

## Advisement Guide for the Master of Healthcare Leadership Program

### Core Courses and Electives

General advisement advice for MHL students would be to start with core courses first. Courses are not required to be taken in a specific order. However, if a student has not had health care courses previously or is not working in the health care field, it is advisable to take HA 518 as early as possible. Certain courses: HA 508, HA 533, HA 521, and HA 557 are currently offered less frequently (generally once an academic year).

There is no rule that prohibits students from taking elective courses prior to completing core courses. However, because there are fewer core courses available than elective courses, doing this may cause scheduling difficulties towards the end of a student's degree program.

Below are samples of your degree plans which list core courses and electives for the MHL for students who entered the program (2008-2009 academic year or after) and for Students who entered the Program (2007-2008 academic year or before):

#### 2008-2009 academic year or after:

Courses			Hours
<b>MHL Core</b>			<b>27</b>
HA	508	IT, Data Gathering and Data Management	3
HA	511	Leadership and Management in Healthcare Systems	3
HA	515	Marketing and Consumer- Driven Healthcare	3
HA	516	Healthcare Finance	3
HA	517	Legal and Ethical Issues in Healthcare Leadership	3
HA	518	Organization of Healthcare Delivery Systems	3
HA	533	Managerial Epidemiology	3
HA	604	Healthcare Economics and Payment Systems	3
HA	620	Healthcare Leadership Capstone Seminar (16-week format)	3
<b>Electives (Select three)</b>			<b>9</b>
HA	521	Special Topics: Practicum and Field Research in Healthcare Leadership	3
HA	532	Healthcare Services and Systems for Diverse Populations	3
HA	537	The Politics of Healthcare	3
HA	557	Nursing Dimensions of Healthcare Leadership	3
HA	573	Quality Improvement and Outcomes Assessment in Healthcare Settings	3
HA	580	The Pharmaceutical Basis for Healthcare Delivery	3
HA	611	Mediation, Negotiation and Conflict Management	3
PA	503	Emerging Issues in Public Affairs	3
PA	545	Management of Nonprofit Organizations	3
<b>Total Hours</b>			<b>36</b>

2007-2008 academic year or before:

Courses			Hours
<b>MHL Core</b>			<b>27</b>
HA	508	IT, Data Gathering and Data Management	3
HA	511	Leadership and Management in Healthcare Systems	3
HA	515	Marketing and Consumer- Driven Healthcare	3
HA	516	Healthcare Finance	3
HA	517	Legal and Ethical Issues in Healthcare Leadership	3
HA	518	Organization of Healthcare Delivery Systems	3
HA	573	Quality Improvement and Outcomes Assessment in Healthcare Settings	3
HA	604	Healthcare Economics and Payment Systems	3
HA	620	Healthcare Leadership Capstone Seminar (16-week format)	3
<b>Electives (Select three)</b>			<b>9</b>
HA	521	Special Topics: Practicum and Field Research in Healthcare Leadership	3
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HA	557	Nursing Dimensions of Healthcare Leadership	3
HA	533	Managerial Epidemiology	3
HA	580	The Pharmaceutical Basis for Healthcare Delivery	3
HA	611	Mediation, Negotiation and Conflict Management	3
PA	503	Emerging Issues in Public Affairs	3
PA	545	Management of Nonprofit Organizations	3
<b>Total Hours</b>			<b>36</b>

Comprehensive Exams

Comprehensive exams are required for all MHL students. Comprehensive exams are taken when a student is completing their MHL coursework and prior to the term they plan to graduate-either Fall or Spring. The exam is proctored and can be taken any time during the scheduled exam period. There is no need to register for the comprehensive exam. Guidelines for the exam will be forwarded to eligible students prior to the scheduled exam date.

Viewing Your Degree Audit

Your degree audit can be found in [MyPark](#). If you need further instructions on accessing your degree audit, please contact Joslyn Creighton, Graduate Student Services Coordinator at [joslyn.creighton@park.edu](mailto:joslyn.creighton@park.edu) .

If you find that your degree audit is in error, please contact Joslyn Creighton.

## Registering for Classes

To register for classes you can use the MyPark system and register for classes based on your degree audit and scheduled classes for the term. Here are the Guidelines:

To register online, please do the following:

1. Go to <https://my.park.edu/ics/> and sign in (your username is your student ID# and let me know if you do not know your password)
2. Once logged in, go to the “Student” tab
3. In the center of the page, you will see a box with the heading “My Student Academic Tools” and you will need to click on the “Enroll in Classes” link
4. You may have to adjust your “Current Option Settings” to whichever term you are enrolling for, but once you do, you can type in the course number (HA???) and the section (DL) and click “Add”
5. You should see the course added toward the bottom of the screen

Hint: If the course you want is not on the registration list, make sure that you are in the correct term.

### **Graduate Term Codes**

FAP – Fall Semester (16 week)

F1P – Fall 1 Term (8 week)

F2P – Fall 2 Term (8 week)

SPP – Spring Semester (16 week)

S1P – Spring 1 Term (8 week)

S2P – Spring 2 Term (8 week)

U1P – Summer Term (8 week)

I also suggest you access the following link on the Graduate School page which provides detailed information on many questions Park graduate students may have including contacts for financial services and general resources such as book ordering:

<http://www.park.edu/grad/current.aspx>.

For questions regarding the registration process or assistance with registration, please contact:

Student Services Coordinator	Joslyn Creighton	816-559-5622	<a href="mailto:joslyn.creighton@park.edu">joslyn.creighton@park.edu</a>
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You may also register for classes by sending Joslyn an e-mail noting which classes you would like to register for and in which term.

If Joslyn is unavailable, you will be referred to:

Student Support Coordinator	Michele Woody	816-559-5629	<a href="mailto:michele.woody@park.edu">michele.woody@park.edu</a>
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If you would like further advisement information or are a student on probationary status, please contact your advisor.