



## Distance Learning Business Program Application

---

For more information about the Distance Learning Business Programs, visit the program Web site at <http://www.murraystate.edu/businessonline> or contact

**Stephanie Totty, Distance Learning Business Coordinator**

207B Business Building

Murray, KY 42071

Office: 270.809.4196

E-mail: [stotty@murraystate.edu](mailto:stotty@murraystate.edu)

The Distance Learning Business Program (DLB Program) allows students to complete the Bachelor of Science in Business with an area in Business Administration (without a track), an area in Computer Information Systems, or an area in Logistics and Supply Chain Management without coming to MSU's Murray campus.

For purposes of this document, distance learning classes are classes taken online, at a regional campus, or as correspondence classes. Murray State has regional campuses at Henderson, Hopkinsville, Madisonville, and Paducah. Preference for the classes listed for the degree will be given to DLB Program participants. Likewise, preference will be given to non DLB Program participants for traditional class enrollment.

This program is available at a distance because of a transfer agreement Murray State has with the Kentucky Community and Technical College System (KCTCS). DLB Program students complete the lower-level requirements for this degree through KCTCS or another institution, and DLB Program students complete the upper-level requirements for the degree through Murray State.

All of the lower-level courses required for the degree are available online through KCTCS. Many classes are also available on-site at the KCTCS institutions. All of the upper-level requirements for the degree are available online and at the regional campuses through Murray State.

A student must complete the program via one of the methods listed below:

- 100% online as a full-time or part-time student.
- 100% at the regional campuses as a part-time student.
- A mixture of online, regional campus and correspondence classes as a full-time or part-time student.

Online business classes required for the degree offered during the fall and spring semesters are reserved for students in the Distance Learning Business Program until a predetermined date when the classes will

Distance Learning Business Program Application

open for any student to enroll, typically the Friday before classes begin. Due to high anticipated enrollments, DLB Program participants are encouraged to apply and register early to secure their seats in each class as late registration may not be available.

**To qualify for the Distance Learning Business Program, a student must**

- Be fully or conditionally admitted to business programs. If he or she is conditionally admitted to business programs, he or she must be currently enrolled in the classes he or she has remaining to complete the admission requirements. The Distance Learning Business Coordinator will work with students to maintain their active status at Murray State. See the current Academic Bulletin for admission requirements to business programs.
- Have at least 30 credit hours of courses remaining to complete the degree.
- Declare a Bachelor of Science in Business Degree with an area in Business Administration (without a track), an area in Computer Information Systems, or an area in Logistics and Supply Chain Management.

**Indicate your agreement to the terms of this program by initialing these items. Acceptance of and adherence to these terms is required for participation in the Distance Learning Business Program.**

As a student in the Distance Learning Business Program, I understand that

\_\_\_\_\_ It is expected that my classes are to be distance learning classes.

\_\_\_\_\_ It is expected that I declare a Bachelor of Science in Business degree with an area in Business Administration (without a track), an area in Computer Information Systems, or an area in Logistics and Supply Chain Management.

\_\_\_\_\_ It is expected that I work closely with the Distance Learning Business Coordinator at least once per semester to discuss course sequencing and obtain permission to participate in enrollment using myGate prior to the advanced scheduling period.

\_\_\_\_\_ It is expected that I enroll during my posted scheduling time and notify the Distance Learning Business Coordinator should a situation arise that prevents me from enrolling.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student M#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date