The Executive MBA Program in Real Estate Development and Management

Nova University

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The Real Properties Management Institute and Nova University's Friedt School of Business and Entrepreneurship present

THE EXECUTIVE MBA PROGRAM IN REAL ESTATE DEVELOPMENT AND MANAGEMENT
A COMMITMENT TO LEADERSHIP

As the demands of the marketplace and expectations of the workforce change, transforming real estate strategy into competitive success demands one quality above all. That quality is leadership, the capacity to take plans off the drawing board and translate them into effective action.

Meeting the competitive challenge today requires a real estate oriented organization with talented, highly trained people. That is the reason organizations in the real estate industry rely on the Executive MBA Program in Real Estate Development and Management.
IN SEARCH OF EXCELLENCE

"To me, the Friedt School reflects a total theme of innovation. The Executive MBA Program in Real Estate Development and Management is an example of the search for excellence in a highly specialized discipline."

Dr. William J. Harrington
Director
Real Properties Management Institute

THE DIRECTOR'S MESSAGE

One of the most vital needs of the complex real estate environment, especially in the area of development and management, is the further development and preparation of its present and future leaders. In the changing real estate business environment, managers must anticipate and plan for the challenges they are likely to face. The Executive MBA Program in Real Estate Development and Management is intended to assist individuals from diverse real estate backgrounds in meeting their personal career goals in the real estate field.

If you are interested in the challenge presented by graduate study in real estate and your personal goal is further to develop and expand your knowledge in real estate, then you should consider the Executive MBA Program in Real Estate Development and Management. This unique Saturday program is designed for the working manager in the real estate field. The program, which can be completed in eighteen months, provides the professional manager with a fresh point of view in a specialized field of real estate, as well as a broad based perspective in addressing contemporary real estate business problems of real estate development and management.

Real estate development and management is a multi-million dollar industry in Florida that creates housing for families, offices for businesses, commercial areas for consumers, and industrial buildings for Florida's industries. The Executive MBA Program represents a creative laboratory for real estate development and management study.

Dr. William J. Harrington
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THE REAL ESTATE DEVELOPMENT 
AND MANAGEMENT FIELD

Real estate development and management is a multi-million dollar 
industry that creates housing for Florida's families, offices for Florida's 
businesses, commercial areas for Florida's consumers, and industrial 
buildings for Florida's manufacturers and other industries. Most of this 
development and management is the responsibility of the private sector, 
but government is increasingly active as a financier and developer of 
property in several locations. Those who develop and manage real estate 
play a critical role in shaping our environment. They not only create 
buildings, they also create jobs, new sources of tax revenues, and if the 
development and management are carefully crafted and planned, 
attractive spaces that can be enjoyed by the many residents of this 

Developers bring together the resources and expertise necessary to 
develop and manage real estate. They identify development opportunities, 
assemble land, obtain financing, secure the required regulatory 
approvals, oversee design and construction, market the project, and 
initiate follow-up real estate properties management. Some developers 
continue to manage properties after completion.

Good development and management of real estate requires a sophisti­
cated knowledge of the integration of all stages of this process. For 
example, a developer must understand how a small change in project 
design will affect the construction costs, finance, and marketing, as well 
as the need for effective property management. Effective developers also 
recognize the important role played by government as a regulator of the 
development process and as a source of land and capital. They are 
sensitive to the impact of their projects on others and skilled at adapting 
plans to accommodate associated interests, thereby clearing the way for 
needed public approvals. Similarly, they recognize the opportunities that 
can be created through innovative public-private partnerships. Thus a 
successful developer is simultaneously a conceptualizer, an entrepreneur, 
a financier, a manager, a designer, a planner, a builder, and a marketer. It 
is a demanding job that requires both imagination and skill and provides 
many different rewards for those who do well. The real properties 
management professional also plays a variety of roles in carrying out the 
complex accountabilities of real estate property management. They must 
possess the skills of an accountant, a legal specialist, and a leasing 
manager; and they must develop the skills of an effective negotiator. Thus 
a successful real properties management professional must reflect true 
leadership in the field.

For years, developers and managers have acquired skills through the 
chances of experience. While many individuals have entered the field 
through training-related disciplines (e.g., engineering, architecture, 
planning, and business), an equal number have entered without formal 
preparation. As development projects have grown in scale and complexity, 
and as development and management activity spreads to corporate and 
financial institutions, both industry and academia have recognized the 
need for more formal specialized education.

PREPARING 
TOMORROW'S 
EXPERTS AND 
LEADERS

“This is a high quality 
Executive MBA Program 
in Real Estate 
Development and 
Management. The 
curriculum information 
presented and the 
feedback are effective for 
professionals in the allied 
disciplines associated 
with the real estate 
industry. Plus, the 
interaction among the 
participants is excellent.”

Barry J. Johnson 
Vice-President 
Citicorp of Florida

Chairman of the Advisory 
Board 
Real Properties Management 
Institute
THE EXECUTIVE MBA PROGRAM IN REAL ESTATE DEVELOPMENT AND MANAGEMENT

"It is unusual for a specialized graduate program to meet both personal developmental needs and organizational needs so completely. The Executive MBA Program in Real Estate Development and Management did that."

Mr. Donald E. Paul
Group Manager
JMB Centers
Management Company

THE EXECUTIVE MBA PROGRAM IN REAL ESTATE DEVELOPMENT AND MANAGEMENT

The Executive MBA Program in Real Estate Development and Management is a rigorous and focused degree program designed to educate professional men and women in the full range of development and management aspects of real estate. The program draws its faculty from the Real Properties Management Institute of the Friedt School of Business and Entrepreneurship, which includes marketing, finance, economics, and accounting specialists. The faculty is augmented by outstanding leaders in the real estate field including architects, engineers, designers, planners, attorneys, appraisers, bankers, contractors, and others. The program prepares professionals to assume senior positions of responsibility in private development companies, property management companies, financial institutions, government agencies, law firms, accounting firms, insurance firms, and other related organizations.

PROGRAM OBJECTIVE

The objective of the Executive MBA Program in Real Estate Development and Management is to provide professionals with a comprehensive understanding of all phases of the development and management process. Subjects are taught by faculty members and professionals active in the field. Each course combines lectures with case studies and assignments that simulate problems and tasks frequently encountered by developers and property managers.

Designed to be completed in 18 months of intensive study, the curriculum is demanding and fast paced. The program utilizes a non traditional Saturday format to suit the needs of professionals studying at the graduate level. Classes are scheduled for eight of the twelve Saturdays in a term, with a one-week break between them, in each calendar year. Usually students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission.

MEETING THE COMPETITIVE EDGE

"As the demands of the marketplace and expectations of the workforce change, transforming real estate strategy into competitive success demands one quality above all. That quality is leadership, the capacity to take plans off the drawing board and translate them into effective action. Meeting the competitive challenge today requires a real estate-oriented organization with talented, highly trained people. I believe the Executive Program in Real Estate Development and Management prepares real estate professionals for this challenge."

James M. Brennan
Office Investment Division
Grubb & Ellis of Florida, Inc.

A Unique Program Schedule

The program utilizes a non-traditional Saturday format to suit the needs of full-time working professionals in the real estate field. Classes are scheduled for eight of the twelve Saturdays in a term. There are four 12 week terms, with a one week break between them, in each calendar year. Usually, students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission. Students can complete the program within 18 months.

Workshops, seminars, and symposia that augment the program are offered in one-to five-day periods.

A Faculty of Experts

In developing the Executive MBA Program in Real Estate Development and Management faculty, special care was taken to bring together professionals representing a range of expertise, broad perspectives, and specialized knowledge. Each faculty member is not only highly qualified in his or her field, but also skilled in the art of communication. A core adjunct faculty including real estate developers, real estate management professionals, attorneys, appraisers, engineers, architects, contractors, economists, and insurance executives augment the University's full-time professional staff.

Admission

The Executive MBA Program in Real Estate Development and Management is specifically designed for managers who intend to maintain full-time employment while pursuing advanced management study.

Candidates for the Saturday program should have at least eight years of work experience, with five years or more in a managerial position. Executives applying for and being admitted to the program are expected to hold a bachelor's degree. However, a limited number of executives who lack such a background will be considered for admission if their credentials indicate an unusually strong probability for success in the program.

Each Executive MBA student is carefully selected and interviewed prior to admission. The students admitted to the program represent a wide diversity of industry and experience. As a result, there is a high level of interaction within the class, and the students learn not only from the faculty but from each other as well. Most of the students can find immediate applications to their companies from the knowledge they have acquired in the classroom.

Degree Requirements

To complete the Executive MBA Program in Real Estate Development and Management, a participant is required to complete successfully, 42 specified credit hours of study.

Program Cost

The entire Executive MBA Program in Real Estate Development and Management cost is $10,920. This includes all 42 graduate credits as well as noncredit prerequisite seminars in the areas of statistics, economics, accounting, marketing, and finance. Students are charged no other fees except their nonrefundable application fee and a commencement cap and gown fee.
A PROGRAM DESIGNED TO MEET CHANGE IN A DYNAMIC FIELD

“As development projects grow in scale and complexity, and as development and management activity spreads to corporate and financial institutions, Nova University has recognized the need for more formal graduate-level specialized education in a changing environment.”

Sue Ryder, CPM, CSM
Director of Retail Property Management
South Florida
Lincoln Property Company
AN INNOVATIVE APPROACH TO SPECIALIZED GRADUATE EDUCATION

"When Dr. Harrington solicited my direction and recommendations from a mall executive perspective, I focused on the need for integration of associated disciplines. The architect, engineer and designer being in synch with the developer and real properties manager is the integration I perceive as essential to a successful project. The Executive MBA Program in Development and Management has been built within this framework and I believe it reflects a most unique approach to this specialization."

Carol A. Joyce
Mall Manager
Melvin Simon & Associates, Inc.

Tuition may be paid in a number of ways: annually, semi-annually, quarterly, or on a credit-hour basis for those students entitled to company tuition assistance. Real Properties Management Institute personnel will be pleased to explain these financing options to the prospective student.

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor in the Registrar's Office at the University. In many cases tuition is reimbursed by the sponsoring company. Various student loan programs are also available.

Students should contact The Office of Student Planning and Resources to determine what financing may be available for them.

Transfer of Credits

Program applicants are permitted to transfer up to six (6) credits (two courses) from work completed in master's programs at other accredited institutions. The credits in question must have been completed within the last five years with a grade of "B" or better and have an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

Financial Assistance

Over three-fourths of all Executive MBA students receive full or partial tuition payment through their company sponsors. The University makes various financial assistance options available to other graduate students. Please contact the Office of Student Financial Planning and Resources, 3301 College Avenue, Ft. Lauderdale, Florida 33314-9987, 1-800-541-NOVA, Ext. 7411 or (305) 475-7411.

Program Alternatives

The Executive MBA Program in Real Estate Development and Management is specific and unique and thus will not fulfill the needs of all those in the real estate community. Please inquire at the Real Properties Management Institute concerning:

- MBA with a real estate development and management specialty and certification (12 real estate development and management course credit hours)
- MBA with real estate development and management electives (9 real estate development and management course credit hours)
- Second MBA Program (21 real estate development and management course credit hours)
- Workshop and symposium offerings
- Individual course offerings tailored to your needs
- Custom programs designed for and taught at your company or elsewhere off campus

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

The Real Properties Management Institute is a member of the Executive MBA Council, which is affiliated with the American Assembly of Collegiate Schools of Business.
THE EXECUTIVE MBA PROGRAM IN REAL ESTATE DEVELOPMENT AND MANAGEMENT

"The Executive MBA Program in Real Estate Development and Management is a highly professionally structured graduate degree program, with intense emphasis on supporting and strengthening understanding and skills in the development and management modes of real estate. Management skills, cutting edge techniques, and decision processes has been given great focus. This degree will serve as a valuable source in helping professionals become more effective in their efforts to reach excellence."

Edmund J. Mazzei
Edmund J. Mazzei Associates

President
BOMA – Miami Chapter

The Advisory Board

The Advisory Board is composed of the Dean of the Friedt School of Business and Entrepreneurship, the Director of the Real Properties Management Institute and a distinguished panel of senior real estate development and management-related executives, and Friedt School alumni. The Institute owes its reputation to the quality and commitment of its strong and diverse Advisory Board. The board consists of prominent members of the real estate community throughout Florida and elsewhere. The board plays an active role in providing the Institute with direction for the future and in identifying real estate educational goals.

Several Excellent Reasons Why You Should Enroll in the Executive MBA Program in Real Estate Development and Management:

1. The program has a Saturday format.
2. The entire program of 42 credit hours can be completed in 18 months.
3. The program is specifically designed for the professionals in the real estate development and management community in your region. You interact with your peers.
4. Your tuition includes all your costs.*
5. Low student-to-professor ratios.
6. Case studies and class participation are stressed. You are part of the education process.
7. Professors are principally selected from the Real Estate Development and Management field. You are taught by working professionals.
8. The program blends theoretical business management disciplines with professional "cutting edge" real estate development and management subjects such as Real Estate Management Computer Simulation modeling.
9. The curriculum is fixed. You can schedule your entire program from the beginning.
10. You formally evaluate your professor, text, and course work in every course you take.
11. The program was designed by, and is monitored by, real estate development and management-related professionals serving on the Advisory Board.
12. Credential files for prospective employers can be established in the alumni office.
13. Your tuition is fixed in amount for the time you are in the program. No tuition increases for full-time students who are continuously enrolled in the program.
14. Personalized counseling throughout the program. Student problems and issues are addressed on a one-on-one personal basis, not by memo.
15. Convenient Fort Lauderdale Main Campus location at SR84, I-595 and the Florida Turnpike.

*Exceptions are a nonrefundable application fee and a graduation cap and gown fee.
Dear Prospective Master's Student:

Thank you for your interest in the Executive MBA Program in Real Estate Development and Management. The program is based on high quality innovation. It is unique to the real estate industry.

Real estate development and management is a multi-million dollar industry in Florida. Effective development and management of real estate requires a sophisticated knowledge of pre-acquisitional strategies, development practices, construction technology processes, and real properties management concepts. This Executive MBA Program has been designed to meet these requirements, and to prepare real estate professionals to assume senior positions of responsibility in land development companies, property management firms, governmental agencies, general contractors, law firms, financial institutions, accounting firms, insurance companies, architectural/engineering companies, and other related organizations.

The enclosed information will answer most general questions. If I can be of further assistance to you in the pursuit of your Executive MBA studies, please feel free to contact me at the Real Properties Management Institute in Fort Lauderdale, Florida at (305) 370-5622.

Sincerely,

[Signature]

Dr. William J. Harrington
Director
The Executive MBA Program in Real Estate Development and Management

Instructional Matrix

**Pre-Acquisitional Strategies**
- MARKET ANALYSIS & SITE SELECTION
- RISK ASSESSMENT IN ENGINEERING

**Development Practices**
- CONSTRUCTION TECHNOLOGY AND THE BUILDING DEVELOPMENT PROCESS
- LEARNING FROM CONSTRUCTION FAILURES

**Management Practices**
- MANAGERIAL ACCOUNTING AND REPORTING
- MARKETING MANAGEMENT FOR REAL ESTATE
- PROJECT MANAGEMENT
- REAL ESTATE ECONOMICS

**Real Properties Management**
- THE REGULATION OF REAL ESTATE DEVELOPMENT & MANAGEMENT
- REAL PROPERTIES MANAGEMENT
- REAL PROPERTIES MANAGEMENT COMPUTER SIMULATION

**Developing Effective Organizations**
- HUMAN RESOURCE MANAGEMENT
- ORGANIZATIONAL BEHAVIOR & DEVELOPMENT

**The Real Estate Professional**
- URBAN INFRASTRUCTURE & ENVIRONMENTAL SERVICES
- MARKET ANALYSIS & SITE SELECTION

**The Real Estate-Related Organization**
- REAL ESTATE CONSTRUCTION LENDING
- THE POLITICS OF DEVELOPMENT DESIGN FOR DEVELOPMENT

**The Business Environment**
- FINANCING COMMUNITY DEVELOPMENT
- PRE-ACQUISITIONAL STRATEGIES LEARNING FROM CONSTRUCTION MISTAKES

**Real Estate Economics**
- LEGAL ISSUES IN REAL ESTATE DEVELOPMENT & MANAGEMENT
- THE REGULATION OF REAL ESTATE DEVELOPMENT & MANAGEMENT
Friedt School of Business and Entrepreneurship

REAL PROPERTIES MANAGEMENT INSTITUTE

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Dr. William J. Harrington
Director
Mr. Edmund J. Mazzei
President
Edmund J. Mazzei & Associates

Mr. Edmund J. Mazzei
President
Edmund J. Mazzei & Associates

Robert H. Miltenberger, Esq.
Partner
Ruden, Barnett, McClosky, Smith, Schuster, & Russell

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President
Mursten Construction Company

Mr. Donald E. Paul
Group Manager
JMB Centers Management Company

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Executive Vice President
Director of Economic Research
Goodkin Research Corporation

Ms. Kathleen U. Ragland
President
Commercial Management Corporation

Ms. Sue Ryder, CPM, CSM
Director of Retail Property Management - South Florida
Lincoln Property Company

Mr. Steven Sanzone
Vice President
Commercial Real Estate Lending
Florida National Bank

Dr. Almon R. Smith, CAE
Executive Vice President
Ohio Association of Realtors, Inc.

Mr. Peter J. Spillis
Chairman
Spillis, Candela & Warnicke

Mr. David E. Wexler, Sr.
Senior Vice President
Corporate Safety Division
Citicorp/Citibank, N.A.
New York
Letter of Recommendation

Last name First name Middle name

is applying to NOVA UNIVERSITY for admission to a program of graduate study in the field of:

The Admissions Committee will appreciate your estimate of the applicant's aptitude for graduate study. Your comments on his attitude toward his work and his ability and performance as a student or employee, will be extremely helpful. Please include also a brief characterization of the applicant as a person.

Letters of recommendation are required as an important part of the application for admission. Applications cannot be acted upon until complete; therefore, you are requested to return your recommendation as promptly as possible to the Friedt School of Business and Entrepreneurship, Director of Admissions, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

THE RECOMMENDATION

Signature: ___________________________ Date: ___________________________
Address: ____________________________

(Please do not complete this form if the waiver below has not been completed and signed.)

TO THE APPLICANT:

Please complete this portion of the Recommendation Form before giving it to your source of reference.

Pursuant to the Family Education Rights & Privacy Act (Buckley Amendment) enacted on December 31, 1974, I DO ☐, I DO NOT ☐ waive the right to inspect and review this completed recommendation.

Applicant's Name (PRINT) ___________________________ Signature ___________________________

Soc. Sec. No. ___________________________ Program ___________________________

Semester Date ___________________________ Full Time ☐ Part Time ☐
Real estate development and management is a multi-million dollar industry that creates housing for Florida's families, offices for Florida's business, commercial areas for Florida's consumers, and industrial building for Florida's manufacturers and other industries. Those who develop and manage real estate play a critical role in shaping our environment. They not only create buildings, they also create jobs, new sources of tax revenues, and, if the development and management is carefully crafted and planned, attractive spaces can be enjoyed by the many residents of this fine state.

The Executive MBA Program in Real Estate Development and Management is a rigorous and focused program designed to educate professional men and women in the full range of development and management aspects of real estate. The program prepares mid and upper-level professionals to assume senior positions of responsibilities in development companies, property management companies, financial institutions, government agencies, architectural and engineering firms, and law, accounting, and insurance firms.

The objective of the Nova University Executive MBA Program in Real Estate Development and Management is to provide academic growth, analytical proficiency, and the ability to master current issues and concerns necessary for totally developing the real estate development and management professional.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.
Executive MBA Program
Real Estate Development and Management

Program Curriculum

Core Modules
- GMP 5020 Organizational Behavior and Development
- GMP 5030 Human Resource Management
- GMP 5874 Real Estate Economics
- GMP 5876 Management Accounting and Reporting - Real Estate
- GMP 5878 Marketing Management for Real Estate
- GMP 5880 Real Estate Finance: Instruments, Institutions, and Investment Analysis

Pre-Acquisitional/Development Modules
- GMP 5872 Market Analysis and Site Selection
- GMP 5884 Urban Infrastructure and Environmental Services
- GMP 5886 The Regulation of Real Estate Development and Management
- GMP 5882 Construction Technology and the Building Development Process
- GMP 5870 Real Estate Construction Lending

Real Properties Management Modules
- GMP 5890 Real Properties Management Computer Simulation
- GMP 5888 Real Properties Management
- GMP 5894 Legal Issues in Real Estate Development and Management

Current Issue Symposium Modules
- GMP 5892 ISSUE 1 The Politics of Development
- ISSUE 2 Design for Development
- ISSUE 3 Risk Assessment in Engineering
- ISSUE 4 Project Management
- ISSUE 5 Financing Community Development
- ISSUE 6 Learning from Construction Mistakes
- ISSUE 7 Anticipation of Real Properties Management Requirements
Admission Requirements

- Bachelor's Degree
- Three Letters of Reference
- Official Transcripts
- Satisfaction of Prerequisite Courses
- GMAT
- Application Fee*

Students may transfer up to six (6) credit hours

Financial Aid

- Student Loans
- VA Benefits
- Reimbursement from Company or Organization

Tuition And Fees

- Program Tuition and Fees
  The program cost is $260 per credit hour.*

  - This fee includes:
    - Symposium Attendance
    - Registration Fee
    - Tuition
    - Graduation Fee
    - Text Material
    - Seminar Cost
    - Seminar Meals

  - The program cost is payable quarterly.

* Tuition and fees are subject to change without notice.
Graduate Admissions Application

Message To The Applicant:
To complete the application process, please:

1. Print in ink or type all information required on this application and return with nonrefundable $30.00 application fee. Make all checks payable to Nova University.
2. Request to have your official transcripts sent directly to the University (form provided).
3. If you have taken the Graduate Management Admissions Test (GMAT), or the Graduate Record Examination (GRE), please attach or forward a copy of your grade report immediately.

The GMAT or GRE is mandatory for the Master's in Public Administration; Master's in Business Administration; Master of Science in Human Resource Management, and Health Services Administration; Executive MBA for Bankers program; Master's in International Business Administration; and Master's in Accounting.

Show date: ______, and Year ______, you plan to take this test. Application forms for the GMAT or GRE may be obtained from the Friedt School of Business and Entrepreneurship program office or by writing to GRE/GMAT - Educational Testing Service - Box 966, Princeton, New Jersey 08540.

4. Arrange to have three letters of recommendation sent directly to the University (forms provided).
5. Further Admissions Instructions:
   Send all papers and records to: Nova University--Admissions Office, Friedt School of Business and Entrepreneurship, 3301 College Avenue, Ft. Lauderdale, Florida 33314. The processing of your application is dependent upon the prompt receipt of all requested records. A personal interview with a counselor is recommended for all programs, and we recommend that you call if there are any delays in the admissions procedure. (Broward 475-7689 or 475-7079; Dade 940-6447 x 7689 or x 7079, WATS 800-541-6682 x 7689 or x 7079.

Expected Starting Date ______ / ______ / ______ Location

Soc. Sec. # ______ / ______ / ______ Sex: ☐ Male ☐ Female Date of Birth ______ / ______ / ______

Last Name First Name M.I. Maiden Name

Legal / Permanent Address: Street & Number Apartment

City State Zip Home Telephone Business Telephone

Mailing Address While Attending Nova (Local) City State Zip

Emergency Contact:
Name

Address Home Telephone Business Tel. Ext.

Academic Goal:
☐ MBA ☐ MS/HRM ☐ MS/Human Services
☐ MPA ☐ MS/CJ ☐ MS/Microcomputer Mgmt.
☐ M ACCOUNTANT ☐ MS/Health Services ☐ MS/Telecommunications Mgmt.
☐ MIBA ☐ MBA for Bankers ☐ Special Student (non-degree)
**Education:** List in reverse order (most recent first) all colleges and universities attended. An official transcript must be submitted for course work taken.

<table>
<thead>
<tr>
<th>Name of College</th>
<th>State</th>
<th>Date Started (Mo/Yr)</th>
<th>Date Ended (Mo/Yr)</th>
<th>Major Field</th>
<th>Degree (Mo/Yr)</th>
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Do you intend to transfer any graduate level credits toward your master’s degree?  
☐ Yes  ☐ No  If yes, list: Course number, title, institution, and dates:

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**Citizenship Status:**

☐ U. S. Citizen

☐ Non-resident Alien  
Do you require an I-20?  ☐ Yes  ☐ No

☐ Resident Alien  
If you have a visa, indicate Status Code ________

Country of Citizenship ____________________________

Native Language ____________________________

Additional procedures are required for admission of non-resident alien students.

**Ethnic Origin Data:** (This information is required for reporting purposes only)

Check one of the following:

☐ Hispanic Origin

☐ Asian or Pacific Islander

☐ American Indian or Native Alaskan

☐ White Not of Hispanic Origin

☐ Black Not of Hispanic Origin

**Applicant Status At Time Of Application:**

First time attending Nova University?  ☐ Yes  ☐ No
Name of Employer ________________________________________________________________________

Honor and Other Evidence of High Scholarship _____________________________________________________________________________________

Please circle the Undergraduate Prerequisites you have already satisfied. Mark only the ones that apply to your program.

2) Economics 7) Advanced Accounting 12) American Government
3) Accounting 8) Intermediate Accounting I 13) Psychology
4) Marketing 9) Intermediate Accounting II 14) Management/O.B.

References: List below three business or faculty references who will submit letter of recommendation on your behalf. Letters are to be submitted directly to the Admissions Office by the persons named below.

Name And Address Position
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Professional Licenses that you hold ________________________________________________________________

Business, Professional, and Social Organizations in which you have been active: _________________________

Financial Aid:
Have you applied for Financial Aid? □ Yes □ No
Have you filed a College Scholarship Services Financial Aid Form (F.A.F.)? □ Yes □ No
If yes, when was the F.A.F. sent to Princeton, N.J.? _________________________ Date

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

Applicant Signature Date

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.
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Order Form for GMAT Bulletin of Information

Applicants to schools requiring the Graduate Management Admission Test (GMAT) may arrange with Educational Testing Service (ETS) to take the test on one of four dates. If you wish to receive free of charge a Bulletin of Information describing arrangements for taking the test, the nature of the exam, and scoring procedures, complete the address label at the right and mail it to:

Graduate Management Admission Test Education Testing Service
P.O. Box 6101
Princeton, NJ 08541-6101

To order a GMAT Bulletin of Information by telephone, call (609) 771-7330.

A registration form and return envelope accompany each Bulletin of Information. Depending on where and when you want to take the test, your completed registration form and fee must be postmarked between five and eight weeks before the test date you select (requests for supplementary and Monday centers and special arrangements for disabled persons have even earlier deadlines). See the calendar on the reverse side for test dates and deadlines. It is to your advantage to send for your Bulletin and complete your registration form as early as possible. (Processing of registrations for 1989-90 will begin in late August 1989.)

Please note that, although you may receive order forms from several schools, you need only one Bulletin and registration form.

Order Form for Official GMAC Publications

My payment is enclosed for (check appropriate box):

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<th>Product</th>
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<tbody>
<tr>
<td>The Official Guide for GMAT Review</td>
<td>#238329</td>
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<td>Both Guides</td>
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* Priority delivery to United States, Guam, Puerto Rico, U.S. Virgin Islands, and U.S. territories
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Reminder: If you order any of the above Guides when registering for the GMAT, be sure to enter the amount of your payment in item 32 of the registration form.

†IMPORTANT: See hardware requirements on reverse side.
### Registration Calendar

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<th>DOMESTIC REGISTRATION</th>
<th>FOREIGN REGISTRATION</th>
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<tr>
<td>Oct. 21, 1989*</td>
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<tr>
<td>Nov. 17, 1990*</td>
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<td>Nov. 16, 1990*</td>
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<td>Sept. 21-25</td>
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Scores are reported approximately five weeks after the test date.

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