Frequently Asked Questions (FAQs)

**Success Factor Series Courses in Oral Communications and Business Writing**

**Are Success Factor Series courses required?**
If the results of the English Language Assessment indicate that a student needs additional English Language instruction, then the recommended sequence of courses becomes a requirement that you must fulfill.

**What will I learn in Oral Communications for International Students?**
The *Oral Communications for International Students* class is designed to build and reinforce language skills focusing on strategies for improving all aspects of oral communication in a business setting, including but not limited to effective classroom interactions, impromptu speaking, and presentation skills.

**What will I learn in Business Writing for International Students?**
The *Business Writing for International Students* class will focus on higher-level business writing tasks and writing skills needed to communicate effectively using various business formats such as case studies, business texts, and other supplemental materials.

**What is the cost of these courses?**
The tuition for each course is $1,000. Once registered, students will automatically be billed for enrolled courses.

**How many weeks do the Success Factor Series courses in Oral Communications and Business Writing run?**
10 weeks. Each class meets once a week for 80 minutes.

**How are Success Factor Series courses graded?**
Students receive a grade of either satisfactory or unsatisfactory. A student will successfully complete the course if all requirements are met and the student attends at least 90% of the classes.

**How do I enroll in the Success Factor Series courses?**
If the results of the English Language Assessment results indicate that you must take the Success Factor series courses in Business Writing and/or Oral Communications, then you are automatically registered for them.

**What if a Success Factor Series course conflict with my other graduate classes?**
SFS classes offered Tuesday, Wednesdays and Fridays. Since there is currently no graduate classes offered on Fridays, there should be no scheduling conflicts. However, if a scheduling conflict exists, contact Chrishon Blackwell to make alternate arrangements.

**Can I withdraw from SFS classes?**
This is determined on a case-by-case basis. Students must present a compelling reason why they cannot attend SFS classes.

**What is the refund schedule?**
Students can receive a full refund of the Success Factor Series courses during the entire month of September. After that time students will not be able to receive a refund.