previous college courses, work history, military history and licensures.

You will be asked to submit official transcripts from previous college and designation course work.

As soon as you are accepted by NLU, submit your applications for financial aid.

How do I order college transcripts?

Contact your former college/university and request your transcript. There may be a small fee. All transcripts submitted to NLU must be sealed. If the transcripts are not sealed, NLU will not accept the transcripts as official.

How do I order ACE transcripts to get credit from my designation classes?

Visit the ACE CREDIT website at <http://www.acenet.edu/acecredit>, call BOMI at 1-800-235-BOMI (2664) or e-mail service@bomi.org. You may also access your ACE transcript records online at: <https://www.acenet.edu/transcripts/>. NLU accepts only sealed transcripts.

My degree was awarded outside the United States. Will NLU accept my transcripts?

A student whose degree is award outside the United States must have their foreign transcript evaluated by one of the following approved agencies:

- Education Credential Evaluators, Inc. <http://www.ece.org>
- World Educational Services, Inc. <http://www.wes.org>
- International Education Research Foundation, Inc. <http://www.ierf.org>

NLU recommends that students ask for a course-by-course evaluation and will only accept foreign transcript evaluations from these approved agencies.

Does NLU charge a fee for transferred credit?

There is no fee for transferring BOMI designation course credit or for credit from previous college courses to NLU.

About National-Louis University

I'd like to know more about NLU before I enroll. What is the history of the University and what is their education philosophy?

National-University is a fully accredited University founded in 1886. NLU is accredited by the Higher Learning Commission of North Central Association of Colleges. The College of Management and Business is accredited by the International Assembly for Collegiate Business Education. NLU currently serves over 15,000 diverse and non-traditional students. National-Louis works with employers to bring classes and degree programs to work wherever it is convenient for the students. They have successfully developed in-house degree programs with some of the most prestigious corporations around the world. Their flexible education delivery model is designed to accommodate the education needs of working adults who are juggling work, family and career.