



# **Cameron School of Business**



**MSA Class of 2016**

**MSA Student Handbook**

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## **UNCW CAMERON SCHOOL OF BUSINESS MASTER OF SCIENCE IN ACCOUNTANCY PROGRAM**

Welcome to the Master of Science in Accountancy (MSA) program at the University of North Carolina Wilmington (UNCW). We are very excited about the opportunities available to you and your class. You should feel proud of your admission to the MSA program, as each year brings a more competitive admissions environment. Our program is nationally recognized and has the support of all of the major accounting firms in North Carolina. Your classmates represent outstanding individuals academically and professionally. You and your peers come from many well-respected academic institutions from North Carolina and other states and countries. The diversity of undergraduate educational experience (Accounting, Biology, Economics, Entrepreneurship & Business Development, Environmental Technology & Management, Finance, Information Systems, Management & Leadership, Marketing Communications, and Operations Management) also makes you a unique group. Your peer group is intelligent, experienced, diverse, and eager to learn more and grow professionally. You have worked hard to achieve acceptance to the MSA program, and we are confident of your continued success.

The Cameron School of Business (CSB) offers academically challenging programs that are accredited by the Association to Advance Collegiate Schools of Business (AACSB). AACSB accreditation ensures that our business school and programs are ranked in the top 30 percent of business programs worldwide. Our MSA program is also recognized through the prestigious honor fraternity Beta Alpha Psi. The faculty in the MSA program come from top academic institutions in the United States. Many have coupled that academic experience with business experience, providing a dynamic environment in the classroom.

### **CAREER PLACEMENT**

The MSA program has an excellent reputation for its outstanding graduates. All major national and international CPA firms, as well as local firms and corporations, recruit on campus. Strong emphasis will be placed on preparing you for the career search process (appropriate etiquette, protocol, and interviewing skills). During orientation, you will be coached on career planning and placement with special attention to resume writing. Accounting firms will assist you with interviewing skills by conducting “mock interviews.” The outcome of these efforts will greatly assist you with your job search. In fact, a large majority of your class will accept employment offers before the spring semester. This is a tribute to you and the MSA program.

## PROGRAM SUPPORT

The MSA program is staffed by a highly competent, student-focused administrative team. The Cameron staff wants to help you in all facets of your educational experience and will assist you in your career development.

The **MSA Director** is Dr. William A. Kerler, III. Dr. Kerler earned a B.S., M.Ac., Ph.D. from Virginia Polytechnic Institute and State University. The MSA director has both academic and administrative oversight responsibility for the MSA program. The director works with the Cameron faculty to continuously improve the academic program and meets with the MSA Advisory Committee regularly to review MSA program issues such as admissions, grades, curriculum, schedules, student concerns and academic rigor. The MSA director serves as the primary link between MSA students and the faculty and is the MSA student advisor. Students seek the director's advice on academic issues, career counseling and professional development issues. The director serves as the faculty advisor to the MSA Association, the student organization for all MSA students.

The Cameron School of Business **Graduate Programs Administrator** is Karen Barnhill. Karen earned a bachelor's degree in political science from UNCW and a master's degree in public administration from East Carolina University. Karen is a native of Wilmington and has worked many years in the public sector. The graduate programs administrator is responsible for the administrative aspects of the graduate programs, specifically recruiting, admissions and graduation processes. The graduate programs administrator also assists with program implementation for all graduate programs in the Cameron School of Business.

The **Programs Assistant** is Mandy Hodge. Mandy earned a BA in sociology, and a MA in liberal studies from UNCW. Mandy has lived and traveled all over the world but is very proud to call Wilmington "home." The programs assistant provides administrative support to the faculty and directors. She is the program liaison, facilitating communication among faculty, administrators, students and prospective students, and also serves as a resource to the needs and concerns of the students.

Leslie Wright is the **Assistant Director for the UNCW Career Center and Career Center Liaison to Cameron School of Business**. Leslie holds a bachelor and master of education from Old Dominion University and has been with the UNCW Career Center since November 2002. She assists students with their resumes and the recruiting process, helps with Meet the Firms and compiles a student resume book for recruiters. She interacts with students at job fairs and visits the classrooms to talk about resume writing, interviewing skills, job search strategies, networking and use of career-related technology. She also meets with students individually, assisting them with decisions about internships and how to apply their major in the workplace. Leslie is responsible for employer development which attracts local and regional employers to post internships and upon graduation, full-time jobs.

The **MSA Association** is your student organization that provides support and plans social activities for the MSA program. Officers serve as class liaisons and plan a variety of social activities in addition to the end-of-program recognition ceremony. MSA Association officers serve on the CSB Student Advisory Committee. The Student Advisory Committee consists of the Cameron School of

Business student club presidents and represents student interests and concerns to the faculty and administration of the school.

In addition, the **Cameron School of Business Dean** and **Associate Dean** are both available to help students with academic issues, career concerns, and general advising.

## **DEGREE REQUIREMENTS FOR THE MSA**

### **MSA Program Objectives**

The purpose of the MSA program is to prepare graduates for accounting and managerial positions in public accounting, private industry, management consulting, government, and not-for-profit organizations.

Specific objectives include:

1. Develop the skills necessary for critical thinking, professional research, and continuous learning
2. Develop a global perspective of business and accounting practices
3. Provide a framework for developing leadership and team-building skills
4. Provide a framework for recognizing the importance of social responsibility and making ethical business decisions
5. Develop effective communication skills and strong interpersonal skills

MSA program administrative objectives are:

1. To provide effective career development and placement services for all students
2. To foster effective relationships with the professional business community
3. To promote MSA faculty excellence in teaching and research

The specific catalog degree requirements for the MSA program include:

1. A minimum of 32 semester hours of graduate coursework approved by the MSA director is required for the Master of Science in accountancy degree. This must include a required core of 23 semester hours of MSA graduate accounting and business courses.
2. Each student must complete 7 semester hours of graduate coursework in a specialization of either Tax Services or Assurance/Systems Advisory approved by the MSA director.
3. Each student must complete 2 semester hours of graduate electives approved by the MSA director.

4. Up to 6 hours of graduate study may be accepted as transfer credit from an accredited college or university. Requests for transfer credit must be approved by the MSA director and the Graduate School. A minimum of 26 semester hours of graduate study must be completed in residence.
5. Each student must successfully complete a written and oral comprehensive case analysis in the final semester of enrollment in coursework.
6. Each student must complete the approved course of study within five years of the date of the student's first registration for graduate study.

## CURRICULUM

The MSA program requires a minimum of 32 semester hours. The program begins in the fall semester and is completed at the end of the following first summer session (10 months). All students take a minimum of 12 semester hours in the fall, 14 semester hours in the spring and six semester hours in the summer. Non-accounting undergraduates must complete prerequisite courses before entering the program. Students have an International Business option where they can take a 10-day seminar trip to London and Paris and visit various corporations. This seminar substitutes for MSA 515 (offered spring semester).

Admission into the graduate program is conditional upon successful completion of a basic core of prerequisite accounting courses. These courses may be completed at any regionally accredited four year college or university or residence at UNCW. Prerequisite courses include External Financial Reporting (six hours); Accounting Information Systems (three hours), Federal Income Taxes (three hours), Finance (three hours), Managerial Accounting (three hours) and Auditing (three hours). External Financial Reporting, Accounting Information Systems, Finance, and Federal Income Taxes may be completed in residence at UNCW in the summer before beginning the graduate program. Managerial Accounting and Auditing may be completed during the first semester in residence in the MSA program.

**Any grades of "C" earned in prerequisite courses will count toward the total number of "C" grades allowed while enrolled in the graduate program. UNCW Graduate School policy states that three grades of "C", or one grade of "F", or one grade of "U" (e.g., thesis/dissertation) results in dismissal from the graduate program. Further, if a student falls below a 3.0 GPA at any time, he or she goes on academic probation and has either three subsequent courses or nine hours to bring the GPA up to at least a 3.0. In addition, a student must have at least a 3.0 GPA in order to begin any program specific comprehensive examination and/or thesis work. Please refer to the UNCW Graduate Catalog for policy information:** <http://catalogue.uncw.edu/content.php?catoid=18&navoid=1214>.

In the final semester, Systems Advisory/Assurance track students complete a written and oral project with a corporation or firm in the regional area. The client company and the faculty supervisor review the project. Tax Services track students complete a written research paper.

**Required Courses**

All MSA majors will be required to complete the following core courses and choose one of the concentration paths.

MSA 500	Financial Accounting Research and Theory (2)
MSA 505	Partnership and S Corporation (2)
MSA 508	Corporate Taxation (2)
MSA 515	International Management and Strategy (2)
MSA 516	Systems Assurance (2)
MSA 518	Risk-Based Auditing (2)
MSA 526	Advanced Financial Accounting (2)
MSA 527	Marketing Professional Services (3)
MSA 528	Consolidations and Financial Topics (2)
MSA 530	Management Decisions and Control (2)
MSA 540	Cases in Financial and Investment Management for the Accountant (2)

**Concentration: Tax Services**

MSA 504	Federal Tax Research (2)
MSA 510	Advanced Topics in Taxation (2)
MSA 534	Accounting Practicum: Tax Services (3)

**Concentration: Assurance/Systems Advisory**

MSA 522	Business Database Systems (2)
MSA 524	Accounting Information Systems Analysis and Design (2)
MSA 535	Accounting Practicum: Assurance and Systems Advisory (3)

**Elective Courses**

Students strengthen and broaden their skills in particular areas by taking a minimum of two hours of elective graduate courses. Each student's elective courses must be approved by the MSA director. Students with an undergraduate degree in Finance, are exempt from MSA 540, but will be required to take both the Business Law and Non-profit elective courses.

**Course Descriptions**

**MSA 500. Financial Accounting Research and Theory (2).** Explores the interaction of theory, research, and application of financial accounting and auditing standards. Students will learn to use the research techniques, analytical skills, professional judgment, and communication skills needed by professional accountants to apply FASB, AICPA, PCAOB and SEC accounting and auditing pronouncements.

**MSA 503. Current Topics in Nonprofit Organization Accounting (2).** A survey of the accounting and financial reporting practices of government and other types of nonprofit organizations and a critical review of contemporary issues concerning changes to existing government and nonprofit accounting and financial reporting methods.

**MSA 504. Federal Tax Research (2).** In this course, students will apply the tools and techniques used by tax practitioners to analyze federal tax issues in the areas of individual, corporate, and flow-through taxation.

**MSA 505. Partnership and S Corporation (2).** This course studies principles of taxation applicable to partnerships and S corporations. The course emphasizes the tax consequences of organizations, operations, distributions, and liquidations for entities and their owners.

**MSA 508. Taxation and Business Decisions (2).** This course explores the tax consequences of corporate formation, operation, and liquidation. It also examines the effect of the federal tax law on transactions between a corporation and its shareholders.

**MSA 510. Advanced Topics in Taxation (2).** In this course, students will study advanced topics in federal corporate taxation, including business combinations, consolidations, and international transactions. Students will also examine tax planning opportunities in these areas.

**MSA 515. International Management and Strategy (2).** Explores how managers in firms are affected by key environment factors, such as politics, culture, economics and geography, etc. It studies strategies for resolving the differences and challenges posed by international business opportunities and competition.

**MSA 516. Systems Assurance (2).** Study of systems issues in today's technological environment with an emphasis on auditing an EDP system. Includes a study of auditor control risk; organization, documentation, hardware and software control; auditing computer programs, computer files, computer processing; and auditing third party and expert systems.

**MSA 518. Risk-Based Auditing (2).** Selected areas of auditing including analytical procedures, statistical sampling, internal control, internal auditing, auditor reports and other attestations. Emphasis on directed readings, case studies, individual research and special reports.

**MSA 522. Business Database Systems (2).** Major database structures are presented and discussed. The relational database structure is stressed. Conceptual foundations, such as normalization, are integral to the course. Students are required to become competent users of major database management features: report generation, development of input forms that maintain integrity and queries.

**MSA 524. Accounting Information Systems Analysis and Design (2).** A study of concepts and techniques related to the systems development life cycle, structured systems analysis and design techniques, and rapid application development with particular focus on accounting information systems.

**MSA 526. Advanced Financial Accounting (2).** Advanced study of the principles, theory and authoritative standards governing the preparation of financial statements. Topics include International Financial Reporting Standards, cash flow reporting, fair value accounting, and accounting for income taxes, leases, pensions and derivative financial instruments.

**MSA 527. Marketing Professional Services (3).** An in-depth exploration of the marketing of professional services, highlighting the distinctions which exist in the marketing of intangibles. In



addition, the managerial implications of these distinctions and strategies available to overcome the difficulties associated with the marketing of services are examined.

**MSA 528. Consolidations and Financial Topics (2).** The study of corporate mergers and acquisitions and the related accounting issues. Topics include acquisition accounting under purchase and pooling of interest methods and preparation of consolidated financial statements in parent/subsidiary relationships. Current mergers and acquisitions are also studied. Additional financial topics are covered related to mergers.

**MSA 530. Management Decisions and Control (2).** Advanced theoretical and applied analysis of financial information systems for management planning and control. Topics include management control systems, strategic cost analysis, activity-based cost management and budgeting systems.

**MSA 534. Accounting Practicum: Tax Services (3).** Prerequisite MSA 505. A capstone course that examines the current issues facing the accounting profession including financial reporting, management accounting and control, information systems and professional certification topics. The course includes a comprehensive project with a required professional presentation to faculty and business leaders.

**MSA 535. Accounting Practicum: Assurance and Systems Advisory (3).** Prerequisite: MSA 524. In this capstone course, students will perform a hands-on project with an outside organization. Students are required to give a professional presentation at the conclusion of the project.

**MSA 540. Cases in Financial and Investment Management for the Accountant (2).** Examination of corporate decision-making process using cases to emphasize application of theory. Evaluation of the balance sheet, income statement, cash flow statement and statement of stockholder's equity for purpose of controlling and financing growth. Examination of investor decision-making process using cases to emphasize the application of theory. Evaluation of pricing of various capital market instruments including derivative securities and convertible securities. Fundamentals of constructing efficient portfolios and writing investment policy statements for both individual and institutional investors.

**MSA 562. Business Law for Accountants (2).** This course is designed for students who have not taken undergraduate Business Law courses. Topics covered will include an overview of Tort law, Contract Law, Property Law, Business Organizations, UCC Law, Secured Transactions, Commercial Paper and Bankruptcy.

**MSA Curriculum Matrix**

Summer I	Summer II	Fall I	Fall II	Spring I	Spring II	Summer
<i>Pre-requisite Courses</i>		Consolidations /Financial Topics  <b>MSA 528</b>	Advanced Financial Accounting  <b>MSA 526</b>	Investment Management  <b>MSA 540</b>	Management Decisions and Control <b>MSA 530</b>	
External Financial Reporting I <b>ACG 301</b>	External Financial Reporting II <b>ACG 302</b>	Systems Assurance  <b>MSA 516</b>	Risk-Based Auditing  <b>MSA 518</b>	International Management & Strategy <b>MSA 515</b>	Professional Research  <b>MSA 500</b>	Marketing Professional Services  <b>MSA 527</b>
AIS  <b>ACG 306</b>	Federal Income Taxes  <b>ACG 404</b>	Corporate Taxation <b>MSA 508</b>	Partnership and S Corporation  <b>MSA 505</b>			
<i>Concentration: Tax Services</i>						
				Federal Tax Research  <b>MSA 504</b>	Advanced Topics in Taxation  <b>MSA 510</b>	Accounting Practicum Tax Services  <b>MSA 534</b>
<i>Concentration: Assurance/Systems Advisory</i>						
				Business Database Systems  <b>MSA 522</b>	Information Systems Analysis and Design <b>MSA 524</b>	Accounting Practicum Assurance and Systems Advisory  <b>MSA 535</b>
<i>Pre-requisite Courses</i>						
		Auditing  <b>ACG 470</b>	Managerial Accounting  <b>ACG 471</b>	<i>Electives</i>		
				Business Law for Accountants  <b>MSA 562</b>	Non-Profit Organization Accounting  <b>MSA 503</b>	
		Fall: Take 12 – 15 hours		Spring: Take 14 – 16 hours		Summer: Take 6 hours

## GENERAL ACADEMIC INFORMATION

### **Transfer of Graduate Credits**

You may transfer a maximum of twelve (12) semester hours of graduate credit from another accredited institution. The MSA director will evaluate all transfer credits as to the appropriate use of the credit relative to the lock-step program. The recognition of such credit meeting degree requirements will be granted through the use of a substitution form. This form will be initiated by the MSA director or the graduate programs administrator, then approved by the associate dean of the Cameron School of Business and forwarded to the dean of the Graduate School for approval.

Under special circumstances, you may transfer additional credit by petition to the Graduate Council of the university. You may start this process by indicating your desire to seek additional transfer credits in a written memorandum to the MSA director. The petition must be endorsed by the associate dean of the Cameron School of Business.

### **Adding Courses**

Contact the graduate programs administrator or the MSA director to add classes. Pay close attention to the university calendar each semester to meet deadlines.

### **Withdrawal from a Course or Graduate Program**

If you wish to withdraw from a course or from the graduate program, you must complete the withdrawal form obtained directly from the Graduate School. Check the calendar of events for withdrawal deadlines. A grade of "W" is assigned when a withdrawal is processed before the published deadline; a grade of "WF" is assigned after the deadline. Contact the Cameron School of Business associate dean for justified exceptions.

Please note that although the MSA program operates on a half-semester basis, all business processes at UNCW hold to the semester system. This is important for registration, drop/add, and withdrawal. If you have any questions, please see the Graduate Programs Administrator.

### **Degree Time Limit**

You have five (5) years from the date of your initial entrance into the Graduate School to complete your degree. When extenuating circumstances warrant, the Graduate School may grant you an extension. Consult the MSA director. You will not be permitted to register beyond five years without approval of the dean of the Graduate School.

### **Program Reenrollment**

Because of the nature of the lock-step program, students leaving the program for any reason may not reenter until one year later. Reentry will be at the beginning of the semester in which the student left. A leave of absence form must be filed with the dean of the Graduate School. The leave of absence form is available on the Graduate School's Web site.

**Grade of "I" (Incomplete)**

An incomplete grade (I) may be given if the course instructor determines that exceptional circumstances warrant extending the time for a student to complete the course work. The instructor may set the maximum allowable period for completion of the course work, but the extensions will never exceed one year. If the time allowed is less than one year, this information will be transmitted to you in writing, with a copy to the dean of the Graduate School. If, after 12 months, a grade change has not been submitted by the instructor, the incomplete automatically becomes a grade of "F." A grade of "F" renders you ineligible to continue in Graduate School.

**Graduate Catalog**

The MSA program is governed by the policies and procedures in the Graduate Catalog. In the event there is any conflicting information between this handbook and the Graduate Catalog, the catalog shall govern.

**GRADING AND RETENTION****Grading**

Grading for MSA students enrolled in graduate courses is on a plus (+), minus (-) system awarded at the discretion of the faculty as follows:

<b>Grade</b>	<b>Grade Points</b>	
A	4.0	Excellent
A-	3.67	
B+	3.33	
B	3.00	Completely satisfactory
B-	2.67	
C+	2.33	
C	2.00	Minimally acceptable
F	0.00	Failure
I		Work incomplete
W		Withdraw passing
WF		Withdraw failing

**Appeals**

Students wishing to protest a course grade, should first attempt to resolve the matter with their instructor. If a resolution is not reached, the student should contact the MSA director who will seek to mediate a solution between the student and instructor. If a satisfactory resolution cannot be mediated, the student may appeal the grade by following the procedure outlined below. Such appeals must be made by the last day of the next regular semester.

Present your appeal in writing to the Associate Dean for Graduate Programs of the Cameron School of Business. The Associate Dean will confer with the instructor and student to seek resolution by mutual agreement. If a resolution cannot be reached, the Associate Dean will transmit the written appeal to the Dean of the Graduate School who will convene the Grades Appeal Committee.

### **Faculty Evaluations**

At the end of each semester, students are asked to evaluate faculty members by IDEA (electronic evaluation system) on course management, content and delivery. The MSA director and Chair of the faculty member's department review these evaluations. Student evaluations factor into the annual performance evaluation and merit review of each faculty member. Faculty evaluations are also used for course improvements and teacher assignments.

### **Retention**

Graduate students in good standing (maintaining satisfactory grades and making substantial progress toward the completion of their degree) may be continuously eligible to enroll for a period up to five (5) years of the date of their first registration for graduate study at UNCW. Under exceptional circumstances, you may address an appeal to the dean of the Graduate School for an extension of time up to one year. Consult the MSA director for additional information.

Three grades of "C" (includes C+) or one grade of "F" results in your dismissal from the graduate program. Further, if you fall below a 3.0 GPA at any time, you are placed on academic probation and have three subsequent courses to bring your GPA up to at least a 3.0. In addition, you must have at least a 3.0 GPA to begin any program-specific culminating requirement (specifically for the MSA, MSA 534 or MSA 535).

### **Pre-Registration and Registration**

Each semester, the graduate programs administrator or MSA director will provide you with pre-registration/registration information. MSA students are provided information on classes required and elective options available. Students receiving financial aid should always pre-register.

You may pre-register or register by SeaNet. Instructions and section assignments are provided by the graduate programs administrator. After registration occurs, students should check their SeaNet account to view charges. Late registration will encumber an additional fee. If fees are not paid by the due date, classes will be dropped for nonpayment. Contact your graduate programs administrator if you have questions or problems.

## **FINANCIAL SUPPORT**

A variety of funds are available to MSA students for student financial support. All students are encouraged to apply for support. Granting of support is based on merit and/or financial need. You should complete the application forms available in your acceptance package and the FAFSA form that is available at <http:uncw.edu/finaid/forms.html>.

The Cameron School of Business and the University of North Carolina Wilmington provide three means for students to gain financial support while in the graduate program.

1. **Graduate Assistantships:** A limited number of graduate assistantships are available. Students work 10 hours a week and are paid \$5,000 per academic year. Work assignments consist of teaching support in the Accounting 201 labs, research support for faculty members, and/or miscellaneous support for assigned department. Assistantship applications are available on our Web site to students when they are accepted into the MSA program. A faculty committee reviews the applications in July and awards the assistantships. Students awarded assistantships are then notified of their work assignments for the fall and spring semesters.
2. **Tuition Remission:** Limited out-of-state tuition remission funds are available. Out-of-state tuition remission reduces tuition and fees to in-state rates for fall and spring semesters only (out-of-state tuition still applies for summer school). See the requirements for North Carolina residency below. A student who receives a tuition remission must also hold a graduate assistantship.
3. **Scholarships:** A variety of scholarships based on need and merit are also available.
  - a. Direct scholarships from the Cameron School of Business are available and are based on a variety of factors including financial need and merit. The amounts vary annually and allocation is based on student credit hours. Applications are requested in the spring semester prior to entering the MSA program.
  - b. Scholarship opportunities offered by the Graduate School can be found [HERE](#)
  - c. Carr, Riggs & Ingram, Cherry Bekeart, Deloitte, Dixon Hughes Goodman, Elliot Davis, EY, Greer Walker, KPMG, McGladrey, NCACPA, NC State Board of Accountancy, David and Elizabeth Mautz, Joanne Rockness and Elwood Walker provide scholarships exclusively for MSA students. All MSA students are eligible for these scholarships.

## GENERAL INFORMATION

### Parking

Students are given parking permit information during orientation. Parking permits are issued by Auxiliary Services located in the Warwick Center. The cost of the parking permit is added to the student's tuition bill. Students cannot apply for a parking permit until they are registered for classes.

### MSA Orientation

Prior to the start of fall classes, all MSA students are required to complete orientation. The orientation is held on campus in various UNCW facilities. The primary objective of orientation is to introduce you to the MSA program, prepare you for your accounting career and prepare you for upcoming firm activities and interviews.

*MSA Orientation***Team-Building Activities**

During MSA orientation, you will participate in team-building activities that build self-confidence, trust, collaborative skills, an understanding of team concepts and esprit de corps. This is the first stage of student team development in the program.

*UNCW Team Building***Accounting Career Day**

The purpose of accounting career day is to provide MSA students with information about career tracks in accounting. Students will attend several panel discussions. Each panel will consist of professionals from public accounting, industry and government. Students will have the opportunity to speak individually with professionals to ask questions. Each panelist will talk about “a day in the life” or talk about an interesting job assignment that is typical of the type of work he does. Accounting Career Day will be held on Friday of orientation week.

## **Meet the Firms**

During the first full week of classes, international, national, regional and local accounting firms and corporations come to the UNCW campus to meet the MSA students and undergraduate interns. Students are grouped and rotate among the firms to listen to presentations provided by a representative of each firm or corporation. This is the firm/corporation's opportunity to sell you on why you would want to work for them. This event is a formal business affair and is your best opportunity to begin networking for your future career.



*Meet the Firms Reception*



*Meet the Firm Presentation*

## **Mock Interviews**

MSA students will have the opportunity to be interviewed by professionals from a major accounting firm. The interview will be videotaped and critiqued one on one with the student and a professional.

## **Recognition Ceremony**

You should complete your degree requirements in 2016 at the end of summer Session I. Since UNCW does not have an official graduation ceremony in the summer, the Cameron School of Business and the Department of Accountancy and Business Law will recognize the MSA class in a ceremony that will be held at the end of June 2016. Your MSA Association representatives will assist in planning this ceremony. Family and friends are invited.



*Getting Ready for the Recognition Ceremony*



*MSA Class Picture*



## **Calendar of Important Dates**

A full calendar of important dates for the 2015-2016 academic year can be found on the UNCW Registrar Web site at <http://www.uncw.edu/reg/> and on the Cameron School of Business Web site at <http://www.csb.uncw.edu/grad/NewStudents.htm>.

## **E-Mail Accounts**

UNCW uses campus e-mail for all communication. A class distribution list, or e-mail listserv, is maintained by the Graduate Programs Office. When students enroll for the MSA program, they are assigned an e-mail account by UNCW. Students, faculty and administrators of the MSA program are on the listserv. Anyone who is subscribed to the listserv may post a message. The listserv is intended to facilitate classes, the MSA Association, MSA study groups and administration of the MSA program.

To use the listserv visit the Web page at <http://lists.uncw.edu/mailman/listinfo/msa2016>

To send an e-mail to the listserv, use the following address: [msa2016@lists.uncw.edu](mailto:msa2016@lists.uncw.edu).

You can access an e-mail archive at <http://lists.uncw.edu/mailman/listinfo/msa2016>.

## **Class Files/Student Folders**

Professors may make class materials available on-line through their Web page or on Blackboard Learn. Faculty web pages may be accessed through the Cameron School of Business Web site at <http://csbapp.csb.uncw.edu/data/fs/directory.aspx>. Blackboard Learn may be accessed from the UNCW web site home page.

Each MSA student will have a personal folder located in the Department of Accountancy and Business Law department. You should frequently check your folder for information.

## **ESTABLISHING NORTH CAROLINA RESIDENCY**

Under North Carolina law, legal residence means more than simply living in the state. More specifically, it means maintaining a domicile (permanent home of indefinite duration) as opposed to a temporary residence incident to enrollment in a college, university or technical institute of the state. As a starting point, if you have living parents, your domicile is presumed to be that of your parents, but it may be changed to qualify you for in-state tuition if your legal residence can be demonstrated. Marriage does not prevent you from becoming a legal resident for tuition purposes, nor does marriage ensure that you will become a resident.

To determine whether you can become a legal resident of North Carolina for tuition purposes, you must demonstrate intent to make North Carolina your permanent dwelling place of indefinite duration by performing residency acts. These acts should be undertaken immediately upon your arrival to campus and North Carolina (preferably within the first month). Some important residency acts are:

1. Convert your automobile registration to North Carolina
2. Obtain a North Carolina Drivers License (or NC Identification Card from the Driver's License office)
3. Register to vote in North Carolina and vote when possible
4. List your personal property at the New Hanover County Tax Office for taxation
5. File a North Carolina tax return as a resident at the next appropriate time
6. Convert your banking, club/organization membership, etc., to North Carolina

These actions **begin** the one-year (12 month) waiting period to attain residency.

To become a North Carolina resident, you must demonstrate that you are financially independent of your parents or guardian if your parents or guardian are non-residents of North Carolina and demonstrate a visible means of support substantiating the claim of financial independence. If you have not been entirely self-supporting during the last 12 months, a completed affidavit will be required from your parent(s) to indicate the amount of support provided.

Further and equally important, once you have clearly established the residency intent and financial independence, you must maintain a North Carolina residence for **12 months** immediately before the semester the in-state status can be made effective. The **only exceptions** to the required 12-month residency period apply in some, but not all, cases to individuals marrying a North Carolina resident who has maintained residency 12 months or longer and to individuals whose parents have been North Carolina residents 12 months or longer and who are legal dependents of their parents.

If you desire a residence change, you must complete a Residence and Tuition Status Application and submit it to the dean of the Graduate School. Applications can be obtained from the Graduate School. **No status change can be made without submission of this application.** The 12-month residency waiting period must be completed before the first day of the semester in which in-state residency is being requested. You must submit your application up to 60 days **before** the start of the semester in which your in-state status can become effective, although the entire 12-month residency period may not have been satisfied at the time your application is filed.

To avoid being billed as an out-of-state resident, you should file a status change before the tuition bills are due so that the Graduate School will have time to process the application and notify Student Accounts as to your status change. A decision on your residency status will be mailed to you approximately 10 days after the application is reviewed by the Graduate School. If you are denied North Carolina residency for tuition purposes, you may appeal the decision. You can, and should, appeal to clarify points and to present additional arguments in your favor.

## CONTACTS/PHONE NUMBERS

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Auxiliary Services – Student ID’s		Warwick Center	962-2008	
Auxiliary Services – Parking		Warwick Center	962-7062	<a href="http://www.uncw.edu/ba/parking_trans/">http://www.uncw.edu/ba/parking_trans/</a>
UNCW Registrar		James Hall	962-3125	<a href="http://www.uncw.edu/reg/">http://www.uncw.edu/reg/</a>
UNCW Student Accounts & Cashier		Warwick Center Room 144	962-4281	<a href="http://uncw.edu/studentaccounts/about_us.html">http://uncw.edu/studentaccounts/about_us.html</a>
Financial Aid		Warwick Center	962-3177	<a href="http://uncw.edu/finaid/">http://uncw.edu/finaid/</a>
Student Health		Westside Hall	962-3280	<a href="http://uncw.edu/healthservices/shc.htm">http://uncw.edu/healthservices/shc.htm</a>
Randall Library			962-3270	<a href="http://library.uncw.edu/">http://library.uncw.edu/</a>
UNCW Career Center	Leslie Wright Frances Carr	Fisher Univ. Union Room 2035	962-7072 962-3755	<a href="mailto:wrightlk@uncw.edu">wrightlk@uncw.edu</a> <a href="mailto:carrf@uncw.edu">carrf@uncw.edu</a>
Technology Assistance Center	Help Desk	Randall Library	962-4357	