

Online MBA/BBA Payment Dates

Online MBA and Online BBA payments will be paid based on the following timetables.

Base Adjustments for Online Teaching and Preparation

Fall and spring online base pay stipends will be distributed in two equal payments over the course of the semester. Winterim stipend amounts will be distributed in one payment.

Online MBA/BBA Base Payment Dates

	First Payment	Second Payment	
Fall	Paid in November	Paid in February	If adjustments are needed they will appear on the second payment
Winterim	Paid in February	No second payment	
Spring	Paid in March	Paid in June	If adjustments are needed they will appear on the second payment
Full Year	Paid in November	Paid in June	
Single Payment	Nov, Feb, March, or June		Paid next scheduled overload payroll after COS Rec'd

*The process will begin approximately 28 days prior to the first day of class. You will receive an email asking that you confirm the stipend amount within three business days.

**Summer online base pay will be included in one payment with high enrollment payment dates

High Enrollment Adjustments for Online Teaching and Preparation

Many faculty earn additional stipend amounts for teaching high enrollment classes. High enrollment classes are defined as over 35 students for the Online MBA Program and over 45 students for the Online BBA Program. The high enrollment stipends will be distributed in a single payment.

Online MBA/BBA High Enrollment Payment Dates

Term	Approximate Process Start Date*	Pay Date
Fall	December 1	February 1
Winterim	January 15	March 1
Spring	April 15	June 1
Summer 1st half	July 1**	August 1
Summer 2nd half +12	August 7**	September 1

*Please note the approximate process start dates. Dr. Schramm will send a first confirmation email approximately one week prior to the “approximate process start date.” You will receive a second email from campus asking that you confirm the stipend amount approximately three business days after the “approximate process start date.”

**Summer stipends will include both online base pay and high-enrollment pay in a single payment. Summer stipend payment confirmations will only be made with Dr. Schramm.