



COLLEGE OF BUSINESS & ECONOMICS
Master of Business Administration
at The Spectrum in Irvine



Student Handbook

Important Tuition Information

You were admitted to the Spectrum MBA program assigned to a designated Cohort (*i.e. Generalist VI or Specialist V*) and each Cohort has a planned schedule of courses and projected degree completion timeline. You are expected to complete courses as scheduled for your designated Cohort. The University has planned each Cohort under specific budgetary circumstances and strives to keep tuition prices stabilized and fixed for each Cohort barring any unforeseen fiscal circumstances.

The following rules apply regarding tuition prices:

1. You will be charged the current per-course tuition rate **assigned to your designated Cohort** group as long as you finish your MBA degree by the degree completion date established for your assigned Cohort.
2. The current per-course tuition rate assigned to your Cohort will be charged to you for **any** Spectrum MBA course you complete within the assigned degree completion schedule for your Cohort.
3. If missing courses or other program change decisions extends your degree completion timeline beyond the end date established for your initial Cohort assignment, you will be subject to the per-course tuition rates assigned to future Cohort designations when registering for additional courses in the Spectrum MBA program.
4. If you are permitted by the College of Business Academic Advisement to change Cohort designations, your per-course tuition rate will be the assigned tuition rate for your new assigned Cohort designation.

Withdrawal Policy and Procedures

You may drop a course without record of enrollment prior to 25% of the class having elapsed (*for example, on or before the fourth class meeting of a sixteen-week course*). After 25% of the class has elapsed through 75% of the class, you may petition to withdraw from a course with appropriate permissions from the instructor, Department Chair (and in some cases, the Associate Dean), and receive a grade of “W” for the course which will appear on your official transcript. Such grades are not included in grade-point average calculations. This approval may be requested and granted via email, but you must complete a “Request for Withdrawal form” and fax it to Tiffany Gibson in CSUF University Extended Education at (714) 278-5445.

You can print a copy of this form in PDF at <http://www.csufextension.org/CustomerCare/Forms>.

Authorization to withdraw shall be granted for only the most serious reasons *i.e.*, a physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class. Such reasons must be documented by the student. **Poor academic performance is not evidence of a serious reason for withdrawal.** Approval from the instructor and department chair is required for each course withdrawal request. Students may not withdraw after 75% of the class meetings have elapsed except in cases, appropriately documented, such as accident or serious illness, where the assignment of an Incomplete is not practicable. Ordinarily, withdrawals of this nature will involve withdrawal from all classes except that Credit or Incomplete Authorized (I) may be assigned for courses in which students have completed sufficient work to permit an evaluation to be made. Requests for permission to withdraw from all classes under these circumstances shall be submitted with Change of Program forms by the students or other proxies to the appropriate CSUF staff, with authorizations as described above.

Refund Policy

Students may receive a full refund less \$25 before the official start date of a class and a 65% refund if less than 25% of the class has elapsed.

Continuous Enrollment

A graduate student with a graduate degree objective is required to maintain continuous enrollment during regular semesters (currently these semesters are Fall, Spring and Summer) until award of the degree. This policy is designed to eliminate the need for readmission to the University, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, adequately supervised, and effectively completed within the time limitations allowed by regulations.

To be enrolled in the Spectrum MBA Program, you are required to enroll in at least one session per semester:

Fall includes: Session I-starts in August and Session II-starts in October
Spring includes: Session I-starts in February and Session II-starts in April
Summer includes: Session I-starts in June and Session II-starts in July

Request for Term/Session Off

If you find that you need to take off one of the sessions during the semester, please contact Diane Mazzey in the College of Business to fill out a “request for term off” form.

Leave of Absence Request

If you find that you need to take off an entire semester please contact the Graduate Studies office at (714) 278-2618 to fill out a leave of absence form. Unless granted an approved leave of absence, if you fail to register each semester you have discontinued enrollment in the graduate degree program. If you wish to resume studies, it will be necessary to reapply for admission to the University and to the degree program and meet any changed or additional requirements approved in the interim.

Academic Advisement

All academic advisement is done by the Graduate Advisement Office in the College of Business and Economics. Please contact Diane Mazzey or Robert Miyake directly in the College of Business and Economics regarding degree eligibility, pre-requisite requirements for specific courses, and any other questions regarding your study plan or graduation procedures.

Purchasing Textbooks

Textbook information (title, author, edition, publisher, and ISBN number) will be sent to students two to three weeks prior to the start of each course. Students are responsible for purchasing the required textbooks and course materials for each class. University Extended Education will place textbook orders for each of the classes with Titan Shops (CSUF campus bookstore). Textbooks can be purchased online via CSUF Titan Shops by going to <http://books.fullerton.edu> or you may phone Titan Shops at (714)278-3418 to place an order. Students may purchase textbooks from the retailer of their choice.

Grade Reports

University Extended Education will mail official grade reports approximately 2-3 weeks after the end date of a course. In the interim, you will be able to view specific grade report information through your CSUF Student Portal access.

Transcripts

Requesting official transcripts requires written notification. You may print the online request form at http://www.fullerton.edu/admissions/request_for_transcripts.htm. The first copy is \$4.00 and additional copies are \$2.00 when ordered at the same time.

Change of Name or Address

In addition to notifying UEE by contacting Tiffany Gibson at (714) 278-7427 or by email at tgibson@fullerton.edu, each student **must officially** change his/her name and/or address directly with CSUF Admissions and Records. You can do this by sending them a request by mail to CSUF Admissions and Records; P.O. Box 6900; Fullerton, CA, 92834; by fax to (714) 278-2341; or on-campus in-person in Langsdorf Hall (LH), room 114. **Only CSUF Admissions and Records can officially change your name or address with the University.**

The request must be signed with your signature and you must include your campus-wide identification (CWID) number. **Name change requests** must be accompanied by a copy of a birth certificate, marriage license, divorce decree, or a copy of your social security card in the new name. A driver's license with a new name is not an acceptable form of I.D. for this purpose. **Address change requests** must include your CWID, full name, new address/contact information and signature. The helpline for Admissions and Records is (714) 278-7601. Current office hours are 8 a.m. to 5 p.m., Monday, Thursday, and Friday and 8 a.m. to 6:30 p.m., Tuesday and Wednesday.

Filing a Graduation Check prior to Degree Completion

The Graduate Advisement Office in the College of Business and Economics will send you a grad check form prior to the start of your last semester. Students must complete this form and enclose the appropriate fee (currently \$90.00—students applying to graduate in January 2005 and later, the fee will increase to \$115) and return it to the address on the form by the date specified. If you do not receive this form prior to your last semester, please contact Diane Mazzey in the College of Business and Economics at (714) 278-3622 or dmazzey@fullerton.edu to request this form.

Career Planning and Placement Center

Off-campus degree students have access to the services provided by the Cal State Fullerton Career Planning and Placement Center. Some of these services include:

- Job Search Resources
- Walk-in Counseling
- Resume Review
- Interview Tips

You can also take advantage of these services up to one year after you graduate and for \$25 per year after that. For more information please call (714) 278-3121 or visit <http://campusapps.fullerton.edu/career/>.

Titan Card and Library Privileges

A Titan Card is an all-purpose card that serves as your student identification card. It allows you to:

- Access the University library and related services*
- Obtain a UC Irvine library card**
- Gain admittance to CSUF athletic, performing arts and other events
- Receive student discounts on the Fullerton campus and in the community
- Access other numerous campus services
- Access your TitanTender Account ***

*You can also use CSUF's interlibrary loan system, which allows you to request materials or books from any other library in the nation participating in this system through CSUF's library. This may require you to come to the Fullerton campus to pick up certain materials, such as books, but most articles can be mailed to you directly. You can access the CSUF library online at <http://library.fullerton.edu>.

- CSUF Library: (714) 278-2714
- CSUF Library Information Desk: (714) 278-2721
- CSUF Interlibrary Loan: (714) 278-2637

**CSUF matriculating students can obtain library privileges at UCI. You must provide the UCI library with your student identification card (Titan Card) along with proof you are enrolled in a current semester. A copy of your fee receipt from University Extended Education should be sufficient for this. After providing this information to the UCI library, they will issue you a library card that is good for 6 months for \$24. This card is renewable for another 6 months under the same provisions for another \$24.

- UCI Main Library: (949) 824-6842

***Refer to the Titan Card brochure for further details regarding Titan Tender or contact Andrea Brown, Titan Card Services, at (714) 278-3753 or abrown@fullerton.edu.

- Titan Card program: (714) 278-3555

TitanCard Photos will be completed On-Site at the Irvine Institute for New Students

University Extended Education will have staff and equipment available on site at specific class meetings shortly after you begin the Spectrum MBA program to process Titan Cards for new Spectrum MBA students. You will not be required to come to campus for this procedure. You will be notified in advance of these scheduled dates so that you can plan to have a photo ID (such as Driver's License) with you at the time. Photos for the ID card will be taken on site and cards will be mailed to you in approximately one week after this process.

CSUF Web Portal

Students now have personalized and customized access to the CSUF web. The CSUF web portal provides students access to university information in a more dynamic, personalized and efficient way. CSUF students have access to their course records, important tax information and to the online library system. To access the CSUF portal, go to <http://my.fullerton.edu>. In order to logon to an account you will need your campus-wide identification number (CWID) and Personal Identification Number (PIN), which is mailed to you after your admission to the University. If you do not receive a PIN or misplace your PIN number, you can obtain this information by contacting the University's Admissions and Records Office at (714) 278-2300.

Financial Aid Information

Types of Financial Aid Available

Federal Stafford loans are available to assist you in meeting your educational expenses. Subsidized Stafford loans are based on demonstrated financial need; the government pays the interest on your behalf while you are enrolled at least half-time (six credit units). Unsubsidized Stafford loans are available if you do not qualify, in whole or in part, for a subsidized loan to meet your expenses. You may elect to pay the interest on your unsubsidized student loan while you are enrolled or you may request that the interest be capitalized and repaid along with the principal after you complete your program.

Eligibility for Federal Student Aid

To receive a Federal Stafford loan, you must be a U.S. Citizen or permanent resident and you must meet all other Federal Student Aid eligibility requirements. These requirements are published in the U.S. Department of Education Student Guide available online at http://www.studentaid.ed.gov/students/publications/student_guide/2004_2005/english/general-studenteligibility.htm.

Annual Loan Limits

Annual loan limits are \$8500 through the subsidized loan program and \$10,000 through the unsubsidized loan program. Your total eligibility will be determined by the CSUF Office of Financial Aid based on your direct program costs and standard allowances for room and board, transportation and personal expenses. Your loan cannot exceed your annual program costs. For more information, visit the Office of Financial Aid website at www.fullerton.edu/financialaid/.

Enrollment Requirements

Federal regulations require half-time enrollment to receive Federal Stafford loan funding. At CSUF, you must be enrolled in at least six units per semester to meet this requirement. Two 8-week sessions are treated as a single semester term.

How to Apply:

Step 1:

Obtain a free Application for Federal Student Aid (FAFSA) from any high school or college and submit your application to the address provided on the form or, to expedite processing, apply electronically at www.fafsa.ed.gov. Be sure to include the CSUF institution code: 001137

Step 2:

About 4-6 weeks after you submit your FAFSA, you will receive a Student Aid Report (SAR) from the Federal processor as well as an acknowledgement from the Office of Financial Aid. We may request documents such as tax returns to verify application data. Once your application and any documentation are evaluated, we will email you a link to TITAN Online to view your award summary and to print out a Federal Stafford Loan request form.

Step 3:

To accept your loan offer, you must complete the Federal Stafford loan request form. You will need to select a lender (a list of preferred lenders is located on the Office of Financial Aid web site at www.fullerton.edu/financialaid/). If you are borrowing a student loan through CSUF for the first time, you are required to take part in a pre-loan counseling seminar BEFORE your loan is processed. You may complete the loan seminar process electronically using EdTest at www.edfund.org. Dates for on-campus loan seminars are located on the Office of Financial Aid website (www.fullerton.edu/financialaid/).

Step 4:

Once you have completed the seminar, contact Katherine Sharifi in the Office of Financial Aid to confirm your dates of attendance and your special program costs. It may be necessary to adjust your awards because of your program's changing costs and enrollment dates.

Katherine Sharifi
CSUF Office of Financial Aid
P.O. Box 6804
Fullerton, CA 92834-6804
Phone: (714) 278-5255
Fax: (714) 278-1595
Email: ksharifi@fullerton.edu

Step 5:

The Office of Financial Aid will forward your loan information to your lender for approval.

Step 6:

Your lender will issue a Master Promissory Note (MPN) if you do not already have a valid MPN on file. Complete and return the MPN to your lender.

Step 7:

The Office of Financial Aid will provide UEE with a list of students who are eligible for Financial Aid for the upcoming semester. If you know that you are eligible and have accepted your loan offer, contact Tiffany Gibson before the course registration deadline so that she can have you enrolled in at least six units of coursework. (Students must be enrolled in it at least six units (part-time student unit load) in order to be eligible for financial aid). After Tiffany Gibson verifies that your name appears on the list from the Office of Financial Aid, UEE will facilitate your enrollment in the classes for the upcoming semester.

Step 8:

Your lender will send your loan funds to CSUF Student Financial Services at the beginning of the Fall, Spring and Summer terms. If your loan covers two semesters, you will receive half each semester; if your loan covers a single semester or Summer term, you will receive two disbursements within the semester.

Step 9:

After your part-time enrollment status has been verified, Student Financial Services will disburse student loans either the week before or during the first week of each semester. You will receive your

disbursement for the semester at that time. It is your responsibility to pay your total tuition fee balance to UEE on or before the payment deadline that has been established for financial aid recipients who are matriculating in the Spectrum MBA program. (This deadline is usually communicated to you in the registration information letters that are sent out prior to each semester.) Also, if a student applies late in the process and receives financial aid late, he/she will still be required to pay the fees no later than two weeks after the start of class and thus reimburse themselves later when he/she receives financial aid.

Other Financial Aid Terms and Conditions

The financial aid information contained in this handbook focuses on the process of applying for and receiving a student loan. Be sure to visit the Office of Financial Aid web site at www.fullerton.edu/financialaid/ to ensure your awareness and understanding of the Federal, State and institutional policies and regulations governing financial aid.

Renewing Your Financial Aid Application

You must file a separate FAFSA for each academic year. If you filed your initial FAFSA electronically, the Federal Processor will automatically send you a renewal reminder and PIN number so that you may renew your application electronically. If you do not receive a renewal application due to a change of address or mishap, simply submit a new application either electronically or in hard-copy form. The priority filing period for CSUF is January 1-March 2 each year for the following academic year. Meeting the March 2 date ensures you will receive your award notification in enough time before the start of the Fall semester of each academic year.

If you have any questions regarding the financial aid information provided in this handbook, please contact Katherine Sharifi at (714) 278-5255 or ksharifi@fullerton.edu.

Deferments on Existing Student Loan Payments

Enrollment in a matriculating degree program may allow you to defer loan payments on any existing student loans. Deferment applications should be mailed to the following address for verification of current enrollment:

CSUF Office of Admissions and Records
Attn: Verifications
P.O. Box 6900
Fullerton, CA 92834-6900

Questions regarding verification can be answered via the helpline at (714) 278-7601 or by calling the verifications number at (714) 278-2376. The fax number for Records is (714) 278-2341.

College of Business and Economics Directory

California State University, Fullerton

College of Business and Economics

P.O. Box 6848

Fullerton, CA 92834-6848

Phone: (714) 278-2212

Fax: (714) 278-7101

Spectrum MBA Email: SpectrumMBA@fullerton.edu

Spectrum MBA Website: <http://business.fullerton.edu/SpectrumMBA/>

Dean	Anil Puri	(714) 278-2592	apuri@fullerton.edu
Associate Dean, Academic Programs	Thomas Johnson	(714) 278-2789	twjohnson@fullerton.edu
Assistant Dean, Academic Affairs	Robert Miyake	(714) 278-3622	rmiyake@fullerton.edu
Assistant Dean, Student Services	Lea Beth Lewis	(714) 278-4577	blewis@fullerton.edu
Graduate Advisor	Diane Mazzey	(714) 278-3622	dmazzey@fullerton.edu
Accounting Chair	Betty Chavis	(714) 278-2225	bchavis@fullerton.edu
Economics Chair	Morteza Rahmatian	(714) 278-2228	mrahmatian@fullerton.edu
Finance Chair	Mark Stohs	(714) 278-2217	mstohs@fullerton.edu
Info Sys/Dec Sci Chair	Barry Pasternack	(714) 278-2221	bpasternack@fullerton.edu
Management Chair	Gus Manoochehri	(714) 278-2251	gmanoochehri@fullerton.edu
Marketing Chair	Irene Lange	(714) 278-2223	ilange@fullerton.edu

University Extended Education Directory

California State University, Fullerton

University Extended Education

P.O. Box 6870

Fullerton, CA 92834-6870

Phone: (714) 278-2611

Fax: (714) 278-2088

University Extended Education Website: www.csufextension.org

UEE Registration: (714) 278-2611

UEE Registration Fax Only: (714) 278-2088

Register Online at www.csufextension.org/Register/

Dean	Harry Norman	(714) 278-2937	hnorman@fullerton.edu
Director	Karen McKinley	(714) 278-7192	kmckinley@fullerton.edu
Program Assistant	Tiffany Gibson	(714) 278-7427	tgibson@fullerton.edu

Fax Number for Karen McKinley and Tiffany Gibson (714) 278-5445

Note: Please contact Diane Mazzey or Robert Miyake in the College of Business with academic advisement questions. You may contact Karen McKinley or Tiffany Gibson in University Extended Education with administrative questions regarding your registration.