**4+1 Procedures for MBA and MHA**

- Know how to obtain the forms. All documents are located in MyPark at [https://my.park.edu/ICS/Offices/CoM_Academic_Advising_Resources/](https://my.park.edu/ICS/Offices/CoM_Academic_Advising_Resources/) in the undergrad handout section.
- Understand the contents of the one pager and request forms.

**When a Student Inquires**

- Determine if the student wants information or if they want to apply for 4+1.
- If they only want information send them the appropriate flyer(s) or the one pager if they need more details and costs.
- If they want to apply, check their Park transcript to see if they have completed 60 credit hours or close to completing 60 credit hours. The 60 hours requirement includes transfer hours.
- Check their GPA, which must be at least 3.0.
- If they are qualified to apply, send the student the request form, asking them to complete and return to you.
- Send the completed form to the Grad office, Cassie Jones or in her absence, Rose Hochstatter.
- The Grad office will notify you with the decision which you will share with the student. If approved you can schedule the student in a 4+1 class after they have been set up in CX by the Grad office.

**Scheduling a Student in Grad Classes**

- Determine the courses the student is qualified to enroll. Make sure the student has met the prerequisites for the undergraduate equivalent and grad course.
- To enroll students in grad classes follow these steps:
  - Search for the course in the schedule file at [https://app.park.edu/course/index.aspx](https://app.park.edu/course/index.aspx).
  - Courses in Health Care (HA) can be searched by discipline as we do with undergraduate courses. Courses from the MBA discipline are best to search by the 3 digit course numbers on the handouts (515, 522, 576, 615, 630), and leave the discipline field blank.
To register in CX

1. Go to the Campus Center Menu and select Registration [b]. Then select Online Registration [a] in the Registration Menu.

   [a] Online Registration               [i] Confirm History - Student
   [c] Add/Drop History - Student        [k] Confirm History by Advisor

2. Set the online registration program to **GRAD** instead of **UNDG**

3. Select the proper Grad term and set the catalog to the appropriate Grad catalog using “GR” instead of UG with the catalog year. Term codes will be S1P19, S2P19, U1P19, etc.

4. If set properly, your registration screen will appear as below.

Any questions you have on the process can be directed to steve.fenske@park.edu or 816-584-6818.