New England College

School of Graduate and Professional Studies

Master of Science in Higher Education Administration

The School of Graduate and Professional Studies removes obstacles to educational advancement and opens new pathways for those seeking professional development and personal enrichment. We are New England's leader in quality graduate programs offered through alternative delivery models.

This innovative program combines online learning and classroom instruction and is geared toward people who have or seek careers in higher education.

"The most rewarding aspects of the M.S. in Higher Education Administration program is how immediately and meaningfully the classroom knowledge engages us and translates to my work in higher education. The impact this program has had on my professional life started the first week of classes and has continued to grow and develop over the course of the program.

Our cohort is not waiting until we graduate to use this program as a springboard to the next level of our professions; we are doing it now. I know at least five of us have already either been promoted or accepted new positions in the field that would not have been available to us without the M.S. in Higher Education Administration program." *—Brittany Pye, student in M.S. in Higher Education Administration program*

Program Information

This 40-credit program is designed for students seeking a comprehensive understanding of the theory and practice of higher education administration. Coursework will cover functional areas and issues critical to effective management in college and university settings, including: legal issues, organizational leadership, finance and budgeting, and enrollment and retention. Case studies, applied research, and a capstone project enable students to apply learning immediately to higher education practice and professional development.

Sample Courses (all courses are 4 credits, unless noted)

- The American College Student
- Contemporary Issues in Higher Education
- Educational Research and Assessment
- Enrollment and Retention
- Financial Management in Higher Education
- Legal Issues in Higher Education
- Managing People in Colleges and Universities
- Organization and Administration
- Student Affairs Administration
- Special Topics (TBA)
  - Diversity in Higher Education
- Capstone

The coursework provides a strong foundation in the theory and practice of higher education administration. Students are introduced to a broad range of administrative leadership at 2- and 4-year colleges and universities and related non-profits. This program's faculty includes practitioner-scholars from institutions such as Bennington College, The City University of New York, Dartmouth College, New England College, University of Maryland, and Yale University. Graduates pursue careers in academic advising, admissions, fundraising, career placement, financial aid, student affairs and related fields. Courses that are not online meet at the Henniker campus. This program is designed to be completed in one year full-time, or two years part-time.

Application Requirements

To apply, submit the online NEC Graduate School application (www.nec.edu), a current résumé, official college transcripts, a personal essay, and 2 letters of reference. No GRE scores are required. Applications will be accepted until the cohort is full.

Financial Aid Information

For comprehensive information on financial aid for graduate school, visit **www.nec.edu/graduate-and-professional-studies/graduate-financial-services**

Admission

For more information contact:
Dr. Hilton Hallock, Program Director
hhallock@nec.edu

or

Graduate Admission Office
603.428.2252
graduateadmission@nec.edu

New England College

Student Financial Services

Financial Assistance Application Procedures

In order to be a Federal loan borrower, there are requirements you must complete.

Here is the process:

1. FAFSA

- Must be completed every academic year that you are enrolled and wish to utilize federal aid
- Go to **www.pin.ed.gov** and apply for a Federal PIN, if you do not have one or can't recall what it may be
  - Your PIN is used to E-Sign many school related documents, including your FAFSA—remember your number and keep it safe
- Go to **www.fafsa.ed.gov** and click on the link to complete the FAFSA for the appropriate academic year (NEC school code: 002579):
  - Academic years run from July 1st to June 30th of the following year
  - FAFSAs expire on June 30th
  - Must have FULL LEGAL NAME AND correct social security number
  - Must be E-SIGNED, for FAFSA to be valid and by accepted by NEC
- If the Department of Education selects your Student Aid Report (SAR—Your FAFSA confirmation) you will need the following items:
  - SIGNED Federal Tax Returns and schedules (Tax year used to complete the FAFSA in question)
  - Federal W2s for everyone on the federal tax return
  - "Be Proactive" and verify that your SAR has no further holds that may prevent your funding from releasing to your account
- After you complete and submit a FAFSA it takes at least:
  - 1–3 business days for the Department of Education to process your submission
  - 1–3 weeks for the Department of Education to create a transmission of your information to be sent to the school(s) of your choice, for downloading and to be imported into the school's system

2. NEC Graduate Financial Aid Application

- Can always be located on the Student Financial Services section of the NEC website **www.nec.edu**
  - Click on the Student Financial Services link
  - Then the Applying for Financial Assistance link
  - Then the Application Form & Instructions link
  - Lastly, the Graduate, NEC+ and Online BA Students link, for the year you're attending
- Must be renewed every time the FAFSA is renewed
- Must contain the appropriate signatures to be accepted

3. Award Letters

- Award letters will be created once all necessary preliminary paperwork is received
  - Preliminary paperwork consists of:
    - FAFSA
    - NEC Graduate Financial Aid application
  - If either of these things are missing—we cannot produce an award
- Once the award is completed, a letter explaining the award, will be mailed out
- Students may always view their awards immediately, online via their MyNec account
  - Once you have your official six digit NEC PIN, you may log into your MyNEC account anytime at: **https://mynec.nec.edu/pls/proddad/twbkwbis.P_WWWLogin**

4. Entrance Loan Counseling

- **https://studentloans.gov**
  - Print your confirmation page for your records, once you complete your counseling

5. Federal Stafford Loan Master Promissory Note (MPN)

- A Federal Stafford Loan is *different* from the Graduate "PLUS" loan, which has a HIGHER interest rate than Unsubsidized loans. Don't make a mistake and apply for the PLUS loan in haste! It will only delay your funding.
- You will need your FAFSA PIN number to complete your Master Promissory Note (MPN)
- Plan on approximately 30 minutes to complete your Master Promissory Note (MPN) at **https://studentloans.gov**
- It is a FEDERAL requirement that we wait until after your add/drop period to begin the process of requesting your funds.
- After the certification process and after your add/drop period, it will take (approximately) 30 minutes for the loan to disburse to your student account.

6. Exit Loan Counseling

- Federal loan borrowers are required to complete Exit Loan Counseling when they have a break in enrollment or separation (ex. Graduate from program) from their institution.
- **https://studentloans.gov**
- Print the confirmation for your records