

Welcome to the MBA program!

As an assignment in MBA 603, you will be required to complete a tentative long-term plan. Please see the notes below that will help you get started, and we will be able to respond to additional questions you may have.

To get started on your plan:

- Please use the **Projected Course Offerings** located in the [Graduate Advising](#) page of our website, as directed by your instructor, to help determine when to schedule your courses. You will note in the upper portion of the schedule, 8-week sessions with check marks indicating which session the course is offered. The lower portion indicates when the full semester electives are offered. The **MBA Checklist**, also located on the Graduate Advising page, has color coded course pairings that will help you design your plan.
- You can use the Projected Course Offerings for subsequent years as well. Fall 2026 can be used for Fall 2027, Fall 2028, and so on. The same goes for Spring and Summer, as well.
- Use a [Word document](#) or [Excel spreadsheet](#) to **indicate which session in each semester** you intend to complete each required course. Do not send a link for assignment approval. Also, be sure to list semesters in **chronological order** for ease of registration each term. Please note that electives are typically full semester courses, usually only offered yearly. Do not schedule all your courses in the same session, as this would defeat the purpose of having two sessions to balance out your schedule. Be sure to see the examples under the Long-Term Plan heading in the MBA 603 module when designing your long-term plan. Please note that you will need to insert the specific core class and electives where appropriate in the example forms.
- **Summer is not two sessions**; it is one term that runs all of June and July.
- **Most Electives are full semester courses**, not 8-week sessions. Be sure to note when these courses are offered. A good scenario would be a full semester course, paired with a course in the first 8-week session, and another course in the second 8-week session. I would put your toughest course in the first 8-week session, as tougher full semester assignments are usually due at the end of the semester.
- **MBA 600 must be completed as the prerequisite for AC 642, MK 672, FI 632. MBA 601 must be completed as the prerequisite for EC 692, DA 662, and CIS 670.**
- Be sure to **schedule MG 630 toward the end of the program, after FI 632 and MK 672**. In my opinion, this is the most time-consuming course that requires the most teamwork. The prerequisite for this course is 15 credit hours plus AC 642 or FI 632.
- If you are using **Financial Aid**, requirement is a minimum of 5 hours per semester for part-time status. Full-time status is 9 credit hours. Financial Aid questions should be addressed to financialaid@una.edu.
- **Keep a copy** of your approved long-term plan for reference when semester registration opens. If for some reason you have not followed the plan, make sure revisions are made for future semesters.

Submit your long-term plan to unamba@una.edu, as an attachment to an email. Ms. Haley Schrieber will respond with revisions or approval for your assignment.

We look forward to working with you!

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