About Concordia University Texas

ABOUT
Concordia University Texas was founded in 1926 under the auspices of The Lutheran Church—Missouri Synod. Concordia University Texas is a private institution of liberal arts and sciences that offers numerous undergraduate and graduate degrees for traditional and non-traditional students.

Concordia University Texas provides students with a high-quality education so they are competent and knowledgeable in their chosen professions. Concordia students demonstrate a high level of proficiency in the workforce, which can be attributed to the revered faculty and their exposure to practical experience.

CONCORDIA UNIVERSITY TEXAS RANKS 18TH ON U.S. NEWS & WORLD REPORT’S 2010 “AMERICA’S BEST COLLEGES” LIST OF REGIONAL COLLEGES IN THE WEST.

Concordia University Texas is also a member of the Independent Colleges and Universities of Texas, the Association of Texas Colleges and Universities, the American Association of Colleges for Teacher Education, the Association of Independent Liberal Arts Colleges for Teacher Education, the Texas Association of Colleges for Teacher Education, the Association of Lutheran College Faculties, the American Association for Higher Education, the International Assembly for Collegiate Business Education. Concordia’s elementary and secondary teacher education programs are approved by the Texas Education Agency for pre-school through grade 12.

MISSION STATEMENT
The mission of Concordia University Texas is developing Christian leaders.

CONCORDIA UNIVERSITY TEXAS ONLINE
The online educational opportunities at Concordia University Texas add value through convenience and flexibility, helping students advance their careers and future. Concordia’s online program is designed for busy, working students who are interested in advancing their careers. Time often proves to be the main obstacle to higher education and Concordia’s online program allows students to obtain their degree on their schedule.

ACCREDITATION
Concordia University Texas is accredited by the Southern Association of Colleges and Schools, Commission on Colleges, to award degrees at the Associate, Baccalaureate and Masters levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Concordia University Texas. Normal inquires about the institution, such as admission requirements, financial aid, education programs, etc., should be addressed directly to Concordia University Texas at 11400 Concordia University Dr., Austin, TX, 78726 or call 512-313-3000 and not to the Commission’s Office. The Commission on Colleges should be contacted only if there is evidence that appears to support a significant non-compliance with a requirement or standard established by the Commission on Colleges.
I am excited to welcome you to Concordia University Texas (CTX) Online – a new learning platform that will deliver quality education straight to you.

Online education provides nontraditional students around the country an accessible, convenient and flexible alternative to earn a degree. CTX’s fully online Human Resource Management program provides students with a quality online education.

CTX remains dedicated to our students and recognizes the need to provide more students with the opportunity to earn a degree online. I cannot wait for students to log on to our online sessions and continue this online journey with CTX.

To learn more about the Human Resource Management, including the course schedule, please contact the online center with any questions or concerns. I look forward to working with you and building CTX’s online programs.

Alex Fitterer
Online Center Dean
Concordia University Texas
(512) 313-5607
online@concordia.edu
ONLINE

Concordia University Texas now offers a Human Resource Management program online. The online format allows busy, working students the opportunity to continue their education without interrupting their daily routine. The online courses emulate the on-campus environment by providing students with an atmosphere in which they can collaborate with the professor and their peers.

The Bachelor of Arts in Human Resource Management offers an introduction to the myriad of issues facing today’s HR manager. Required courses focus on areas of responsibility common to all human resources professionals, while also keeping students apace of contemporary issues and concerns in HR. The courses are taught by working HR professionals who emphasize the development of leadership skills. Particular care is given to the issue of demonstrating Christian faith in work environments that may not always support this mission. Successful students in this major may or may not have prior work experience in the field of Human Resource Management.

HUMAN RESOURCE MANAGEMENT COURSES
In addition to the General Education Core Requirements students must successfully complete the following for the major:

Human Resource Management Major Requirements - 45 academic hours
MTH 2301: Introduction to Statistics
CIS 2304: Spreadsheet Software
COM 3331: Organizational Communication
BUS 3310: Leadership and Business
BUS 3314: Finance for Non-Financial Managers
BUS 3380: Production and Operations Management
HRM 3305: Legal Concepts & Environment in H.R.
HRM 3315: Training and Development
HRM 3320: Compensation and Benefits
HRM 3326: Labor Relations
HRM 3330: Organizational Staffing and Selection
HRM 3345: Fundamentals of H.R. Management
HRM 3350: Conflict Negotiation
HRM 3355: International H.R. Management
HRM 4315: Strategic Mgmt. in Human Resources

PROGRAM BENEFITS
- **Convenience:** Flexibility is essential to students who manage a busy work schedule and personal commitments. Therefore, the online program at Concordia University Texas is proud to offer its students a chance to earn an education at their own convenience.
- **Degree Prestige and Value:** Since 1926, Concordia University Texas has provided students with education rooted in the liberal arts.
- **Quality Education:** Concordia University Texas believes in utilizing highly skilled and experienced instructors. Thus, students can be confident that they receive an education of the highest standard.
- **Year-round Help Desk:** In case any technical difficulties arise, a 24/7/365 Tech Support team is waiting to address student concerns and resolve issues.
ADMISSION REQUIREMENTS

Minimum 2.0 cumulative GPA on all college-level coursework, or minimum 2.5 cumulative GPA if fewer than 12 transferable college credit hours

Additional requirements for students who are ages 19-22:
Students who are ages 19-22 must have high school diploma or equivalent (such as a GED) and be one year out of high school, plus meet one of the following:

- Works full-time (defined as a regular full-time position with a single employer)
- Is financially independent (as defined by their IRS status)
- Has children or other dependents (as claimed for IRS purposes)

Students who don’t meet the requirements will be evaluated by the admissions committee and may still be eligible for provisional admission to Accelerated Degree Program.

HOW TO APPLY

APPLICATION STEPS

Apply Online and pay the $25 application fee.

Send official transcripts to Concordia. High School transcripts are required for students who have not attempted college level coursework.

There are three ways to get your transcripts to Concordia:

- **Student Delivered:** A student delivered transcript will only be accepted as an official transcript if it is received in the original sealed envelope and stamped by the institution of records as “Issued to the Student in a Sealed Envelope.”
- **Electronically:** Concordia also accepts transcripts electronically:
  - National Transcript Center
  - ScripSafe
- **Mailed:**
  Office of Admissions Processing
  Concordia University Texas
  11400 Concordia University Drive
  Austin, Texas 78726
  FAX: 512.313.4639
  online@concordia.edu

If you have completed fewer than 12 transferable college hours, an official high school transcript must also be submitted. If you are unsure what might qualify as transferable hours, consult your local Admissions Counselor. An official transcript is one that comes directly to Concordia University from the institution of record.
INTERNATIONAL STUDENTS
All students who are residents of a foreign country must apply as an international student. Click here to learn about admissions requirements and application information for International Students.

APPLY FOR FINANCIAL AID
Complete the online federal application at www.fafsa.ed.gov for the 2012-2013 school year. The Concordia University Texas school code is: 003557. For more details concerning Financial Aid, click the link above.

PAYMENT OPTIONS
If you do not wish to use financial aid, payment options are available. Please click the link above for more information.

PLEASE SEND ALL ADMISSION DOCUMENTS TO:
Office of Admissions Processing
Concordia University Texas
11400 Concordia University Drive
Austin, Texas 78726
FAX: 512.313.4639
online@concordia.edu

GPA REQUIREMENT
For direct admission into the Master of Education Program, applicants must have a minimum cumulative GPA of 2.50 (on a 4.0 scale) for all undergraduate work completed, or completed 12 hours of graduate course work with a 3.0 GPA (on a 4.0 scale). If your GPA does not meet the minimum requirements, you will be asked to submit an essay which will be reviewed by the Graduate Education Committee. For essay details, please email the Office of Admissions Processing at online@concordia.edu.

ADMISSION DEADLINES
Applicants must have a complete application by the deadline to be considered for the semester in which they are applying. If the application is not complete, students have the opportunity to roll the application over to the next semester. In order to use Financial Aid as payment for tuition, students are required to have all admission and financial aid documents submitted by the Admission Deadline.
TUITION INFORMATION*
Undergraduate Tuition per hour: $545
Graduate – MED Tuition per hour: $605
Graduate – MBA Tuition per hour: $670

FINANCIAL AID
Concordia University Texas understands that continuing your college education is a substantial investment in your future and we are prepared to provide you with specific information to help you accomplish this goal.

Concordia University Texas focuses on assisting all eligible students in finding options that will allow them to finance their college education. Financial Aid options may include grants, federal loans, and other payment options.

Free Application for Federal Student Aid (FAFSA)

When a student submits the FAFSA, it is sent to the Federal Student Aid’s Central Processing System (CPS). While at the CPS, the student’s FAFSA goes through a series of edits to check for inconsistencies in the application. In addition, the CPS initiates several database matches with:

- Social Security Administration (SSA)
- Department of Homeland Security (formerly Immigration and Naturalization Service)
- National Student Loan Data System (NSLDS)
- Selective Service System
- U.S. Department of Veterans Affairs

If a discrepancy arises as the CPS processes the student’s application and performs data matches, the student’s FAFSA is flagged and the student may not be eligible for federal student aid until s/he resolves the discrepancy. It is important that the student understands that some discrepancies will prevent the CPS from calculating the Expected Family Contribution (EFC).

*2013-2014 academic year
Concordia University Texas is grateful, proud and supportive of those who have or continue to serve through the military. For those looking to start or continue their education, we have a variety of options to assist with that process.

There are multiple financing options available to assist veterans and their dependents in pursuing their college education. Concordia University Texas accepts all Veteran Affairs educational benefits and is a participant in the Yellow Ribbon program.

In order for active military personnel to take advantage of their benefits, they must contact their local Veteran Affairs representative. Veterans must apply for their benefits on the Department of Veteran Affairs website at www.gibill.va.gov.

For more information on VA educational benefits, the Yellow Ribbon Program and steps to accessing your benefits, please visit the Department of Veteran Affairs website at www.gibill.va.gov/apply-for-benefits/. Once you’ve applied for benefits through the VA site, the Department of Veteran Affairs will notify you of your eligibility. Concordia will need a copy of your Certificate of Eligibility and your DD-214 so that we can certify your attendance with the VA once you are registered.

In the mean time, your admissions counselor can help you proceed through the regular admissions process in accordance with your program of interest. Once you have been officially accepted to Concordia University Texas, the University will process the paperwork concerning your financial benefits.
Campus Locations
Five Locations to Serve You

- Dallas / Fort Worth
- Austin Main Campus
  North Lamar University Center
- San Antonio
- Houston
FAQs
Frequently Asked Questions

HOW DO I PREPARE FOR ONLINE COURSES?
For your convenience, we offer a student training presentation that provides instructions on how to take an online course. The presentation is available upon request.

HOW WILL I ACCESS MY ONLINE COURSE?
Enrolled students will receive a login ID and password. Upon entering the ID and password in the login window, students will be able to access their online classes, view course information and retrieve their academic records.

WILL I HAVE FACE-TO-FACE MEETINGS WITH MY PROFESSOR?
Online courses are delivered entirely through the Internet. However, students can visit the campus and meet with professors during office hours if desired.

WILL I HAVE ACCESS TO LIBRARY RESOURCES?
Our library resources and services are available to all faculty and students who visit the main campus or use the online library.

HOW DO I GET HELP IF I CANNOT ACCESS MY ONLINE COURSE?
Concordia University Texas provides all students with a 24/7/365 help center. The University provides contact information for the help desk upon enrollment.