

**THE UNIVERSITY
OF MICHIGAN
BULLETIN**

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**SCHOOL OF
BUSINESS
ADMINISTRATION
1979-80**

accredited university, college, or community college in the United States. Usual courses in the arts, sciences, and humanities are acceptable with no difficulty, but courses in business administration or other professional fields or highly specialized subjects may not be acceptable. Questions in this regard should be sent to the Director of Admissions, School of Business Administration, The University of Michigan, Ann Arbor, Michigan 48109.

Foreign Students. Foreign students may not apply unless their first two years of undergraduate work have been taken at an accredited university, college, or community college in the United States. Foreign students holding the equivalent of a United States bachelor's degree from foreign institutions are eligible to apply for the Master of Business Administration degree program.

Application Procedure

Because each application is considered individually, early application is encouraged. Consideration of applications begins on *February 1* for the Fall Term and *October 1* for the Winter Term. The Admissions Committee will not consider an application until all transcripts have been received. University of Michigan students must arrange for transcripts to be sent to the Business School from their current units. The following deadlines for admission applications should be noted:

Fall Term: Preference given if received before April 1.

Winter Term: All applications must be received by November 1.

Students not enrolled at The University of Michigan at the time of application must submit a \$15.00 application fee, which is not returnable. *No action will be taken until this fee is received.*

Application forms and further information regarding admission to the degree program may be obtained by writing to the Director of Admissions, School of Business Administration, The University of Michigan, Ann Arbor, Michigan 48109.

Since there are a limited number of places in the B.B.A. program, admission is highly competitive. Most students admitted have overall grade records of "B" level. Particular attention is paid to grades in economics and mathematics. Extra-curricular activities, part-time and summer work experience, and the required essay play a role in choosing among applicants with similar academic credentials.

STUDENT COSTS AND FINANCIAL AID

Adequate financial planning should be undertaken before entering the program to minimize the possibility of difficulties which might interfere with academic performance or disrupt progress toward the degree. The information in this section can serve as a basis for such planning.

Estimated Student Costs

Major components of student costs are tuition, which is discussed in detail later in this section, and housing which is available in a wide range of types and

costs, some including meal service. Double occupancy rooms for unmarried students in university dormitories cost \$1,760 including full food service. University-owned apartments for married students range from \$203 per month for a two room furnished efficiency to \$280 for a three bedroom furnished unit. Privately owned apartments and rooms often command somewhat higher rentals.

Estimated total costs, including the housing expenses discussed above, are as follows:

	<i>Michigan Residents</i>	<i>Non- Residents</i>
Unmarried student	\$4,750	\$6,730
Married student	6,960	8,940
Each child	950	950

University Fees

Tuition fees for the 1978-79 academic year are shown in the following table. All fees are subject to change at any time by the Regents of the University.

<i>Regular Term</i>	<i>Michigan Residents</i>	<i>Non- Residents</i>
Fee for 12-18 credit hours	\$620	\$1,830
Part-time fee for 1 credit hour	52	153
Additional fee for each credit hour over 1 or over 18	52	153

<i>Divided Term (Spring or Summer Half Term)</i>	<i>Michigan Residents</i>	<i>Non- Residents</i>
Fee for 6-9 credit hours	\$310	\$915
Part-time fee for 1 credit hour	52	153
Additional fee for each credit hour over 1 or over 9	52	153

Registration after the close of the normal registration period requires the payment of a \$15 fee.

Other Fees—Ann Arbor. All students who register on the Ann Arbor Campus will be assessed additional fees as follows:

<i>Registration Fee</i>	
Full Term—\$15	Divided Term—\$7.50
<i>Health Service Fee</i>	
Full Term—\$17	Divided Term—\$8.00
<i>School and College Government Fee</i>	
Full Term—\$.50	Divided Term—\$.50
<i>Michigan Student Association Fee*</i>	
Full Term—\$2.92	Divided Term—\$2.92
<i>Student Activities Space Remodeling Fee</i>	
Full Term—\$1.50	Divided Term—\$.75

* Refundable upon written request to Student Accounts Office, 1226 Student Activities Building.

Late Registration Fee. A late registration fee of \$15.00 will be assessed students who register after the end of the scheduled registration period for any term or program.

Fee Adjustments and Refunds. Students who change their program in the first three weeks of classes will receive a full refund of the fees paid and will be assessed the full fee appropriate to the new elections. If changes are made thereafter, the higher of the two fees will be assessed. The following regulations govern fee refunds.

1) Students withdrawing after registration and before the end of the first three weeks of classes shall pay a disenrollment fee of \$50 but will be refunded any other part of the fee which has been paid.

2) Students withdrawing during the third week of classes in the divided term or in the fourth, fifth, and sixth weeks of classes in a full term shall pay a disenrollment fee of \$50 or shall forfeit 50 per cent of the assessed fee, whichever is larger.

3) Students withdrawing subsequent to the third week of classes in the divided term, and to the sixth week of classes in the full term, shall pay the assessed term fee in full.

4) The effective date of refund is the date the withdrawal notice is received in the Registrar's Office.

5) Any refund due the student will be mailed to his home address.

Payment of Tuition Fees. For the convenience of students, the Cashier's Office will accept money orders or bank drafts in payment of University fees. Personal checks will not be cashed but will be accepted for the exact amount of fees. All fees and fee regulations imposed by the University are subject to change at any time by the Regents. Fees are payable before registration, at registration, or in installments during the term on dates that will be specified in advance.

Proper observance of financial obligations is deemed an essential of good conduct and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by the proper University authorities. Students shall pay all accounts due the University in accordance with the regulations set forth for such payments by the Vice-President and Chief Financial Officer.

Residency Regulations. The following is the full text of the regulations governing residency for tuition assessment purposes:

1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be so classified throughout his attendance as a student, unless and until he demonstrates that his previous domicile has been abandoned and a Michigan domicile established.

2. No student shall be eligible for classification as a resident unless he shall be domiciled in Michigan and has resided in Michigan continuously for not less than one year immediately preceding the first day of classes of the term for which classification is sought.

3. For purposes of these regulations, a resident student is defined as a student domiciled in the State of Michigan. A non-resident student is defined as one whose domicile is elsewhere. A student shall not be considered domiciled in Michigan unless he is in continuous physical residence in this state and intends to make Michigan his permanent home not only while in attendance at the University but indefinitely thereafter as well, and has no domicile or intent to be domiciled elsewhere.

**THE UNIVERSITY
OF MICHIGAN**

BULLETIN

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**COLLEGE OF
ENGINEERING
1979-80**

Fee Regulations, Expenses, Indebtedness

A nonrefundable fee of \$15 will be required of each applicant for admission to the University.

The fees for one full term for the 1978-79 academic year were as follows:

	<i>Michigan Resident</i>	<i>Non-resident</i>
Underclassmen	\$46 for first hour + \$46 for each additional hour	\$142 for first hour + \$142 for each additional hour
12-18 credit hours	\$550	\$1,700
Over 18 credit hours add	\$46 per credit hour	\$142 per credit hour
Upperclassmen (55 or more credit hours)	\$52 for first hour + \$52 for each additional hour	\$153 for first hour + \$153 for each additional hour
12-18 credit hours	\$620	\$1,830
Over 18 credit hours add	\$52 per credit hour	\$153 per credit hour

Students enrolled as special students or guest students in the College of Engineering will be assessed the upperclass fees.

The following guideline may be used for the total expenses:

Michigan resident (2 terms, academic year)	\$3,800
Non-Michigan U.S. citizen (2 terms, academic year)	\$6,000
Foreign (3 terms, calendar year)	\$9,600

Fees are subject to change at any time by the Board of Regents of the University.

Detailed information relating to fees, deposits, payments and refunds may be obtained in the Assistant Dean's Office.

Withdrawal. A student withdrawing after registration shall pay a disenrollment fee according to the rules in effect at the time of withdrawal as published in the Time Schedule for each term.

Indebtedness to the University. Proper observance of financial obligation is deemed an essential of good conduct, and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by proper University authorities. Students shall pay all accounts due the University in accordance with regulations set forth for such payments by the vice-president in charge of business and finance.

When a student's account shows indebtedness, academic credits are withheld, no transcript of academic record or diploma will be issued, nor will future registration be permitted.

Residence Regulations of The University of Michigan

1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be so classified throughout his attendance as a student, unless and until he demon-

**THE UNIVERSITY
OF MICHIGAN**

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LAW SCHOOL
1979-80

Foreign Candidates for Advanced Degrees

A student from a foreign country must have personal entrance credentials officially approved by the University before securing a passport-visa from the American consul in that student's native country. Foreign students desiring to enter the Law School on the basis of legal education in foreign law schools should write for information concerning special conditions applicable to such cases. Upon approval of the credentials, the University will send an admission letter, which will enable the applicant to obtain the proper papers for immigration to the United States. A foreign student, before being admitted to regular classwork in the Law School, is required to demonstrate proficiency in written and oral English, usually by taking TOEFL or the examination administered through the Michigan English Language Institute.

Foreign students are advised to read the health insurance information under Fees and Expenses on page 93. A student from a civil law or other non-English speaking country is generally admitted to candidacy for the degree Master of Comparative Law (M.C.L.). However, one may be admitted, either initially or during the course of the required academic year in residence, as a candidate for the degree Master of Laws (LL.M.) if evidence of knowledge of the United States legal system is sufficient to permit one to conduct advanced studies with facility comparable to that of an American student.

The same scholastic standards for admission to graduate study apply to foreign students as to those whose study has been in schools in the United States; but, because of the wide divergence in foreign educational systems, it is necessary in each case to determine whether the applicant presents the equivalent of the specific requirements which have previously been stated. In determining the equivalence the following rules will be applied to applicants whose undergraduate work has been in foreign law rather than in the Anglo-American system. The applicant will be deemed to have the equivalent of the scholastic requirements for admission to a master's degree program if (a) the applicant has completed the formal education required for a license to practice law in the country in which the undergraduate law studies were pursued, (b) scholarship in law school has been superior, and (c) the applicant is capable of carrying on graduate work in this Law School as demonstrated by such further evidence as the admitting officer may require.

Foreign candidates should consult the following portions of the Bulletin for additional information: Curriculum for Students from Civil Law Countries, page 63; degree requirements, M.C.L., page 66; International Center, page 83; and financial aid, page 97.

Fees and Expenses

Students are urged to make use of money orders or bank drafts to cover expenses. For the convenience of students, the Cashier's Office will accept money orders and bank drafts in payment of University fees. Personal checks will not be *cash*ed, but will be accepted for the exact amount of fees. All fees and fee regulations are subject to change at any time by the Regents of the University.

Regular Term Fees. For Michigan residents the fee currently is \$825 for each term; for non-residents, \$1,900 for each term. These fees entitle the student to the privileges of the Michigan Union and Michigan League. All fees are payable in accordance with regulations established by the Vice-President and Chief Financial Officer, providing only that said regulations may not defer payment of these fees beyond the end of the term in which they are assessed. Fees are payable prior to registration, at registration, or in installments during the term. The number and dates of the installments will be specified in advance for each term.

A program of study involving nine hours or less is considered a reduced program in the Law School, for which there is a special schedule of reduced fees. A Michigan resident who elects a reduced program will pay an enrollment fee of \$98 and an additional \$83 for each hour elected. Non-residents pay an enrollment fee of \$205 and an additional \$190 for each hour elected.

Students who withdraw after registering must pay a disenrollment fee of \$50.

Summer Term Fees. For Michigan residents the summer term fee for a full program (7 hours or more) is \$580; for non-residents the full program fee is \$1330. For a part-time summer program (less than 7 hours) Michigan residents must pay \$98 for the first hour and \$83 for each additional hour elected. Non-residents must pay \$205 for the first hour and \$190 for each additional hour elected.

Law School Fee. In addition to the above fees, each student must pay a Law School fee of \$20 each term. The fee is proportionally reduced for the summer terms. This fee covers the preparation and issuance of special and supplemental materials in the various courses and seminars throughout the term; it also includes membership in the Lawyers Club.

Foreign Students. It is suggested that foreign students, who are not provided with Health-Hospitalization insurance by their sponsors, purchase Student Group Health Insurance. The cost of this coverage (approximately \$43 per student), if elected, *must* be paid at time of registration. This coverage extends for a full twelve months.

Insurance to cover a student's dependents and to cover maternity costs may be purchased at an extra cost. The basic policy covers just the individual student.

Indebtedness to the University. Proper observance of financial obligation is deemed an essential of good conduct, and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by proper University authorities. Students shall pay for all accounts due the University in accordance with regulations set forth by the Vice-President and Chief Financial Officer.

Books. Casebooks for classwork cost about \$200 a year.

Financial Aid

In the First Year

Financial aid is awarded to members of the first-year class who demonstrate a need for financial assistance and the probability that they will be superior scholars. Because of the rapid rise in the credentials presented by students gain-

**THE UNIVERSITY
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COLLEGE OF
LITERATURE,
SCIENCE, AND
THE ARTS
1979-80

Non-degree students who would like to discuss their academic plans are encouraged to contact the LSA Academic Counseling Office. Since academic counselors do not have access to academic records for non-degree students, a copy of any relevant transcripts (or other materials) should be brought to the counseling appointment. For information about College policies and procedures, non-degree students should use the resources of LSA Checkpoint (see *Chapter V*).

General Information for All Admitted Students

Enrollment Deposit. A newly-admitted student or a readmitted student returning to the College after an absence of more than one year (12 months) is required to pay a \$50 enrollment deposit in accordance with instructions provided by the Office of Undergraduate Admissions. Upon enrollment, this deposit is applied toward the tuition and fees for the term for which a student is admitted. Failure to enroll for *that* term of admission results in forfeiture of the entire \$50 deposit.

Questions and correspondence concerning the enrollment deposit should be directed to the Office of Undergraduate Admissions, 1220 Student Activities Building, The University of Michigan, Ann Arbor, Michigan 48109.

Undergraduate Tuition

The fees assessed by the University of Michigan are subject to change without notice by the Regents of the University. The fee information provided below is intended for general information purposes.

The tuition fee is a student's contribution to the costs of instruction and library services. In addition, a registration fee (\$15.00 for a full term and \$7.50 for a half term), a college government fee (\$0.50), a Health Services fee (\$17.00 for a full term and \$8.00 for a half term in 1978-79), a student association fee (\$2.92 for a full term in 1978-79), and a student activities/space remodeling fee (\$1.50) are assessed. (The student association fee is refundable upon written request to the Student Accounts Office.) The tuition schedule is based on the number of credit hours elected during a specific term as well as on residency status (see *Residence Regulations* in this chapter) and class standing: *lower-division* (up to 54 credit hours toward a degree program) or *upper-division* (55 or more credit hours toward a degree program). The following tuition information is applicable only for undergraduates enrolled at The University of Michigan (Ann Arbor) during the 1978-79 academic year. Tuition fees for the 1979-80 academic year are subject to change. Tuition for the 1978-79 academic year for a full program (12-18 credit hours) was \$550 per term for Michigan resident (lower-division) students; \$1700 per term for non-Michigan resident (lower-division) students; \$620 per term for Michigan resident (upper-division) students; and \$1830 per term for non-Michigan resident (upper-division) students.

The fee schedule for programs of less than 12 credit hours or more than 18 credit hours varies according to the specific number of credit hours elected, residency status, and lower/upper division status. Current fee schedule information is available from the Office of the Registrar. Term fees are payable prior to registration, at registration, or in three installments during a full term (two installments during a half term). The number and dates of installment payments are specified prior to the beginning of each term.

This fee information refers to tuition *only* and does not include the cost of housing, board, or personal incidental expenses. University housing rates are available from the University Housing Office. Information about average student

expenses based on class-level, residency, marital status, and family size is available from the Office of Financial Aid.

Students are required to pay all accounts due the University in accordance with regulations set forth for such payments. Any student not meeting the terms of the financial obligations to the University is subject to disciplinary action initiated by appropriate University authorities. Students with a "financial hold" are not able to register or drop/add courses and cannot obtain a transcript of previous academic work.

Financial Assistance

New freshmen and transfer students can request consideration for financial aid by checking the appropriate item on the admissions application and following the instructions provided. Other degree-seeking students should contact the Office of Financial Aid for information regarding scholarships, grants, loans, and work-study employment. (See also *Military Officer Education Program* described in *Chapter III*.)

Orientation

The Orientation Program exists to make a student's entry into the University as smooth as possible. The Orientation Program provides students the opportunity to meet new friends and get special assistance as they become familiar with the University and its resources, talk with an academic counselor, plan a course of study, and register for classes. The Orientation Program serves students admitted to most schools and colleges of The University of Michigan. All new freshmen and transfer students, including transfer students from The University of Michigan-Dearborn and The University of Michigan-Flint, are required to participate in the Orientation Program in order to register. Cross-campus transfer students, non-degree students, and readmitted students are not required to participate although they are welcome to do so if they wish. All students admitted for a fall term may participate in a three-day orientation session in a residence hall on campus during the summer or in an alternate program scheduled just prior to the beginning of the fall term. Students entering the University during other terms participate in orientation immediately preceding the registration period at the beginning of the term. The Orientation Office sends complete information about these programs to students admitted for fall term in April and to students admitted for other terms about two weeks before the term begins.

Registration

All students are required to have and to use a social security number for registration and record purposes. New students receive all necessary registration materials by participating in the official Orientation Program conducted by the Office of Orientation. Students enrolled in the College of Literature, Science, and the Arts register and make drop/add changes through the CRISP system. CRISP (Computer Registration Involving Student Participation) is a university-wide, computer-assisted registration system. All students should register by the end of the registration period indicated in the academic calendar. Late registration carries an additional \$15 fee, which must be paid at the Cashier's Window before a student *may* register. After the third week of a term, students are not permitted to register unless permission has been granted by the Office of Academic Actions. (Honors students obtain permission from the Honors Council.)