

General Admission Information

Master of Computer Information Systems (MSCIS)

Admission

General Admission Information:

Talladega College seeks students who have a desire for education in the fields of business, accounting, criminal justice, healthcare administration, human resource management, management, information systems and information technology. Talladega College is committed to a policy of equal opportunity in the recruitment and admission of students, and access to student financial assistance, other student services, and activities. Talladega College does not discriminate by age, sex, gender identity, race, color, religion, disability, sexual orientation, marital status, veteran status, national origin or any other basis as specified by federal, state, or local laws and regulations.

Prospective students are encouraged to visit the college to speak with an Admissions Officer. Admissions personnel are available at the campus and online.

The procedures and criteria for admission given in this section are effective as of the date of publication.

In compliance with the Federal Student Right-to-Know Act, information about **graduation rates** and **crime statistics** is available from the Office of Admissions and Office of Institutional Effectiveness and Research

Questions about graduate admission may be addressed to the Office of Admissions by telephone or by e-mail.

By Mail:

Office of Admissions
Talladega College
627 Battle Street West
Talladega, AL 35160

Phone: (866) 540-3956
or (256) 761-6235

Email: admissions@talladega.edu

Admission Policy

No matter your passion, Talladega College has an online master's degree to help you get where you want to go by offering a flexible and affordable graduate program designed to be completed in as few as 18 months.

Talladega College offers admission to applicants who demonstrate the highest potential for a successful graduate study to support the college's mission statement by producing the leaders of the global community through academic excellence. The program evaluates applicants by their prior performance and professional promise as evidenced by academic records, letters of reference, and other pertinent data. An applicant must meet the following requirements.

Applying for Admission

Graduate Admission Requirement:

Talladega College will receive admissions applications throughout the year and classes begin in fall, summer, and spring semester in an academic year. Careful consideration will be given to each applicant's qualifications in the following areas: academic potential, readiness, personal motivation, and goals. It is the college's goal to facilitate an effective and applicant-friendly admissions process. Academic Advisors will be available to assist prospective students in this process.

Once an applicant for a graduate degree program has submitted an application and supporting materials they are put in a “**pending applicant**” status until the respective office reviews the applicant's materials. A decision is made to accept or deny admission to the graduate program.

- Once Talladega College accepts an applicant, and the applicant submits an Enrollment Agreement, the applicant's status is changed to admit. The Academic Policy date for admitted students is based on the date the college processes the Enrollment Agreement.
- If an applicant is denied admissions to the graduate program at Talladega College, the applicant's status is changed to admission denied.
- **Bachelor Degree:** Applicants must have completed a Bachelor of Science or a Bachelor of Arts degree from a regionally accredited institution with a major of computer science, computer information systems, management information systems, business, criminal justice, or a closely related field, or computer professionals with equivalent academic preparation graduating with at least at 2.50 GPA on a 4.0 scale or a 2.5 on a 4.0 scale for the last 60 semester credit or 90 quarter credits (approximately two years of work) for the baccalaureate degree. Some majors other than computer science, computer information systems or business will require some additional fundamental courses to enhance student success in the program. An earned master's degree or higher from a regionally accredited institution supersedes the minimum standards for the baccalaureate.
- For applicants with graduate coursework but who have not earned a master's degree or higher, the GPA from the graduate work may be used to meet the requirement. The minimum GPA is a cumulative 3.0 on a 4.0 scale for all graduate coursework undertaken.
- Standardized Test Scores: GMAT and GRE are not required.

Admission Tests

The Master of Science in Computer Information Systems program is **not required** to the standardized tests such as The Graduate Record Examinations General Test (GRE), the Graduate Management Admission Test (GMAT), and the Test of English as a Foreign Language (TOEFL), but a graduate student's application should demonstrate the evidence of speaking and writing English language.

Talladega College does not provide developmental courses for students who are not prepared for master-level study. In the MSCIS program, courses that have prerequisites must be completed by the student to fulfill the admission requirement before starting the courses.

Undeclared Program Admission

A student who wishes to take selected courses for personal and professional improvement may apply as a non-degree seeking student with an undeclared major at the graduate level. Every effort will be made to accommodate such students subject to prerequisites and enrollment limitations. An academic administrator will determine, based on a personal interview with the student, whether students who wish to take courses at the master's level have the potential to meet the course learning outcomes.

Undeclared program students need to meet with the Financial Aid Director for federal financial aid programs. Credit earned by an undeclared program student may be applied toward a degree program.

Full Acceptance

An applicant who meets all requirements for admission to the degree program is granted full acceptance status.

Readmission-Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

Admission Application Deadlines for the USA and International Applicants

- Fall 2018 – June 10, 2018
- Spring 2019 – November 3, 2018
- Summer 2019 – April 15, 2019

International Admission:

Talladega College will consider graduate applicants who have earned three-year baccalaureate degrees from 15-year education systems. The school from which the applicant has earned the degree must be a formally recognized or regionally accredited institution of their higher learning commission recognized by their State. It is an online program, but students are expected to read, write, and speak English fluently. International applicants must comply with all requirements set forth for domestic applicants and supplement their application with additional requirements (if any).

International applicants should submit official transcripts printed in the official language of instruction of their institution. All transcripts must be submitted in hard copy format unless the institution only offers electronic transcripts. If your institution offers the option to send transcripts electronically using a secure server, please send to admissions@talladega.edu. If the

official language of instruction is not English, officially translated copies should also be submitted by a qualified educational translation service.

Dual Master's degree: An applicant already holding a master's degree may apply for a second master's degree.

Application Fee:

A \$75 non-refundable application fee is required. Pay online or by phone with a credit card or via mail by check or money order.

Steps To Apply

- Application Form
- Application Fee
- Official Transcript Each Post-Secondary Institution Attended
- Two References
- Personal Statement
- Resume

Awarding of Transfer Credit

Talladega College will assess the transferability of courses by evaluating the official transcript from previous college coursework. The program catalog addresses the details for Transfer of Credit and stipulates the guidelines under which transfer credits can be awarded. The Registrar completes a transfer evaluation form.

Transfer students seeking evaluation of previous graduate level credit must provide evidence the courses are comparable in content to those offered in the program of study at Talladega College and come from an institution that is recognized by an agency recognized by the U.S. Department of Education or regional credible institution.

All courses evaluated for transfer credit must have been completed within ten years of the date the student is accepted into Talladega College's graduate degree program. Talladega College accepts transfer credit from international institutions that are deemed equivalent to coursework in the United States. All international education documents are submitted to an approved third party evaluation provider that is a NACES member and must meet the same criteria as listed above.

Students may transfer up to **9 credit hours** toward a master's degree as long as the graduate coursework and credit hours were earned within a five-year period preceding the request for transfer hours from a regionally accredited institution.

All transfer credit must carry a minimum grade of “**B**” and may not have been applied toward another degree program. Students must request transfer credit during their first quarter of

enrollment and transfer credit hours must be submitted on the Transfer of Credit Request form and be approved by the Talladega College Registrar's Office.

Credit Through work experience through job responsibilities in the IT field.

A student must have at least three years of professional experience in leadership, management, or problem-solving role. Admission on this basis requires approval from the Division Dean after reviewing a resume, a written statement explaining an applicant's professional experience, and acknowledgment of maintaining the college's minimum GPA requirements.

Credit by Professional Certificates

Students can be considered for academic credit through their certification completion. Students must present documentation in the form of a letter, transcript, or certificate to the Registrar's Office showing that they passed and were awarded the certification.

Academic credit may be given for adequately documented and validated industry-recognized credentials. These credits must be approved by the Vice President for Academic Affairs and Division Dean. Once received, course credits based on credentials will be posted to the official academic transcript.

Readmission-Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

Registration

The prospective students in the MSCIS program will register online or on campus for each semester and summer session. Complete information about the registration process will be provided via the college official website.

Registration for New Graduate Students

Applicants are notified by e-mail of their admission or denial. Admitted applicants should notify their graduate advisors as soon as possible whether they plan to accept admission. Either by a virtual interview or written correspondence, the admitted applicant should then learn the specific requirements of his or her graduate program.

Late Registration

After the registration period, late registration is permitted only under exceptional circumstances, upon the recommendation of the department chair and with the consent of the division dean and the registrar.

2018 ACADEMIC CALENDAR

Fall Semester

Fall Semester Begins	Monday, August 20 or TBA
Add/Drop Period	Monday, August 20 - Tuesday, September 4
Financial Aid Date	TBA
Last Day to Drop without Academic Penalty	Monday, October 22
Fall Semester Ends	Monday, December 10

Spring Semester

Spring Semester Begins	Monday, January 7
Add/Drop Period	Monday, January 7 - Wednesday, January 30
Financial Aid Date	TBA
Last Day to Drop without Academic Penalty	Tuesday, March 26
Spring Semester Ends	Thursday, April 25

Summer Semester

Summer Semester Begins	Monday, May 20
Add/Drop Period	Monday, May 20 – Monday, June 3
Financial Aid Date	TBA
Last Day to Drop without Academic Penalty	Monday, July 1
Summer Semester Ends	Monday, August 5

Course Load

Maximum Course Load

The maximum course load for a graduate student is six semester hours per semester. A heavier course load must have the recommendation of the graduate advisor and the approval of the graduate dean. It is permitted only under exceptional circumstances.

Full-Time Course Load

There is no minimum course load for graduate students; however, the department of computer science recognizes six semester hours during a semester as a minimum *full-time* course load.

The Master's Degree

Master of Science in Computer Information Systems (MSCIS) with two concentrations:

- Cybersecurity
- Health Informatics

Program overview

Talladega College intends to offer a flexible and affordable online graduate program designed to be completed in as few as 18 months in Master of Science in Computer Information Systems (MSCIS) with two concentrations areas 1) Cybersecurity and 2) Health Informatics. The Master of Science in Computer Information Systems (MSCIS) is a 30 credit- hour program, and it is 100% online.

The Master of Science in Computer Information Systems (MSCIS) degree program uses a cutting-edge curriculum in information technology, cybersecurity, health informatics, project management, and database systems to help students meet the demands of the fast-paced and challenging field of Information Technology. Students will acquire the practical knowledge by using different simulation activities in the courses offered by TestOut, EC-Council, and uCertify.

The graduate program will also prepare students to participate in world-recognized certification related to cybersecurity, information technology and ethical hackers to advance their careers in computer information systems and keep up with the technology as it changes.

The program will require 30 semester hours of graduate-level courses aimed at preparing the student to take on leadership roles in the development and implementation of computer and information systems.

The program will include seven required core courses (21-credit hours), providing a mix of theoretical underpinning, technical skills, and information technology perspectives and two concentration tracks for nine credit hours each. The program also offers a thesis option for six credit hours with the selection of any three-credit course from elective courses.

The graduate program has proposed three college-wide learning outcomes and assesses on their annual program outcome progress reports. These outcomes are as follows:

- Student Learning Outcome 1: Graduates apply critical thinking in academic and professional environments.
- Student Learning Outcome 2: Graduates formulate and express ideas effectively through oral, written, and technological communications in academic and professional environments.
- Student Learning Outcome 3: Graduates analyze the global community to make sound judgments in academic and professional environments.

Program Outcomes

Upon successful completion of the Talladega College Master of Science in Computer Information Systems Program, the graduate will be able to:

- continuously monitor, maintain, and enhance the protection of enterprise-wide information assets through effective industry accepted information management and risk management techniques.
- conduct risk and vulnerability assessments of existing and proposed information systems.
- utilize the best sources of information available related to IT issues, security threats, and recovery.
- demonstrate the ability to understand professional, ethical, and social responsibility, including the effect of culture, diversity, and interpersonal relations.
- demonstrate proficiency in communicating technical information in formal reports, documentation, and oral presentations to users and information technology professionals.
- achieve managerial responsibilities in computer science or information systems
- identify cybersecurity best practices within the healthcare field.
- combine technical skills in information systems with knowledge of managerial and organizational issues.

Concentrations Specific Learning Outcomes

Cybersecurity

The Masters of Science in Computer Information Systems with a concentration in Cybersecurity will enable students to pursue their career goals with the critical importance of information systems and cybersecurity field. The courses will provide students with the techniques and knowledge to protect the organization's assets by focusing on prevention, detection, countering and recovering from attack incidents.

Upon successful completion of the Master of Science program with cybersecurity concentration, the graduate will be able to:

- detect, analyze, and respond to cyber-attacks on networks and computer systems.
- demonstrate knowledge of digital forensics and the ability to assist with the investigation into the organization's infrastructure.
- evaluate and apply Industry Tools to respond to cyber incidents.
- conduct risk and vulnerability assessments of existing and proposed security systems.
- develop and implement organizational cybersecurity policies and procedures.
- describe defensive network architecture that uses multiple layers of protection.

Concentration: Health Informatics

The Masters of Science in Computer Information Systems with a concentration in Health Informatics will enable students to pursue their career goals with the critical importance of health information systems related to healthcare data and cybersecurity field.

The courses prepare students with a fundamental knowledge about healthcare information technology systems, cybersecurity for the healthcare industry, and policy and procedure to participate in developing information systems or secure healthcare data for quality patient care.

Upon successful completion of the Master of Science in Computer Information Systems Program with healthcare informatics concentration, the graduate will be able to:

- understand the American healthcare system and the effects technology and data have had on its delivery.
- understand the complex system of legal and regulatory compliance that governs the healthcare system.
- apply core concepts of database design to facilitate managing the large amounts of data produced and captured in the healthcare setting.

understand and apply project management tools, concepts, and best practices to oversee the successful completion of complex healthcare systems projects.

Core Curriculum

21 semester credit hours

Course ID	Course Name	Credits
MSCIS 500	MSCIS 500: Information Technology and Project Management	3
MSCIS 510	MSCIS 510: Information Technology Risk Management	3
MSCIS 520	MSCIS 520: Database Design and Implementation	3
MSCIS 530	MSCIS 530: Data Communication and Networking	3
MSCIS 540	MSCIS 540: Network Security	3
MSCIS 550	MSCIS 550: The Science of Cybersecurity and Management	3
MSCIS 560	MSCIS 560: Ethics and Compliance Standards in Cybersecurity	3

Cybersecurity Concentration Nine(9) semester credit hours

Course ID	Course Name	Credits
MSCIS 600	Advanced Network Security	3
MSCIS 610	Digital Forensics and Investigation	3
MSCIS 620	Cyber Attack and Prevention Techniques	3

Health Informatics Concentration
Nine (9) semester credit hours

Course ID	Course Name	Credits
MSCIS 630	Fundamentals of Healthcare Information Technology	3
MSCIS 640	Healthcare Informatics and data security	3
MSCIS 650	Healthcare Data policy, procedure, and Standards	3

Thesis Option
Six (6) semester credit hours

Course ID	Course Name	Credits
MSCIS 660	Thesis- Project	6

Thesis Track: *In thesis option, the student needs to select one elective course to complete 30 credit hours. Plans for the thesis option must be made with the advisor or program chair. A student wishing to register for Thesis course must first obtain the approval of the faculty member who would supervise the project. [Exhibit- Graduate Catalog-Program Description]*

Electives

Course ID	Course Name	Credits
MSCIS 505	Capstone Project in Cybersecurity or Information Systems	3
MSCIS 515	Decision Support Systems	3
MSCIS 525	E-Commerce Application Technologies	3
MSCIS 535	Information Assurance	3
MSCIS 545	Applied Data Mining and Analytics in Business	3
MCSIS 555	Ethics and Compliance Issues in Cybersecurity	3

Curriculum Pattern

Fall

Spring

Semester 1: 6 Credit Hours

MSCIS 500: Information Technology Project Management	3
MSCIS 510: Information Technology Risk Management	3

6

Semester II: 6 Credit Hours

MSCIS 520: Database Design and Implementation System	3
MSCIS 530: Data Communication and Networking	3

6

Summer

Semester III: 6 Credit Hours

MSCIS 540: Network Security	3
MSCIS 550: The Science of Cybersecurity and Management	3

6

Fall

Spring

Semester IV: 6 Credit Hours

MSCIS 560: Ethics and Compliance Standards in Cybersecurity	3
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Concentration I or II Option:

MSCIS 600: Advanced Network Security	
OR	
MSCIS 630: Fundamentals of Healthcare Information Technology	3

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Note: Thesis Option*(6 Credit Hours): You can use two semesters to complete the work

Semester V: 6 Credit Hours

MSCIS 610: Digital Forensics and Investigation	
OR	
MSCIS 640: Healthcare Informatics and data security	3
MSCIS 620: Cyber Attack and Prevention Techniques	
OR	
MSCIS 650: Healthcare Data policy, procedure, and Standards	3

6

Note: In case of **Thesis Option***: You should need to select at least one 3 credit hours course.

Summer

Semester VI: 6 Credit Hours

Student can complete coursework each semester	MSCIS 500: Information Technology Project Management	3	six credit hours in
	MSCIS 510: Information Technology Risk Management	3	

6

** In thesis option, to complete 30 credit hours, at least one elective course [3 credit hours each] will be selected for those who selected the thesis. Plans for the thesis option must be made with the advisor or program chair. A student wishing to register for Thesis course must first obtain the approval of the faculty member who would supervise the project. [Exhibit- Graduate Catalog-Program Description]*

Master's degree with thesis. Each master's thesis or report is developed under the guidance of a chair and academic advisor with two or more members, one of whom is designated as a supervisor. The thesis or report is subject to the approval of the committee and ultimately of the division dean. The format of the report or thesis may range from the traditional document authored by a single student to a series of unrelated papers and/or journal articles with multiple authorship.

Note: All core courses should be taken before taking any concentration courses or select of thesis option

FINANCIAL INFORMATION

BOOKS AND FEES

Where textbooks and supplies are not included as part of the Course Materials Fee, students must purchase them separately, and should allow approximately \$150 per course for textbooks and supplies.

The following nonrefundable fees are in effect for 2018:

Technology Fee	\$130*
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**Fee applied each semester, at time of registration, one time per semester. The fee will be fully refunded if: (a) student cancels enrollment before the start of the term, (b) student cancels enrollment before the end of add/drop.*

Extended Payment Administration Fee	\$25
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Withdrawal Processing Fee	\$25
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Official Talladega College Transcript Fee	\$10
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An additional fee of \$30 will be assessed to all "rush" transcript requests.

Overdue Library Fee

\$0.25 per overdue item daily and/or replacement cost of the item.

Returned Check Fee	\$20
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Declined Credit Card Fee	\$30
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Replacement Diploma Fee	\$50
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Final Academic Requirements Evaluation Fee**	\$75
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***Students will have their master's degree conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay our ordering the diploma and also prevent the student from being able to receive a copy of their official transcript.*

Certificate/Diploma Conferral Fee	\$50
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Students will have their certificate or diploma conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay our ordering the certificate or diploma.

Purchase of Regalia

Students participating in a commencement ceremony must purchase regalia (commencement ceremony attire) from the College's approved vendor after they have registered for commencement or selection on their own but should have the college color.

VA Education Benefits and Student Tuition and Fees

For students receiving VA education benefits, eligible charges include tuition, technology fee, and mandatory graduation fees. Application fees and all other penalty fees are not eligible for VA funding.

TUITION CHARGES

2018-2019 Graduate Tuition

Students in master's programs enrolled in Fall 2018 and after that are charged at the rate of **\$1950 per course (\$650 per credit hours)**, except as noted below:

Textbooks and supplies are not included as part of the Course Materials Fee; students must purchase them separately and should allow approximately \$150 per course for textbooks and supplies.

PAYMENT

Payment must be made within seven calendar days after registration. After seven calendar days, any registration not finalized through Student Financial Services will be dropped. If payment is not received from outside source(s) of funding, the student is personally responsible for payment of all tuition and fees. Tuition and fees may be paid by cash, personal check, money order, or major credit card. If a student's full balance is not covered by one or more standard methods of payment, that student may be allowed to pay their remaining balance in installments by executing a promissory note, the terms of which may require an initial payment towards the balance. The remainder may be repaid in two or more installments, but no more than 12 installments. A \$25 Extended Payment Fee may apply to utilize this method of payment.

A student whose tuition and a sponsoring institution pays fees must provide documentation of this benefit at the time of registration. Tuition and fees beyond those paid for by the sponsoring institution are due at registration. A student is personally responsible for all tuition and fees if the sponsor does not pay for any reason.

LAST DATE OF ATTENDANCE

A student's withdrawal date at Talladega College is determined by the student's last date of attendance (LDA). LDA is determined by using official college attendance records or, in the case where a student officially withdraws, the date on which the student submits an official notice of his or her intent to withdraw from the courses in which they are enrolled and/or the college. For students who are administratively withdrawn, the college determines the student's LDA using official college attendance records.

ADD/DROP POLICY AND COURSE WITHDRAWAL

Semester Courses

Last Date of Attendance	Percentage of Tuition Charged
Before the first day of the semester	No Charge*
Through the add/drop period	10%
From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester	25%
Through the third week	50%
Through the fourth week	75%
After the fourth week	100%

Withdrawal Processing Fee may be applicable.

- A scheduled week is considered to start on Monday and end the following Sunday midnight.
- Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund, and refunds will be made within 40 days.

REFUNDS FOR BOOKS AND MATERIALS

Textbooks and materials purchased through the college allocated Bookstore may be eligible for return. Students should refer to the Talladega College business office for full details. To receive a full refund, course material (Access code) must be returned without use or unopened condition.

WITHDRAWAL CHARGES FOR FEDERAL FINANCIAL AID RECIPIENTS

Financial aid recipients are subject to the institutional refund calculation for individual course withdrawals in the "Add/Drop Policy and Course Withdrawal" section of this catalog. It is recommended to discuss the details with the Financial Aid Office.

FINANCIAL OBLIGATION

Students who owe money to Talladega College for any reason or who have overdue library materials may not be permitted to register, to obtain official academic transcripts, or receive any other service from Talladega College. Further, any expenses incurred by Talladega College in collecting unpaid accounts, such as expenses incurred when accounts are turned over to collection agencies and may be charged to the student to the maximum extent allowed by law.

EDUCATIONAL BENEFITS PROGRAMS

To get the educational benefits programs, the student needs to contact the Financial Aid office and ask for details.