

MBA Frequently Asked Questions

Email Account

To access your Anderson University email account:

- 1) Visit www.andersonuniversity.edu and click Student Email on the left hand menu
- 2) Username: Enter **acnt** and the **Username** from your email address (Ex: **acnt\jsmith1234**)
- 3) Password: Enter the **last six digits** of your Social Security number plus an exclamation point

It is strongly suggested that you change your password as soon as you access your mailbox from your web browser. If you do change it, please remember it, because Anderson University **cannot** retrieve your password. If you find that you cannot access your Anderson University E-mail, please email **help@andersonuniversity.edu** or call 864-231-2457.

Self-Service—This program allows you to view your unofficial transcript, schedule, billing, etc...

<https://trojansweb.andersonuniversity.edu/selfservice/Home.aspx>

- 1) Username: Same as AU e-mail
- 2) Password: Same as AU e-mail

Textbooks-Textbooks will be mailed to the address specified on your admissions application for the online program one week before classes begin. Seat students will receive their textbooks in class.

Registration-All MBA students are registered by the Administrative Assistant in the College of Business. Students will receive an e-mail and are asked to confirm registration during the fall, spring, and summer sessions.

Dropping a Course-Deciding to discontinue an online course must be within 72 hours after the start date of the course. At this time, a student is not financially responsible.

Learning House-The Registrar's office will e-mail each student via their Anderson University e-mail account with instructions on how to log-into Learning House a week before the course begins for online courses.

<http://au.learninghouse.com> (Anderson University's Online Education Partner)

Financial Aid-For Financial Aid questions, please contact Judy Smith at jbsmith@andersonuniversity.edu or 864-231-2074.

Academic Policies-For Anderson University Academic Policies, please refer to the Graduate Studies section of the Academic Catalogue. The link is listed below.

<http://www.andersonuniversity.edu/academics.aspx?id=1913>

MBA Course Descriptions:

http://www.andersonuniversity.edu/mba.aspx?id=1957&ekmense=c580fa7b_151_0_1957_8

Withdrawing -Students who wish to withdraw from a course must notify the office of the Dean of the College. If the notification to withdraw occurs before the first class begins in a term, the student will be removed from the class roster. Students who withdraw between the first class and the mid-point in the term may receive a "W" for the course. Students who withdraw after the mid-point of the class will receive a grade of "F" for the course.