


Sample Program Advisor Email to Prospective Student of the Business Administration, MBA program.

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To:
From: Rick Thaler, Associate Director, Graduate Studies and Distance Learning
Reply-to E-mail: busgrad@shsu.edu
Subject: SHSU MBA Program Information

Complete your MBA within two years at SHSU



Department of General Business and Finance
College of Business Administration

Dear {#First Name#},

Thank you for expressing an interest in our Master of Business Administration program offered by the College of Business Administration at Sam Houston State University. As the COBA graduate advisor, I am pleased to have this opportunity to tell you a little bit more about this program of study.

Our MBA can be completed in a traditional format or online, or via a combination of both types of classes. Our in-class courses are taught one evening per week (no Friday or weekend courses) mainly at The Woodlands Center campus; few courses are offered at the main Huntsville campus. As for our online program, all core courses are available online and enough electives are available online to complete the program fully online. Please note, however, if you've an interest in a particular concentration or field of study that not all electives are available online at this time.

Of course, one strong selling point of our program is that our students have the flexibility of enrolling in online, face-to-face, or both types of classes, depending on personal preference and course availability.

The majority of our students are working professionals, taking courses part-time to complete their degree within, on average, two years, although our program does have a mix of students who are seasoned professionals and those new to the professional workforce. For applicants without a business undergraduate degree, comprehensive stem (preparatory courses) will be required prior to beginning graduate coursework. Please [contact me](#) should you require additional information about preparatory course work.

Please visit our [web site](#) for a complete list of application requirements and detailed program information. All of our applications are submitted through the [Apply Texas](#) system and are processed by the Office of Graduate Admissions.

If you have any questions about our program, please do not hesitate to contact me.

Sincerely,

Rick Thaler
Associate Director
Graduate Studies and Distance Learning
936-294-1239 | e: busgrad@shsu.edu | [web](#)

**This is the official communication method for applicant information for Sam Houston State University. You may unsubscribe, however, you will be automatically reinstated in the system once you submit an application. As an applicant, you will receive emails that include information on admission decisions, missing documentation, scholarship deadlines, and announcements of open registration. E-mail addresses were received from applicants, information requests, ACT's Educational Opportunity Service, or The College Board Student Search Service. If you do not wish to receive SHSU Admissions e-mail, just [click here](#).

Or to opt-out by mail, write to -
SHSU, RE: Opt-Out of Connect Email, Box 2419, Huntsville TX 77341