

Fullerton FEMBA at Irvine Program



Student Guide

Spring 2012

Welcome!

It is our pleasure to welcome new and returning students into the FEMBA program.

You have made an excellent choice to pursue your educational goals. Obtaining an MBA degree will be one of the most rewarding experiences in your personal life and professional career.

This program will be challenging because we must prepare you for the demands of today's fast-paced global business community. However, you can be assured that the advisors, faculty, and staff are here to help you obtain your goal.

This student guide was developed to provide:

- Information specific to FEMBA students
- General guide to student services
- Directory for assistance

Although the information in this guide was prepared with the most accurate information available at the time, all information is subject to change without notice or obligation. A copy of this student guide will be posted on the website:

<http://business.fullerton.edu/graduateprograms/currentStudent/mbaIrvine/index.htm>

Thank you for your participation and commitment to higher education!

Degree Programs Team
University Extended Education

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Registration

All registrations are processed by University Extended Education (UEE).

Four ways to register:

- 1) Online – [FEMBA Registration](#)
- 2) Phone – 657-278-2611
- 3) In Person – Fullerton Campus, College Park 100
- 4) Mail – Send a completed [registration form](#) to:
UEE Registration
Cal State Fullerton
P.O. Box 6870
Fullerton, CA 92834-6870

Spring 2012 Registration Deadlines:

- The deadline to register for the first session is **January 13**.
- If you have registered for the first session, then the deadline to register for the second session is **March 9**.
- If you are not taking a class in the first session (because the class was waived, or you have an approved term off or leave of absence), then you must register for the second session by **February 10**. If you fail to register by this deadline, the system will classify you as a No Show and discontinue your student status.

Term	Registration Begins	Registration Deadline
Spring 2012	11/29/2011	1/13/2012
Summer 2012	4/17/2012	5/18/2012
Fall 2012	7/24/2012	8/17/2012
*Dates are approximate and subject to change		

Office hours for UEE Student Services:

Monday – Thursday 8:00AM to 7:30PM

Friday 8:00AM to 5:00PM

Saturday 8:00AM to 12Noon

Registration for Financial Aid students:

Financial aid students may now register online. On the registration website, select “Financial Aid” as the method of payment to bypass the credit card entry. **Please make sure you have accepted your loan offer and that you register for six units**. Students must be enrolled in at least six units (part-time student unit load) in order to be eligible for financial aid.

Fee Payment

Be prepared to pay class fees at the time of registration by TitanCard, check, money order, VISA, American Express, MasterCard or Discover. Fees cannot be paid by an individual or a company at the completion of a course. No convenience fees are charged for payment by credit card. If you register past the deadlines, a \$25 late fee will be charged. A fee receipt will be mailed to you after your registration is processed.

Fee payment for Financial Aid students:

Financial aid disbursements are sent directly to students by mail or direct deposit. It is the student's responsibility to pay course fees to UEE **for both classes by February 3, 2012.**

Fees paid by employer or company:

University Extended Education can bill your employer or company directly for course fees. To use this option, a purchase order or letter of sponsorship from the company must accompany your registration form. For more information on this process, contact UEE Student Services at 657-278-2611.

Class Schedules

Students will receive a registration email with the class schedule and registration deadlines in advance of the term. You may view the projected program schedule for your cohort at the Mihaylo College of Business and Economics website:

<http://business.fullerton.edu/graduateprograms/currentStudent/mbaIrvine/index.htm>

Textbooks

Students are responsible for purchasing the required textbooks and/or course materials for each class. Textbook information (title, author, edition, publisher, and ISBN number) will be sent to students in advance of each term. Textbooks can be purchased at the CSUF Irvine Campus bookstore or online at <http://www.titanbookstore.com> or by phone at 657-278-3418. Visit the bookstore website for information on e-book downloads and lowest price guarantee program.

Class Location

Classes will be held at the CSUF Irvine campus.

CSUF Irvine Campus
3 Banting
Irvine, CA 92618
657-278-1600

Parking Permits

A parking permit is required at the CSUF Irvine Campus. Students are responsible for purchasing their own parking permits. The cost of a spring permit is \$220.00 for a 4-wheel vehicle and \$75.00 for a 2-wheel motorized vehicle. The cost of a daily parking permit is \$8.00.

Where to purchase a semester parking permit:

- Online - Go to <http://www.fullerton.edu>, then log in to your Student Portal, select the Parking tab, then Purchase Permit.
- In Person - Go to Parking and Transportation Services at the CSUF Fullerton Campus, Building T-1400.

Parking and traffic regulations are enforced at all times. If you have questions regarding parking, please visit the Parking website at <http://parking.fullerton.edu/> or call 657-278-3082.

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.

To withdraw from a course, students must complete a [Request for Withdrawal form](#) and fax it to UEE Student Services at 657-278-2088.

Authorization to withdraw shall be granted for only the most serious reasons (i.e., a physical, medical, emotional, or other condition) which limit 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 practical. 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.

Refund Policy

If a course is dropped before the class start date, you may receive a full refund less \$10. If the course is dropped on the class start date and less than 25% of the class has elapsed, you may receive a 65% refund. If 25% of the class has elapsed, there is no refund.

Continuous Enrollment

A graduate student with a graduate degree objective is required to maintain continuous enrollment during regular semesters (fall, spring and summer) until award of the degree. This policy is designed to eliminate the need for re-admission 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. If you need to request continuous enrollment, please contact Graduate Studies at 657-278-2618 to obtain registration instructions for Grad 700.

In order to maintain your status in the Fullerton FEMBA at Irvine program, you are required to enroll in at least one session per term:

Term	Session 1	Session 2
Fall	Starts in August	Starts in October
Spring	Starts in January	Starts in April
Summer	Starts in June	Starts in July

Request for Term/Session Off

If you need to take off one of the sessions during the semester, please fill out a [Request for Session Off form](#) and submit it to [Diane Mazzey](#), assistant director of academic support services.

Leave of Absence Request

If you need to take off an entire semester, please contact the Graduate Studies office at 657-278-2618 and fill out a [Request for Leave of Absence form](#).

Academic Advisement

All academic advisement is handled by the Graduate Advisement Office in the Mihaylo College of Business and Economics. Please contact [Diane Mazzey](#), assistant director of academic support services, at 657-278-4690 regarding degree eligibility, prerequisite requirements, and any other questions regarding your study plan or graduation procedures.

Student Contact Information

You are required to keep your mailing address, email address, and phone number current on your Student Portal to ensure that you receive all University communications. Many campus offices have begun utilizing email as the primary communication mode to the student. Be sure to check your CSUF email account on a regular basis. For assistance with your campus email account, please contact the IT Helpdesk at 657-278-7777.

Student Portal

Students have access to campus online resources through the CSUF portal system. The Portal provides secure access to online information that is personalized for each user. To login, go to <http://my.fullerton.edu>

Some of the features available through the Portal:

- My CSUF - the portal “home page” which allows you to add your own notes, reminders, web links, etc. and view personalized news and information.
- TITANium – CSUF’s new online learning management system, similar to Blackboard.
- Library - access to personal circulation records, interlibrary loan form, with the ability to put materials on reserve and schedule library instruction.
- Profile - controls many things, including which tabs are displayed, passwords for on- and off-campus accounts, and the order in which the tabs appear at the top of the portal window.
- TitanCard - access to purchase TitanTender, view a record of your recent transactions (up to 4 months), report your card as lost or stolen, and more.
- Titan Online – Allows access to the Common Management System (CMS)

For help and instructional information on using the Portal, please click on the "Help" button after logging in.

Grades and Transcripts

Grades are available approximately two weeks after the official end date of the class. Unofficial student transcripts are accessible online through your Student Portal:

1. Go to <http://www.fullerton.edu>
2. Log in to the Portal with your Username and Password. If you do not know or have misplaced your password, contact CSUF Admissions and Records Office at 657-278-2300.
3. Select Titan Online tab.
4. In Student Self Service area, click on Student Center.
5. In the Academics area, click on View Unofficial Transcript

Students may request official transcripts from the CSUF Office of Admissions and Records. A Transcript Request form is available at <http://www.fullerton.edu/admissions/CurrentStudent/Transcripts.asp>. The first copy is \$4.00 and additional copies are \$2.00 when ordered at the same time.

TitanCard

The TitanCard is the official identification card issued by the University to students for the sole purpose of identification and access to campus facilities, services and activities.

New students who have registered and paid for the upcoming term may obtain a TitanCard at the CSUF Irvine Campus. Please bring photo identification (such as a driver's license or passport).

If you have questions or need a replacement card, please contact the TitanCard Office at 657-278-3555 or go to <http://www.fullerton.edu/IT/titancard/index.asp>.

CSUF Library

The library website is the launch pad for resources such as the catalog, databases, electronic journals, research guides, and course reserves. Students can log in to the Portal and access these resources from their home or office.

The Interlibrary Loan (ILLiad) system allows you to request materials or books from participating libraries in the nation. Articles will be delivered electronically to you and books will be kept at the Circulation Desk for you to pick up.

You can access the CSUF library online at <http://library.fullerton.edu> or through your Student Portal. If you need assistance, please contact the library at 657-278-2721.

Career Center

Students in self-support degree programs have access to the services provided by the CSUF Career Center. Some of these services include:

- Job and Internship Postings
- Career Exploration
- Resume Writing
- Interview Practice

These services are free for the first year after graduation. Alumni who graduated over one year ago can access the service online for \$50 for a six month subscription. For more information please call the CSUF Career Center at 657- 278-3121 or visit their website at <http://campusapps.fullerton.edu/career/>.

Graduation Application

The Graduate Advisement Office in the Mihaylo College of Business and Economics provided you with a grad check during the New Student Orientation. Students must complete this form and enclose the appropriate fee (currently \$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](#), at 657-278-4690. You may also obtain the form at the CSUF Irvine Campus Service Center. Grad check forms are accepted at the CSUF Irvine Campus, but changes to the forms are not accepted.

Diplomas

Diplomas are mailed out by the Graduation Unit in the Admissions and Records Office. The diplomas are mailed out 8 to 12 weeks after the official graduation dates. Typically students should receive their diploma as follows:

Graduation Term	Diploma Received
Fall	End of April
Spring	End of August
Summer	End of November

If you have questions regarding your diploma, please contact the Graduation Unit at 657-278-2300.

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 [Guide to Federal Student Aid](#).

Annual Loan Limits

Annual loan limits are \$20,500 for combined subsidized and unsubsidized loans. 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.

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.

Contact Person

If you have any questions regarding financial aid, please contact Jill Brower, CSUF Office of Financial Aid, at jbrower@fullerton.edu or 657-278-5256.

How to Apply for Financial Aid

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.
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. Additional documents (such as tax returns) may be requested to verify application data. Once your application and any documentation are evaluated, the Office of Financial Aid will email you a link to Titan Online to view your award summary and to print out a Federal Stafford Loan request form.
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/.
4. Once you have completed the seminar, [Jill Brower](#) (financial aid counselor for special programs, Office of Financial Aid) will confirm your dates of attendance and your program costs. It may be necessary to adjust your awards because of your program's changing costs and enrollment dates.
5. The Office of Financial Aid will forward your loan information to your lender for approval.
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.
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, call UEE Student Services at 657-278-2611 or submit your registration online before the registration deadline and enroll 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 UEE Student Services verifies that your name appears on the list from the Office of Financial Aid, then UEE staff will register you in classes for the upcoming semester.
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 one disbursement within that term.
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 established for financial aid recipients (approximately two weeks after the semester start date). 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 guide 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. By meeting the March 2 deadline, you ensure that you will receive your award notification in enough time before the start of the fall semester of each academic year.

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:

National Student Clearinghouse
13454 Sunrise Valley Drive #300
Herndon, VA 20171
Phone: 703-742-4200
<http://www.studentclearinghouse.org>



Mihaylo College of Business and Economics

MCBE Directory

Assistant Director, Academic Support Services	Diane Mazzey 657-278-4690 dmazzey@fullerton.edu
MBA Director	Van Muse 657-278-7928 vmuse@fullerton.edu
Department Chair, Accounting	Betty Chavis 657-278-4595 bchavis@fullerton.edu
Department Chair, Economics	Morteza Rahmatian 657-278-3859 mrahmatian@fullerton.edu
Department Chair, Finance	Mark Stohs 657-278-2217 mstohs@fullerton.edu
Department Chair, Information Systems & Decision Sciences	Bhushan Kapoor 657-278-2221 bkapoor@fullerton.edu
Department Chair, Management	Gus Manoochchri 657- 278-3071 gmanoochchri@fullerton.edu
Department Chair, Marketing and Business Admin	Irene Lange 657- 278-2223 ilange@fullerton.edu
Associate Dean, Academic Programs	Terry Grant 657-278-7206 tgrant@fullerton.edu
College Dean	Anil Puri 657-278-2592 apuri@fullerton.edu

Mihaylo College of Business and Economics
California State University, Fullerton
P.O. Box 6848
Fullerton, CA 92834-6848

Phone 657-278-2212
Fax 657- 278-7101

Email: mba@fullerton.edu



UEE Directory

Program Coordinator	Suzanne Batista 657-278-4280 657-278-5445 FAX sbatista@fullerton.edu
Program Manager	Gail Wright 657-278-5945 gwright@fullerton.edu
Program Director	Echo Chang 657-278-4272 echang@fullerton.edu
Associate Dean, Academic Programs	Carol Creighton 657-278-7272 ccreighton@fullerton.edu
College Dean	Harry L. Norman 657-278-2937 hnorman@fullerton.edu

University Extended Education
California State University, Fullerton
P.O. Box 6870
Fullerton, CA 92834-6870

Phone 657-278-2611
Fax 657-278-2088

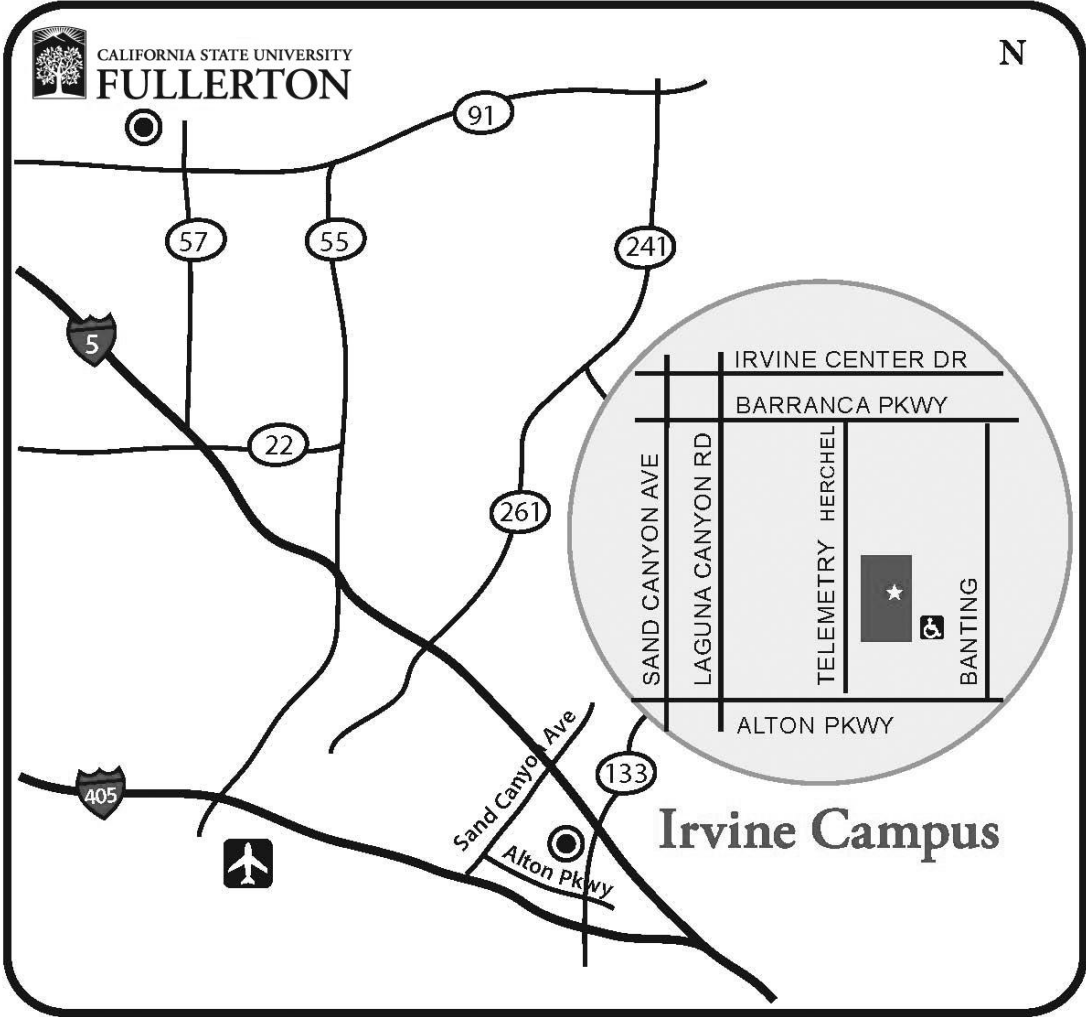
UEE Website www.csufextension.org

FEMBA Website <http://business.fullerton.edu/graduateprograms/Offcampus/index.htm>

Online Registration <http://www.csufextension.org/Classes/ClassList.aspx?c=184>

CSUF Irvine Campus Map

3 Banting
Irvine, CA 92618
657-278-1600



CSUF Irvine Campus 1st Floor Map



CSUF Irvine Campus 2nd Floor Map

