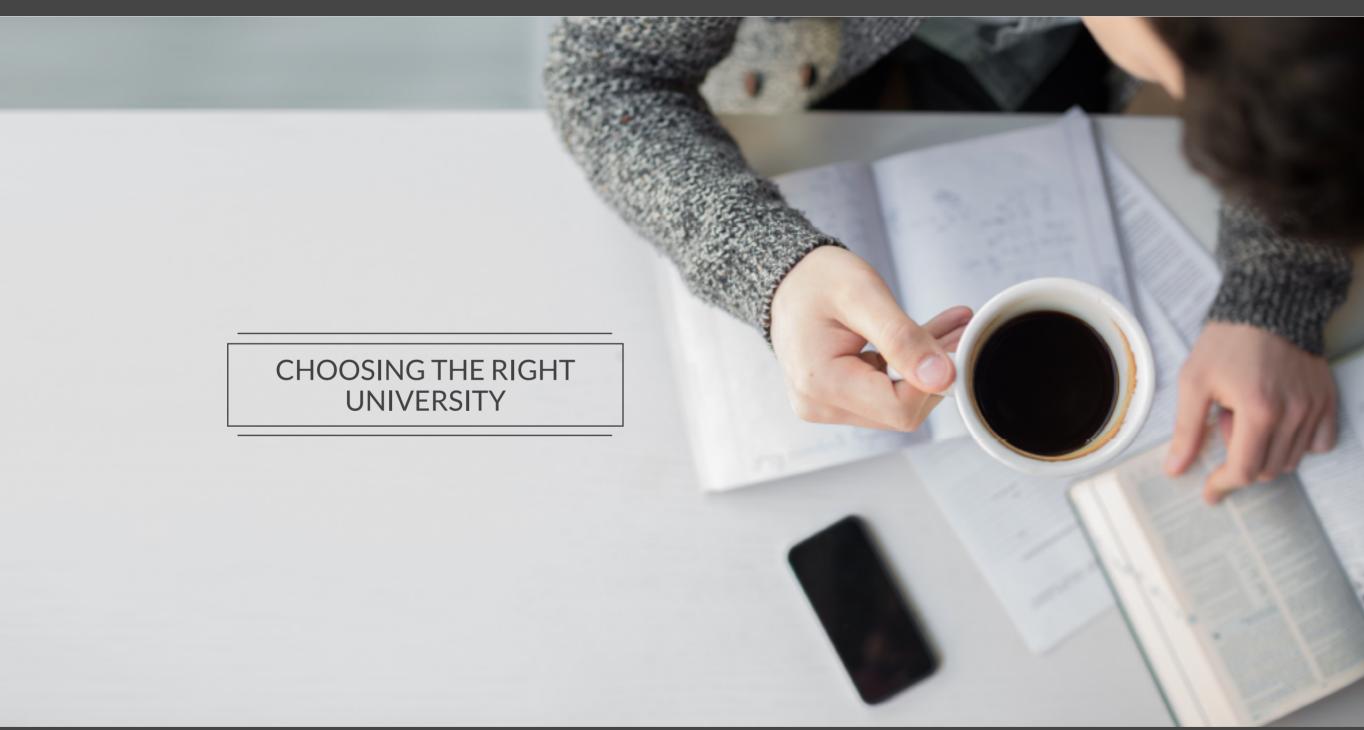




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Nº 01 What Should I Look for in a College or University?

INSTITUTIONAL ACCREDITATION

This independent review ensures the school meets commonly recognized high standards.

TOP-NOTCH FACULTY

Your instructors should not only be experts in their field, they should be practitioners too.

A FAIR PRICE

You want an education that delivers opportunity without leaving you with an impossible financial burden.

A SCHEDULE THAT FITS YOUR LIFESTYLE

Do you have limited time? Need flexibility? You'll also want to ask if there are residencies, field work, or capstone projects required beyond your coursework.

FINANCIAL AID

Does the school offer loans, grants, and credit for work experience, transfer credits, and certifications?

RFI FVANT CURRICULUM

Is the information and knowledge in courses up to date? Does it prepare students for certification or licensure examinations?

AMAZING ALUMNI

You'll want to contact past students as a learning and networking resource.

CAREER PLANNING SERVICES

Who will help you learn how to land the right job?

ALUMNI TESTIMONIAL

The benefits are the confidence you have in yourself and the confidence your employer gains in your abilities.

JOSHUA P.



Nº 02

What Does It Mean When A College Or University Is Accredited?

Accreditation is a quality assurance process that certifies educational institutions or programs for achieving and maintaining high standards.

An external group of faculty and administrators, selected by the accreditor, conducts the evaluation. The group considers everything from academic quality to student services to financial health.

No 03

How Do I Check If A School Is Accredited?

Use these trusted sources:

Council for Higher Education Accreditation U.S. Department of Education

Nº 04

Why Is Accreditation Important?

Accreditation should be a significant consideration in evaluating a master's program because it affects:

FINANCIAL AID

A school must be accredited by a recognized agency to be eligible for federal and state financial aid programs.

CREDIT TRANSFERS

Accreditation plays a major role in whether a school accepts credits transferred from another school.

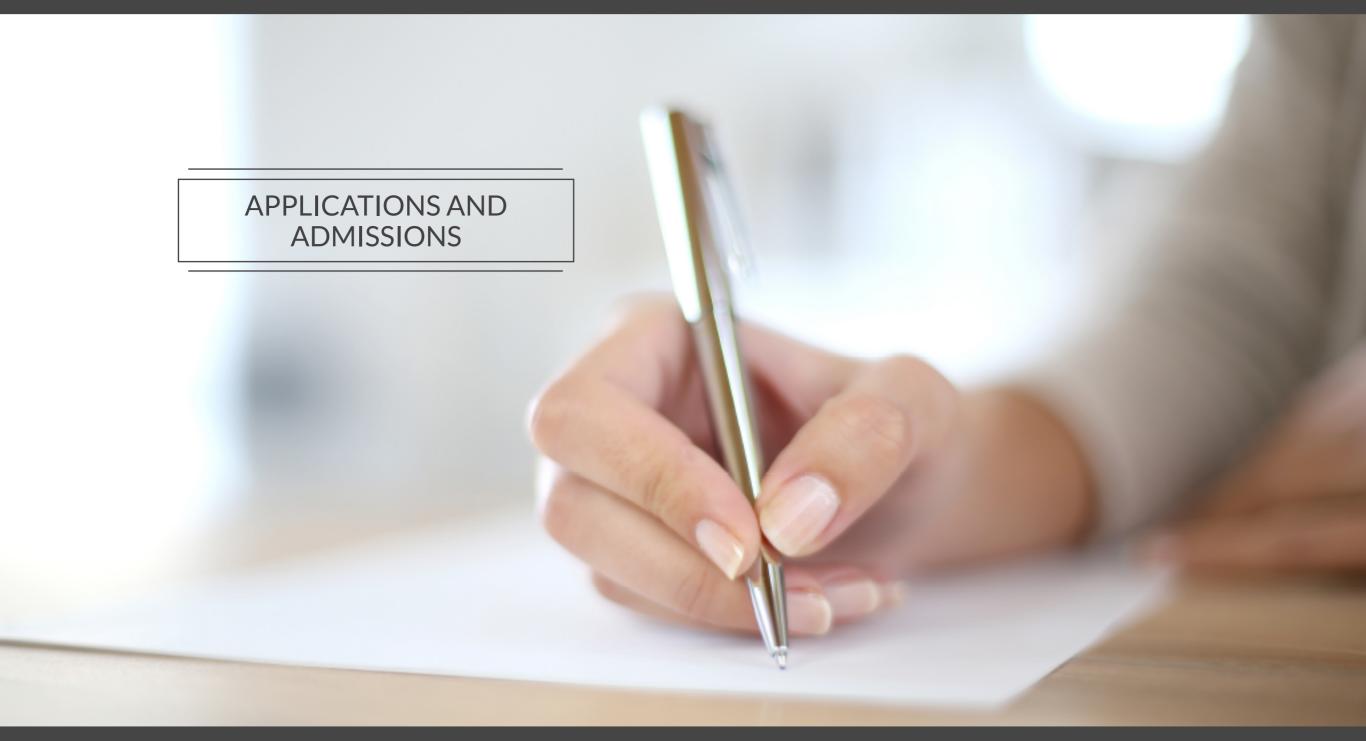
CERTIFICATION AND LICENSURE REQUIREMENTS

Many states' licensing agencies/boards specifically mention specialized program accreditation as meeting their education requirements for state licensing.

HIRING

Employers want to see degrees from respected and recognized schools on your resume.







Nº 05

How Does The Master's Application Process Work?

Every school has a slightly different application process. Additionally, the requirements for basic admission and program admission may vary. The application process at Capella looks like this:

- 1 In addition to general contact information, the school asks for your social security number, which is used for for admission account identification, federal reporting requirements, and financial aid. This information will remain secure and confidential.
- 2 WE CHECK YOUR ELIGIBILITY FOR FINANCIAL AID

With the help of an enrollment counselor, we help you investigate how you can pay for your education. If applicable, we reach out to your employer to see if you are eligible for any discounts at Capella.

3 WE OBTAIN YOUR TRANSCRIPTS

Part of your application fee will cover the expense for Capella to request your prior transcripts to apply eligible transfer credits. Depending on your programs, you may need to complete additional application requirements.

YOU COMPLETE YOUR APPLICATION

- This includes providing your education history, employment information, and any program specific forms or requirements.
 - YOU PAY THE APPLICATION FEE
 - A \$50 charge covers administrative costs, transcript requests, and transfer credit evaluations.



Nº 06 What's Required To Be Admitted To A Master's Program?

The list of requirements for admission to Capella's master's degree programs is similar to that found at many schools:

- Admission application and non-refundable \$50 application fee.
- Bachelor's degree from an institution accredited by a U.S. Department of Educationrecognized accrediting agency or an internationally recognized institution.
- Official transcript(s) documents for your previous degree and post-secondary coursework.
- Minimum GPA as defined by your chosen program.
- The ability to understand, read, speak, and write fluently in English.

Certain degree programs—such as counseling, social work, and nursing—may have additional requirements. International students also must submit proof of English proficiency and transcript evaluation.

While some institutions may ask for scores from the GRE, GMAT, SAT, or ACT, these tests are not required as part of admission for Capella.

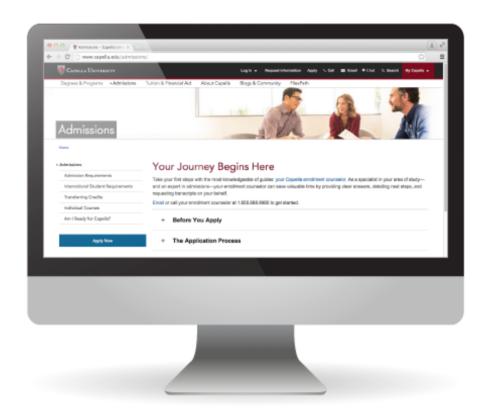




Nº 07 How Do I Start an Application?

Interested students can apply to Capella online. You'll be asked to provide the following:

- ✓ Contact Information
- Employment Information
- Social Security Number
- Financial Aid Information (Optional)
- A list of your provious schools and release for Capella to obtain your transcripts
- \$50 to cover the application fee





Nº 08 When Can I Apply?

Some schools have hard deadlines. Others have rolling application processes. At Capella, you can apply anytime, but at least one month is needed before the program starts to determine transfer credits, obtain transcripts and financial aid, and fit in the two-week orientation. Applying 2-3 months before the program starts is recommended.

Nº 09 Am I Locked Into a Program Once I Apply?

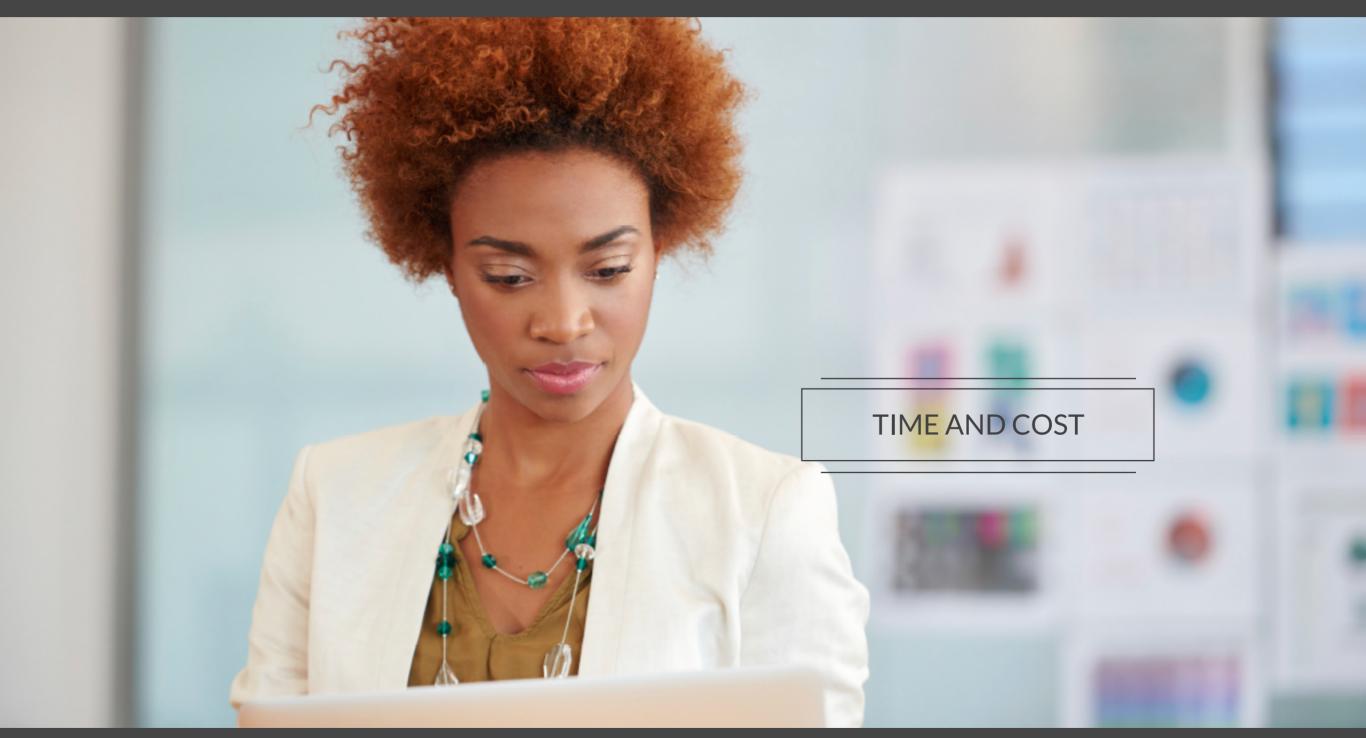
Not at Capella. You can withdraw from a program by the first Friday of class without any penalties.

No 10 When Can I Start My Program?

Most programs at Capella have monthly start dates, although some are every other month or quarterly. The easiest way to find a program's next start date is to go to the "Overview" page of your selected program on capella. edu, or talk to an Enrollment Counselor.

26 27 28 29 30 MEET YOUR ENROLLMENT COUNSELOR When you call, chat, or request information from Capella University, you're matched with an enrollment counselor who specializes in your area of study. They can answer your questions about programs, courses, career paths, or anything else you'd like to know about Capella.









No 11 How Long Does It Take To Get A Master's Degree?

Capella offers plenty of flexibility for adult students who may need to take a break for a quarter to tend to work or family obligations. Capella's FlexPath option, which is offered for certain degree programs, allows students even more flexibility. You can learn at your own pace—allowing

you to move quickly through material you already know and take more time when learning about new concepts. Talk with an enrollment counselor to determine the estimated to complete your program. ALUMNI TESTIMONIAL

I have seen benefits from the master's in obtaining my current career position and I personally feel more well-rounded.

SUSAN A.



Nº 12 How Much Will It Cost?

The cost of a master's degree depends on several factors.

Here are some of the variables that may impact what you pay:

TUITION AND FEES

Cost varies not only based on which school you choose to attend (public or private, traditional or online), but also on the particular program and learning formats.

OTHER COSTS

Tuition is only part of the monetary equation. Other costs you could incur while pursing your master's degree include books, supplies, and transportation. You may also need to factor in living expenses (rent, food, utilities) if you decide to move on or near a traditional university campus, especially if you're going to become a full-time student.

YEARS TO EARN THE DEGREE

The time it takes to earn your master's degree will vary on a number of factors, including the degree program you choose. Consult with your enrollment counselor to get more insight on your estimated time to completion.

DAILY CLASSROOM AND STUDY TIME

The actual duration of time it will take to earn the degree is made up of numerous hours of classroom and study time, and those come at a cost to your "real" life. Consider how you will make time for study between work, family, and social commitments.

FINANCIAL AID

Loans, grants, military and employer discounts, and credit for previous learning and work experience can significantly reduce out of pocket costs. Go to Chapter 4 for more information.



Nº 13 Should I Have Work Experience Before Starting A Master's Program?

Yes and no. The answer varies by individual, by profession, and by program.

Dave Cohen, an Academic Advising Supervisor with Capella, believes prior work experience is highly beneficial when pursuing an advanced degree. "Master's degrees are often narrow in scope and explore a specific discipline in detail," he says. "To maximize your own professional benefit and success in your studies, having experience in your chosen field is very important."

Anthony Coldagelli, an Academic Advising Supervisor with Capella, agrees. "Prior work experience is not always required. Some people with no work experience may do well, while those with experience may struggle. Generally speaking, however, I would recommend getting some experience under your belt before pursuing a master's."

Because students in the FlexPath option can use their own experience to complete their courses, some FlexPath master's offerings have professional experience requirements as part of their admissions criteria.

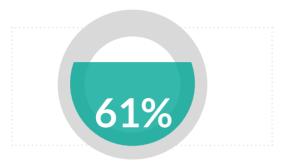
Nº 14

Am I Too Old To Get A Master's?

Some people pursue their master's right out of college, in their 20s, and others return to school in their 40s and 50s. The average age of students in Capella's master's programs is 40. But the oldest person to enroll was 90, proving that learning begins with the right mindset.



Nº 15 Is The Cost And Time Of Getting A Master's Worth It?



61% of Capella master's alumni say their life has improved as a result of getting their degree at Capella.

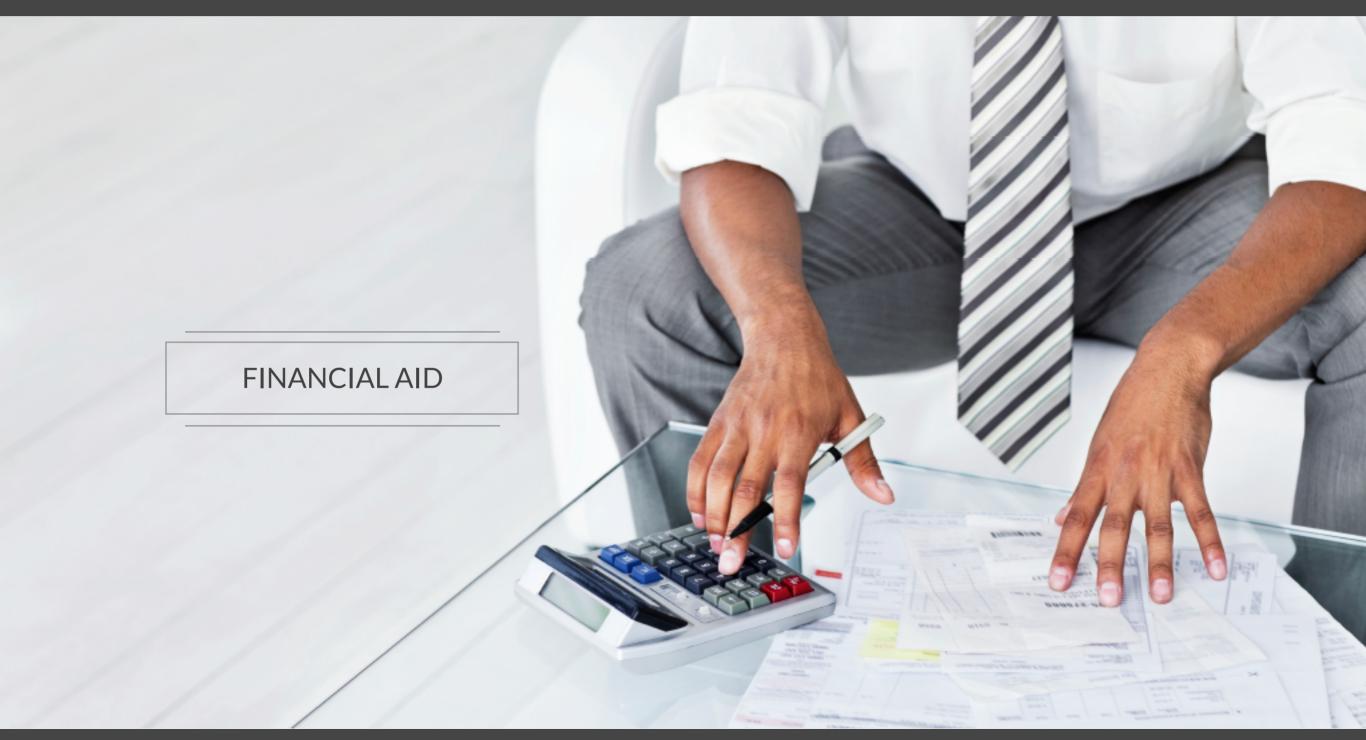
SOURCE: Gallup research study, 2016



7 in 10 Capella master's alumni agree or strongly agree that earning a degree from Capella has had a positive impact on their career.

SOURCE: Gallup research study, 2016







Nº 16

How Can I Pay For My Degree?

Master's degrees can be costly, and few people have the financial capacity to pay cash for their studies. The good news is there are many ways to save money and reduce overall student loan debt at Capella. Your options outside of loans may include:





New student scholarships

Enrolled student scholarships

Military discounts

Employer discounts

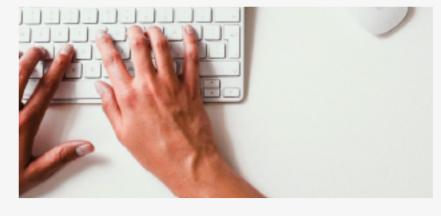
Employer tuition assistance or reimbursement

Association discounts

Transfer credit savings

Credit for real-world learning

Federal Work Study







Nº 17 Are Student Loans A Good Option?

Higher education is an invaluable investment in your future, and student loans are a practical and accessible way to support your educational expenses. Before you apply for a loan, however, make sure you know the insand-outs of student aid available to you.

There are two types of student loans:

FEDERAL STUDENT LOANS

Federal student loans are available through two programs: the William D. Ford Federal Direct Loan Program and the Federal Perkins Loan Program.

NON-FEDERAL LOANS

Non-federal loans are funded by private lenders such as banks, credit unions, state agencies, schools, or other organizations. There are varying types of private loan programs, each defined by the lender.

Conditions, terms, and dollar amounts for student loans are unique to the specific loan program – visit StudentAid.gov for more details.

As you consider your student loan options, keep these points in mind:

- Seek federal loans over private loans.
- Be a responsible borrower and only take the minimum loan amount needed.
- Be wary of fraud and identity theft.
- While loans may not need to be repaid while active in school, interest may still be accruing.

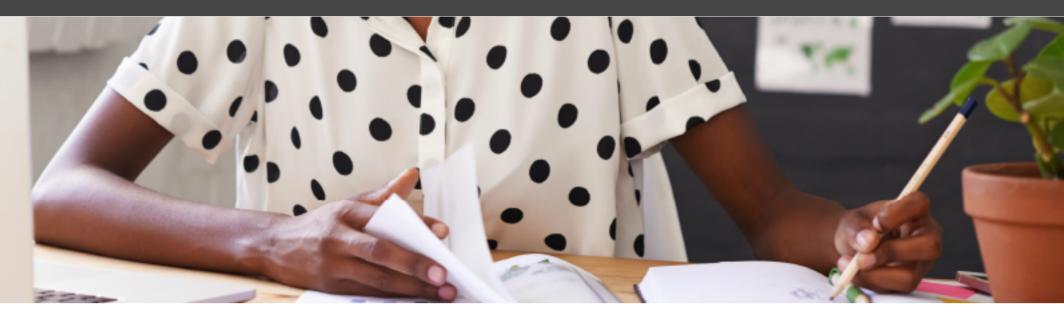


ALUMNI TESTIMONIAL

I used my veterans' benefits to pay for school and I did not have any issues or problems related to the payment options. I did like the ability to pay online which made for a transparent process.

ANDREW R.





Nº 18 Can I Apply Transfer Credits From Previous Graduate-Level Work To My Degree?

Transfer credits are a great way to reduce the time it takes to get your degree—and the cost required. The maximum number of transfer credits is specified by program, and courses will be evaluated against Capella course descriptions and degree requirements. Courses with significant comparable content from regionally accredited or internationally recognized institutions may be considered for application toward your program. Credits from bachelor's programs, however, cannot be transferred.

Nº 19

If I Withdraw, Do I Have To Pay Back The Financial Aid?

You will be responsible for paying back any loans received whether or not a degree is completed or you've passed the course. If withdrawing from a current course, repayment policies are generally prorated. These can vary significantly based on the date of withdrawal and the location where the student resides. You should be familiar with the terms before accepting financial aid.







Nº 20 What's The Difference Between Master's Degrees, Such As An MS And MBA?

Master's degrees have varying degrees of focus, and choosing the right degree depends largely on the breadth or narrowness of your educational needs.

For example, if you're considering a master's in information technology, an MBA in Information Technology Management provides knowledge and skills in both business management and information technology, while an MS in General Information Systems and Technology Management focuses more on growing your skills and knowledge in the science of technology.

Your program selection may depend on your work history, skill set, education level, and particular career path. An Enrollment Counselor can help you find the degree program that's right for you.

Nº 21 What Master's Programs Does Capella Offer?

A wide range of master's degree programs are available from Capella in the following areas of study:

- **Business**—MS and MBA degree programs
- **Counseling**—MS degree programs
- Criminal Justice—MS degree programs
- Education—MS degree programs
- **Health Sciences**—MHA and MPH degree programs
- Human Services—MS degree programs
- Information Technology—MS and MBA degree programs
- Nursing—MSN degree programs
- Psychology—MS degree programs
- Public Administration—MPA degree programs
- Social Work—MSW degree programs

VIEW ALL PROGRAMS

View a full list of Capella's master's degree programs.



No 22 Should I Get A Master's In A Different Field Than My Bachelor's?

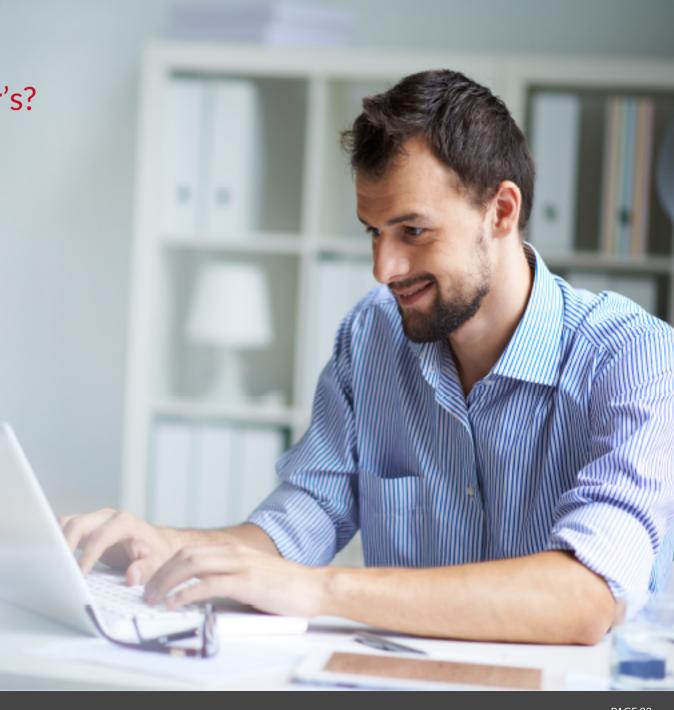
A master's degree should set you up to achieve the next steps in your career or learning journey. What's most important is that the degree aligns with the industry or employment opportunities you'll be seeking down the road. To get a good understanding of what's important in that field, talk to professionals who already work in the industry. Look at job postings and take note of the degrees that hiring managers are looking for.

Getting a master's degree is about delving deeper into a subject matter. Depending on your career goals, you may choose an area of study in a different field than your bachelor's degree.

66 ALUMNI TESTIMONIAL

I worked with an enrollment counselor to consider my second master's program. He took the time to listen to me and ask what I wanted to achieve from the degree. I went in with one idea, but after I explained what I wanted, the counselor suggested I go in a different direction. I am truly satisfied with the final decision.

SUSAN A.









Nº 23 Will My Current Or Future **Employer Respect And** Recognize A Degree From An Online University?

The mainstreaming of online education in recent years means that most land-based institutions offer some online courses. As a result. many traditional schools offer online courses. One learning format isn't necessarily better than the other. You get to decide what fits vou best.

Nº 24 Is An Online Degree **Program Easy?**

Online degree programs from accredited colleges and universities are held to the same academic standards as programs offered at a traditional university; only the delivery model is different.

Students in online programs often say their courses are more rigorous due to having to write and engage more frequently than in a traditional lecture-type course at a land-based school.

Nº 25 Is There A Way To Try Out **Online Learning Before** Committing To A Program?

There sure is! Here are two options*....

ENROLL IN CAPELLA'S FREE GRADUATE MINI COURSE.

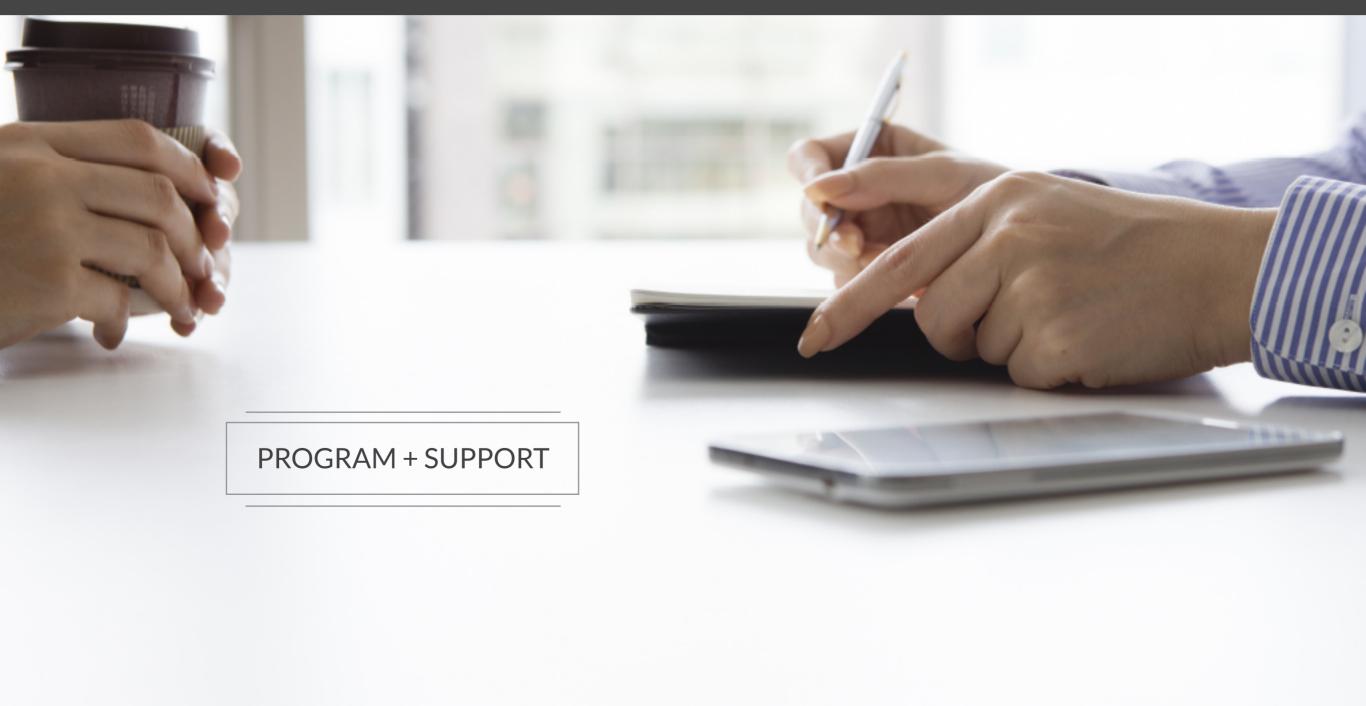
This non-graded course lasts one week, and requires you to spend roughly 7-9 hours on course activities. You'll walk through the process of submitting a short academic paper — from researching a current issue related to your area of professional interest, to engaging in a discussion with your classmates — without the pressure of being graded. All course materials for the mini course are free.

TAKE A SINGLE COURSE.

Individual courses are a great way to prepare for certification exams, or to start earning academic credits and advance your career without committing to a degree program. Whether you're interested in a specific topic or just want to see if online learning is right for you, you can explore a variety of subjects across many areas of study.

*NOTE: these options are not relevant to or indicative of the degree programs offered through FlexPath.







Nº 26 What Will I Learn At The Master's Level?

Master's students dive deep into subjects, exploring theories, methodologies, and research related to the field that is covered only briefly in bachelor's courses. Master's students should expect to:

- Synthesize information quickly.
- **Demonstrate** their understanding of vital concepts. ideas, and theories.
- Interact with and learn from other master's students.
- Write papers, complete projects, and conduct basic research and analysis.
- **Apply** their learning to past and current work experiences.

No 27 Is There University/ **Program Orientation?**

Yes! In Capella's online orientation, you will learn how to use the course room, develop time management strategies, locate support resources, and connect with other students in your program.

No 28

What Are The Technical Requirements For The Program?

You will need access to a computer, Microsoft Office software, and access to the Internet. A computer check-up tool is available to help you make sure your computer meets all technical requirements.

ASK AN ALUMNI

Want a better sense of what vour particular program will teach you? Ask your **Enrollment Counselor to** connect you with some alumni who can chat about their experience.

ALUMNI TESTIMONIAL

Online learning was great for me, it allowed me to keep my full time job and meet the needs of my family all the while still earning my degree.

AMY B.



Nº 29

What Kind Of Resources/Services/ Support Is Available At Capella?

From academic advising to technical support, Capella offers a wide range of support resources that are just a click or call away. The offerings include:

	Academic Advising and Tutoring	\$	Financial Aid Counselors
2	Ambassadors and Peer Mentors		Library and Writing Support
	Career Center		LinkedIn Groups
	Student Groups/Clubs	\times_\t	Military Support
	Disability Services		Technical Support

Facebook Community

Nº 30 Will I Have An Advisor?

Actually, in our structured format, you'll have two people you can contact for guidance: Academic advising begins with an academic coach and continues with a program advisor.

ACADEMIC COACHES

An academic coach introduces you to Capella during your first year, setting you up for long-term success. Through a series of quarterly appointments and as-needed counseling, he or she will help you get comfortable with the Capella learning experience.

PROGRAM ADVISORS

A program advisor picks up where your first-year academic coach leaves off. He or she provides support, guides your decisions, and helps you resolve issues until graduation. Experienced in your chosen field of study and familiar with your specific program, advisors are able to provide valuable insights about courses, instructors, and resources.



Nº 31 How Will I Interact With Faculty? What Are Their **Qualifications?**

Capella faculty in our structured format interact with students daily, and many of those exchanges are through personal email, video conference, telephone, and other communication avenues. Students can expect to interact with faculty both inside and outside the course room, allowing plenty of opportunities for questions, discussions, and learning.

Capella seeks out faculty who hold top academic credentials in the areas they teach—they are among the most distinguished, active, and experienced in their professions.

Nº 32

Does Capella Have ADA Accommodations?

Of course. Capella is dedicated to providing accommodations and services to qualified students with disabilities

No 33

Will I Need To Write A Thesis Or Pass A Comprehensive Exam In Order To Receive My Master's?

Unlike doctoral programs, Capella's master's programs do not require students to write a thesis or pass an exam in order to receive a degree. However, most programs have a final project or capstone that must be completed to earn the degree.



Will My Master's Degree Help Me Obtain Licensure?

Capella offers advanced degrees in a number of fields in which a license or certification is required for professional practice. Capella has a team dedicated to licensure and provides prospective students with information on licensing requirements for each state.

Capella's licensure team supports all graduates through the license application process. This type of specialized support is available during your program, after graduation, and throughout your career.

Like any university, Capella cannot guarantee that completion of any program will result in a license.

Licensing requirements can change over time and a licensing includes factors beyond a master's degree; for example, background checks and passing required exams.









Nº 35 Can I Work Full-Time While Earning My Degree?

Yes. Capella's master's degree programs are designed to accommodate the busy schedules of working adults.



According to a recent survey, 72% of Capella's master's students are employed full-time.

SOURCE: Gallup research study, 2016



And 89% of students are enrolled in classes on a part-time basis.

SOURCE: Capella Fact Sheet

Nº 36 Can I Be In The Military While Earning My Master's Degree?

Yes. In fact, the military offers tuition assistance to current service members to defray costs. What's more, if military training and experience can be documented on transcripts, students may be allowed to skip prerequisite courses.

The military approves tuition assistance on a number of criteria. There are generally few limits on the program or focus of the degree, but the service member must pursue a degree that is higher than the currently held degree, and doctoral programs are not covered. In some cases, service members can use VA education resources if tuition assistance is not available

Military-friendly schools will ensure that military transfer credit is evaluated, will have dedicated support for service members and veterans, and will ensure that the military obligations don't create financial or academic penalties for the service member.

"Capella has current service members in every available program at the university," says John Hayes, Specialized Service Manager. "Most service members look at postsecondary education as a way to facilitate the transition from their military careers to their subsequent civilian careers. But many see more immediate impact, too."



No 37

How Do I Manage A Full-Time Job, Family Commitments And Activities, And Coursework?

Successfully completing a master's degree will require you to manage your time efficiently. Begin by evaluating how you spend your time and how you want to spend it. What are your priorities? Do you have enough time to achieve them in the time you have available?

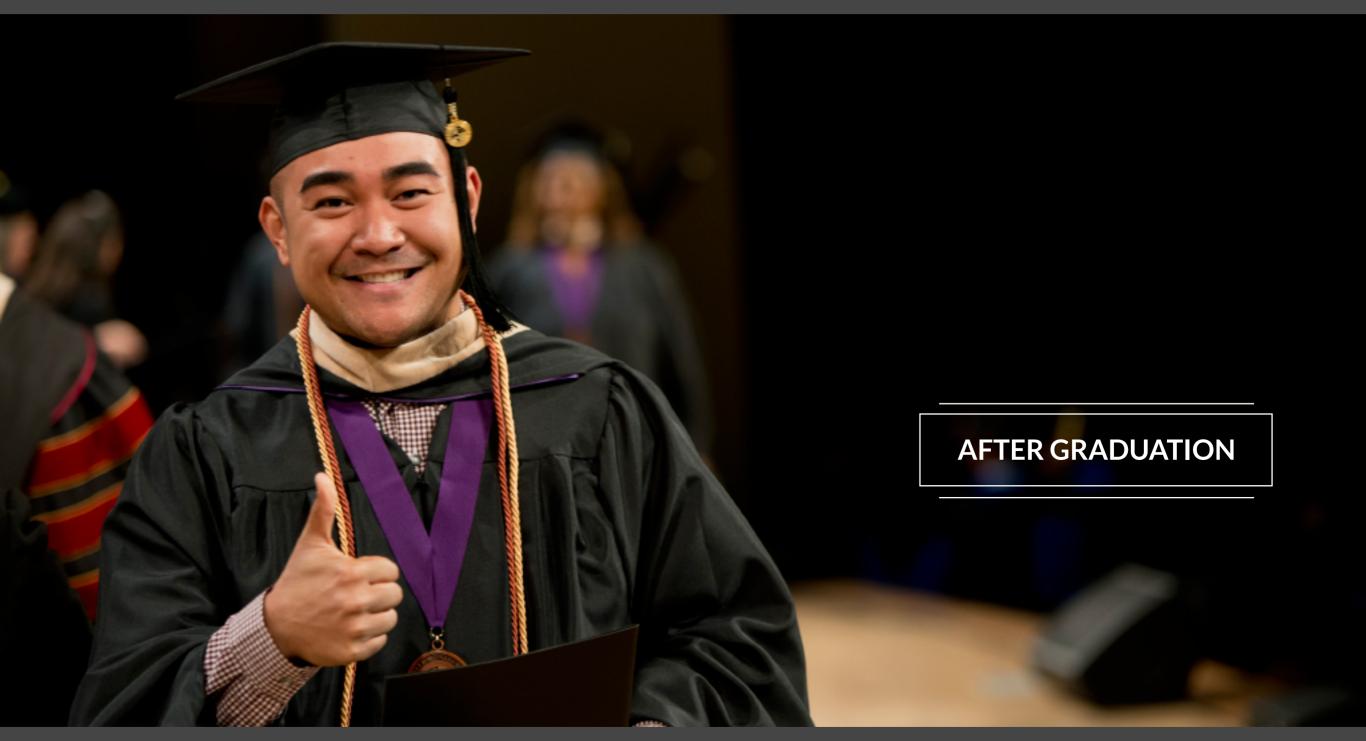
6 ALUMNI TESTIMONIAL

Go week by week. Know what is due for homework that week, and how you can break up each assignment into chunks you can complete in an hour or less.

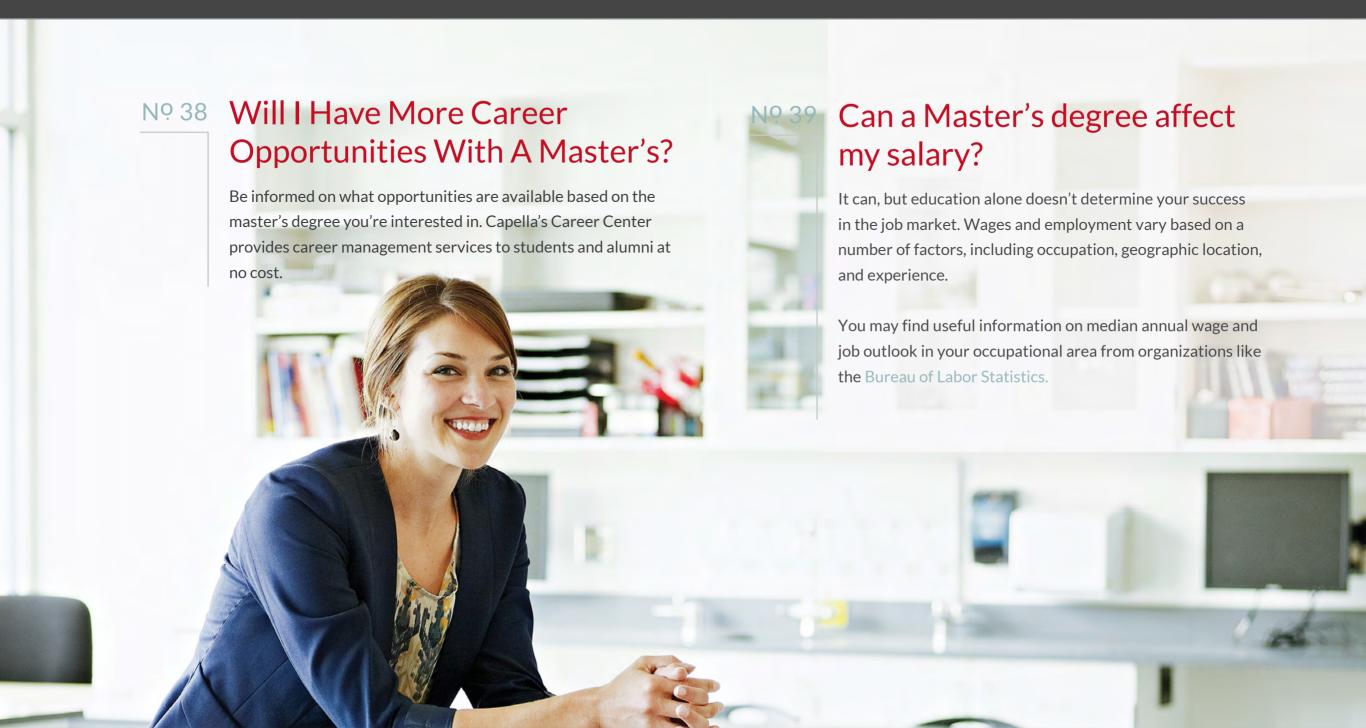
ALYSE H.



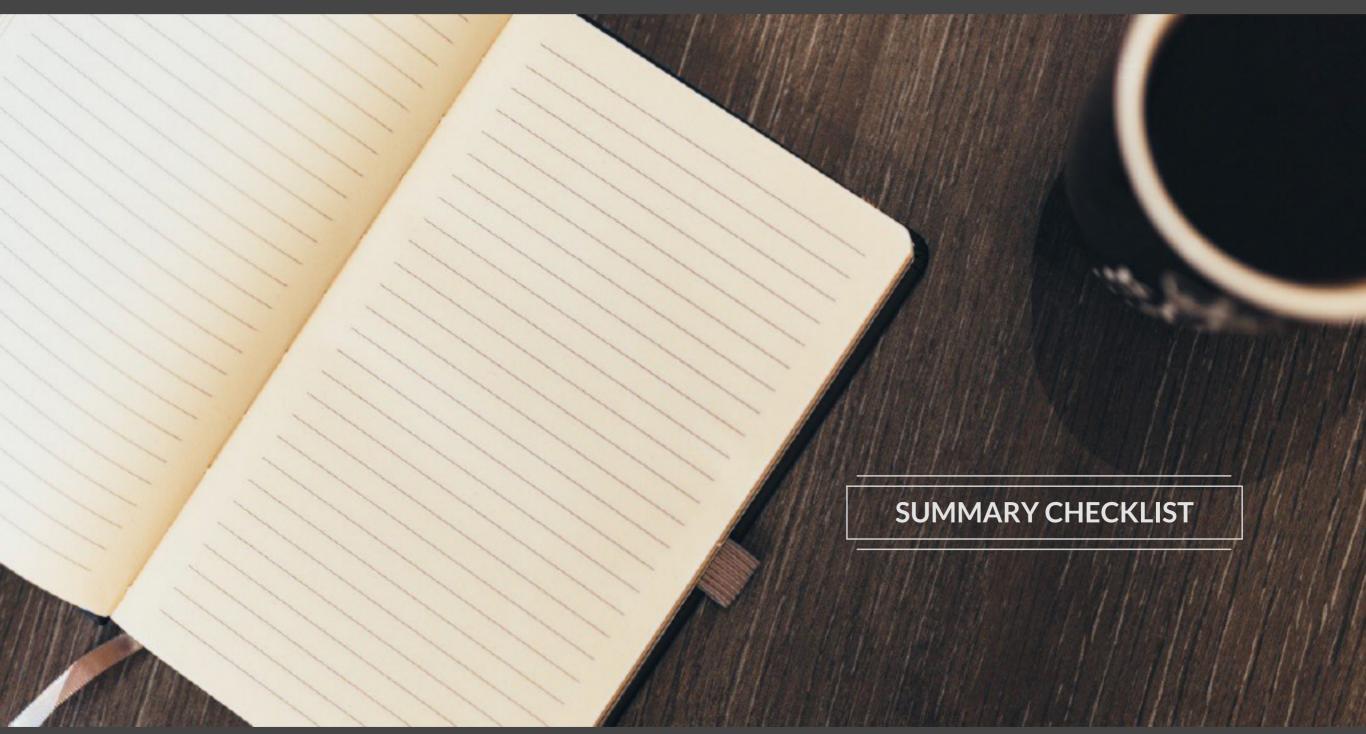




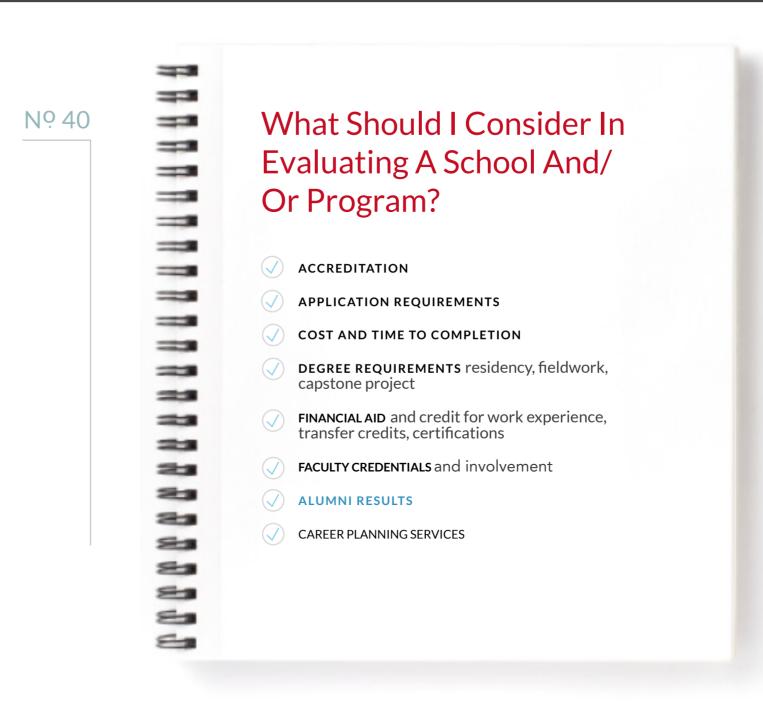














Resources

ADA Compliance

Admission Requirements and Application Process

Assess Time and Priorities

Career Center

Learn More About Individual Courses

Military Benefits, Support, and Resources

Register for a Free Trial Course

Review Financial Aid Options

Federal Loans

Scholarships, Grants, and Discounts

Transfer Credits

Financial Aid Policies, including Refunds

Ready to get started?

Apply now and we'll waive your \$50 application fee when you use code **Guide1**

1.888.227.9896CAPELLA.EDU

<u>Important information</u> about the educational debt, earnings, and completion rates of students who attended these programs.

Accreditation: Capella University is accredited by the Higher Learning Commission.

Capella University: Capella Tower, 225 South Sixth Street, Ninth Floor, Minneapolis, MN 55402, 1.888.CAPELLA (227.3552), www.capella.edu.

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